

Article Number: 559 | Rating: Unrated | Last Updated: Aug 23, 2022 at 3:51 PM

The On-Campus Recruiting (OCR) process begins with an employer request submitted through the Employer Module. In GradLeaders Career Center, on-campus recruiting interviews are generally referred to as 'visits' unless changed throughout the system via configuration. To start the request, an employer logs into GradLeaders Career Center and clicks on the 'On-Campus Requests' tab. From here, an employer can select to add a request for an Interview for Full Time “ 2<sup>nd</sup> year MBA's or Summer Internships “ 1<sup>st</sup> year MBA's (MBA model configuration), a Single Company Event, or join an existing Multi-Company Event. (More information on Company Events can be found in the [Company Events Category](#)) Some schools will also use an OCR Request Widget on the Employer Dashboard in addition to, or in place of the menu option for OCR Requests. If the school is using the widget, select the interview/event type from the drop down, and then click 'Go'. This will take the recruiter to the OCR Add/Edit Visit/Interview survey, and they can complete the request process below. The employer makes the choice as to which audience their interview is for (MBA = Full-time vs. Summer Internship), and then presented with the OCR Request Survey. This survey is where the employer is able to enter an overview for the job. Some fields include the Job Title, the number of schedules, choosing Back-to-Back (click here for more information on [Back-to-Back](#) schedules), and their resume drop preference. Also the employer is asked for their requested visit date. Here they are able to select up to three dates based on their preference. Once they have completed the survey and clicked Save, the school admin staff and Career Management Office is notified that the request has been submitted and is pending approval. **\*Dead/DoNotMigrate\***

Posted by: KB Admin - Nov 29, 2010 at 1:00 PM. This article has been viewed 2285 times.

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