Managing On-Campus Interview (OCI) Schedules with Symplicity/NACELink

After logging in to TommieCareers/Symplicity, go to On-Campus Interviewing (OCI) - Menu tab option across the left hand side of the page.

View a list of positions available by clicking on the Positions tab.

- View position descriptions and screening criterion by clicking on the Job Title link.

View a list of interview schedules by clicking on the Schedules tab.

- View a room reservation, or access a list of applicants or interviews for a schedule by utilizing buttons at the top.

View a list of students who applied for OCR jobs by clicking on the Applicants tab.

- View resumes in PDF format by clicking on ‘Resume’ below the applicant names.

- To add new applicants that did not initially apply – Within OCI Schedule, click on “Edit Schedule” purple button on the top – scroll to very bottom of screen, click the Add New button. In the Keyword box, type in Last Name of the candidate or Email, waiting for their name to appear. If it appears, select the Position Title to which you to apply them, and click Submit. If no name appears, it means the student has not connected with the Career Development Center and has not ever completed the Orientation to On-campus Interviewing. Please contact the Employer Relations Specialist to get further instructions about how to get these students on the interview schedule.

- To make selections - Designate which students are invited, not invited or alternates.
  - Select students you wish to Invite by using the dropdown boxes to the extreme right of their names. Select “Invited” option from the drop down box. An automated Email message will be sent to these applicants. Their applicant label will be changed to “Invited”.
  - Please do the same for the group of students you are Not Inviting. This system does not send Emails to those students, so you are free to send them a message yourself.
  - If you have multiple positions posted, first select the specific job title you are working with from within the Positions tab.
University of St. Thomas Career Development Center
On-Campus Interviewing Program Employer Instructions

IMPORTANT NOTES:
- The applicants list disappears after the Select End date, therefore, you will not be able to make selections after the Pre-Select deadline through the Symplicity system. If you miss the deadline, you would be responsible for notifying each student of their status manually.

- Students marked as Pending will be automatically marked as Not Invited at the end of the Select Period.

Retrieving the Final Interview Schedule –

1. Students begin to sign up for interview time slots 24 hours after the Pre-Select Deadline.

2. The schedule should be finalized 24 hours prior to the interview date, so at that time, employer contacts may log-in and print off or forward interview schedules to interviewers. See View Interview Schedule link on the top margin of your Schedule information.

Questions?
Call Jennifer Rogers, Employer Relations Specialist, at 651-962-6762 OR Ipshita Chakrabarty, Systems Specialist at 651-962-6766.