

## Admin Module - On-Campus Recruiting Requests

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When an employer places a request to come on-campus to interview or to host/attend a company event, the request goes into the On-Campus Recruiting (OCR) Request File in the Admin Module. This file lists all requests for on-campus interviews and events (Confirmed, Outstanding, and Declined Requests). This outlines the steps for reviewing requests for an OCR visit and a company event. Please contact [support@gradleaders.com](mailto:support@gradleaders.com) or your dedicated CRM for additional assistance.

**Selecting a Visit for Review** From the Dashboard, click Requests for Interviews located in the On-Campus Recruiting widget. Users can also click On-Campus Recruiting from the dashboard toolbar, and then click On-Campus Request File from the sub-menu. From the On-Campus Requests page, click the Outstanding tab to view the Visit Requests. Click the company's name to review the Visit Request. Click the Edit Request Information (pencil) icon if the request information needs to be revised. If the request is approved, click the Confirm icon. Note: A pop-up email message will display for admin users to email the employer a confirmation with additional details, or to explain the reason for declining a Visit Request. Both messages are templated email messages that can be customized to the school's preference.

Enter the assigned visit date. From the Edit Recruiting Date page, enter the appropriate position information. Enter the schedule information. Select the appropriate scheduling round, if applicable. Select the job. Click Save.

**Reviewing Employer Company Event Requests (Single & Multi)** From the Dashboard, click On-Campus Recruiting. Click On-Campus Request File. From the On-Campus Requests Page, click the organization name of the employer requesting a company event. Review information and click Confirm or Decline. If confirming the event, select the assigned request date. Click Assign. From the Company Event Details page, add the appropriate information, if necessary. Click Save.

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