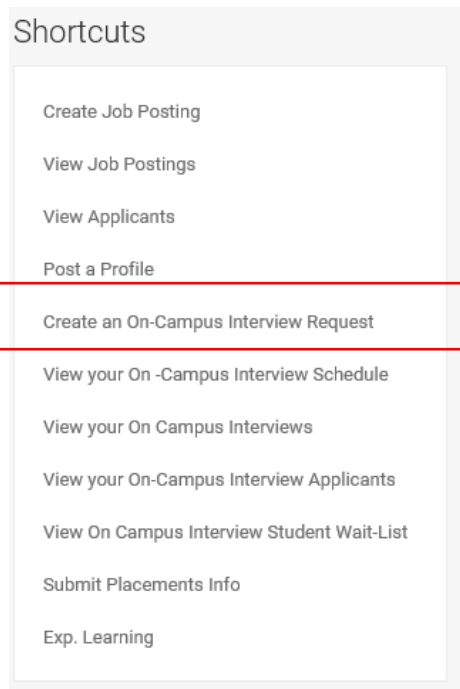


How to Request and Reserve an On Campus Interview Date

- Log in to [UBworks](#) using your username and password.
- From the home page under the Shortcuts section, select “Create an On-Campus Interview Request.”



- This will take you to the “On-Campus Recruiting” page. Follow the instructions for a New Interview Schedule Request making sure to complete all sections of the form:
 - **Recruiting session:** Select which semester you will conduct your On-campus Interview.
 - **OCR Models**
 - > *Preselect:* Employer selects the candidates they wish to interview and students sign up after receiving an invitation.
 - > *Preselect to alternate:* Once invited students select interview times and this deadline has passed, there are open and close dates for candidates chosen as alternates.
 - > *Open:* Once the invited and alternate candidates have chosen interview times, students who applied for the position but were not invited can sign up for an interview.
 - **Interview Date:** Select your desired interview day plus two alternatives dates.
 - **Time slot:** When you will be conducting interviews-- morning, afternoon or full day.

- **Number of Rooms:** The CIC provides up to two employer interview rooms. If you need additional space, please follow up with an email to careercenter@ubalt.edu
 - **Interview Length:** Select either 30, 45, or 60-minute interview blocks.
 - **Allow Multiple Student Interviews:** Select whether or not you will interview the same student for multiple positions attached to the same schedule.
 - **Position Types:** Click the type of position in which you are recruiting.
 - **Positions Recruited:** You will need to add the positions to the OCI schedule.
- Once complete, click "Submit." The CIC is responsible for the review and approval of the schedule. Allow up to five business days to receive feedback on your request.
 - You will receive an e-mail from the CIC with confirmation of your request.

Checking the Schedule and Selecting Candidates

- Once your OCI is approved, UBworks creates your OCR schedule regarding resume submissions start and end dates, resume review and applicant selection. To view the scheduled dates, select **OCR** located on the left panel on the home screen. This will bring you to the On-campus Recruiting page where you can click on the date of your schedule to view your deadlines.

The screenshot displays the UBWorks interface. On the left is a navigation sidebar with the following items: Home, Profile, Jobs, OCR, Schedules, Positions, Applicants, Interview, Wait-List, Publication Requests, Career Outcomes, Surveys, Calendar, and Account. The main content area is titled 'Schedules' and features a 'Request A Schedule' button and a 'Batch Options' dropdown menu. Below these, a schedule entry is shown for 'Oct 15, 2019 (Schedule 139)' with a time slot of '9:15 AM - 4:30 PM', the position 'Staff Auditor 2020', the type 'Preselect to Alternate', and 'Rooms: 1'.

- We will contact you to review these dates and amend them according to your preferences.
- When candidates submit resumes for the position advertised, you can review and select suitable applicants from the **OCR** tab and then click **Applicants**.

- Once the Resume Submission ends and Employer selection begins, a message will appear under the Alerts field (on the UBworks homepage) informing you that Employer Selection has begun for your schedule.
- Click on the link provided to see a full list of students who have applied for the position. You can review the information provided by each student by clicking on the document sign next to the student's name.
- To select or deselect a candidate for an interview, change the Status to "Invited" or "Not Invited."
- An e-mail will be sent to the applicant informing him/her of your selection. The student will then log into UBworks where they can select a suitable time to interview.

Frequently Asked Questions

Can I add more dates or interview times to an existing schedule?

Yes, you can do so only before the "preselect sign-up" starts. Once candidates are selected and can start responding with selected times, UBworks blocks any adjustments to the advertised dates and times to give all candidates a fair chance.

Can I add more jobs to an existing schedule?

Once the "Resume Submission" starts, UBworks does not allow changes to the jobs to give all candidates a fair chance.

Can I add a new applicant/interview to my schedule?

Yes, you can until the "Employer Select" ends. After this time, any amendments must be made by contacting us at 410.837.5440.

If the interview time is no longer convenient for me, can I change this in UBworks?

If you are no longer able to hold on-campus interviews on the date selected, please contact us at 410.837.5440.