Campus Recruiter (CRA) and Enterprise Recruiter (ERA) account holders have the ability to manage recruiting activities through their OneStop Account. Campus Recruiter subscriptions come with one seat, credentials may be shared between office users. Enterprise Recruiter subscriptions include 5 seats with which recruiting activity is shared across all accounts.

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ERA Subscriptions

1) Sign into your OneStop account at https://onestop.symplicity.com
2) Hover over your name in the top right corner
3) Click “my account”
4) Click “Subscriptions”  
5) Click “Upgrade Account”
7) Click “Select” next to your school(s) of choice. The grey bar at the top will show the total number of schools selected and the total cost. If you want to remove a school, click the “unselect” button next to the school.

8) Click “Next”
9) Click “Check Out”
10) Enter payment information
11) Click “Place Your Order”

Note: School subscriptions cannot be changed mid-subscription year. Once your selections are made they are final until the next subscription term.
ERA Invitations

1) Sign into your account
2) Hover over your name in the top right corner
3) Click Employer profile
4) Click “Enterprise Account”

5) Enter the invitee email address, choose “Recruiter” from the drop down then click “Invite Member”. The invitee will receive an email with instructions and the invitation to join the ERA.

- While the invitations are pending, you have the opportunity to delete any pending invitations and replace them with other team members. This can be helpful if there was a misspelling in the email address or name of the recruiter.
Things to consider when inviting members to your team:

- A total of 5 seats that may be used, if additional seats are needed they can be purchased for an additional fee of $49 per user, per school, per year.
- In order for the collaborative features to function each person registering for career fairs and recruiting MUST have a seat in the ERA and their email address must EXACTLY match their registering email address at the schools
  - For example: Tom Jones (tjones@company.com) is a recruiter and also utilizes the recruiting@company.com email address.
  - Tom registers for an OCI at a school with the recruiting@company.com email address.
  - Tom’s OneStop account email address is tjones@company.com, he will not be able to see the OCI registration because he used a different email address to register at the school
  - This also means that any recruiters in the ERA will not be able to see his activity.
- Each seat holder must also have OCI/OCR rights at the school enabled.
- After an invitation has been accepted – the user cannot be changed until the next subscription term

**Employer Profile**

The Employer Profile is your chance to set your company apart. By having a robust profile, you’ll highlight the best features of your company and entice students to apply to your jobs. It is important to complete this profile prior to registering for OCI/OCR sessions.

1) Log into your OneStop Account
2) Hover over your name in the top right corner
3) Click “Employer Profile”
4) All items with a red asterisk are required to be completed. (Employer Name, Industry, Type, Description, Address).
   - It is highly recommended to input a web address. Social media links may also be included in the Employer Profile, including Twitter, Facebook and YouTube Video.

5) When the profile is complete, click “Update and Send to CSM” – this will send the information to the schools.
   - Schools have the ability to automatically accept your changes, or they may choose to review all employer updates from a holding bin. With the latter, the school will have the ability to accept or reject your changes.
   - Please note that updating personal or profile information could impact the accounts of your colleagues who are operating at the school level where they have an account; please check your data to ensure its accuracy.
Recruiting Overview

The Recruiting Tab is the hub for all recruiting activity. You can request new OCI Schedules, View Applicants, View Interviews and Generate Publications.

Sessions

This tab shows available sessions at your subscribed schools.
Schedule Requests

To request a new OCI/OCR/Resume Collect Session at a Connected School

1) Hover over the “Recruiting” Tab
2) Click “Schedule Requests”
3) Click “Request a New Schedule”
4) Your Connected Schools will populate, if they are accepting new schedule requests
5) Click “Request” – you will be taken in that school's OCI/OCR request form

![on-campus interviews](image)

Schedule Request
Registering Office:

Recruiting Session:
2013 Fall On–Campus Interviews Session Two
Mode:
- Resume Collect
- Interview

Additional Locations:
Please enter any additional locations/cities/countries you are interviewing for.

6) Complete the form and click “Submit”
7) Click the “Return to OneStop” button and you will be taken Back into your OneStop account
Positions

If you are conducting an OCR schedule, these will be the positions attached to the schedule at the school.

Schedules

Once requested OCI/OCR schedules have been approved by the school, the schedule will be listed in the Schedules section. If a team member has registered for a schedule, their name will be listed next the approved schedule.
Applicants

Once the approved session has gone live at the school, and the school gives you access to the applicants. They will be listed in “Applicants”. Each school will be listed separately.
Choosing Student Status

When pre-selecting, choosing alternates and not-selected:

1) Hover over the “Recruiting” Tab
2) Click “Applicants”
3) Click “View” next to the desired school, this takes you into the school’s site

4) Select the Session, if not already selected
5) Use the dropdown menus next to each student’s name, the system saves the selection as you make your selections
Sending Email to Applicants

Once you’re in the school’s site, you have the option to send an email to your applicants. Be sure to select the proper session from the drop down menu.

To send an email:

1) Select the desired student(s) using the check boxes
2) Click “Mail to Checked”
3) Complete the desired fields, all fields with an asterisk must be completed. You may customize the body of the email by utilizing the available mail merge fields listed on the right side of the form.

4) Click “Continue”

5) You may review the message and make any changes prior to sending

6) Click “Send Messages”
Save as Excel

To save applicants in excel:
1) Select the desired students using the check box next to their name.
2) Click “Save As Excel”
3) Open with Microsoft Excel
4) You may edit the file and save it locally to your computer

This download will contain the following information: OCI Session Name, Student Full Name, Year in School and Office Location

Generate Applicant Packet

You may generate a PDF publication of the applicants.

To generate an applicant packet:
1) Select the desired students using the check box next to their name. You may use the filters to refine your search then select students
2) Click “Generate Publication”
3) Give the publication a meaningful Publication Name
4) Select the documents to be included
5) Click “Submit Request”
6) When the publication is ready, you’ll receive an email notification
7) The publication will be available in Recruiting > Publications
   - Please note publications may take some time for the system to compile and convert to PDF format. Please give yourself ample time when creating PDF publications.
Will student applications include the office for which they applied?

That is dependent on how the schools handle their schedules, not something OneStop controls:

- **Consolidated schedule** - they will see one application with preferred locations listed by location in preference order
- **Non-Consolidated schedule** - they will see an application for each office to which the student applied. At the school level they can sort my office location and make packets.

Interviews

Once students have accepted the interview offer, they will be listed in the interviews section.

From this section you may view interview days and times, view application materials, save the list of interviews in Excel, Save to LawCruit, send an email and generate a PDF publication.

**Tip:** Recruiting > Interviews > Owning Office Filter = the registrant office
**Save as Excel**

To save interviews in excel:

1) Select the desired students using the check box next to their name. You may use the filters to refine your search then select students
2) Click "Save As Excel"
3) 3 choices are offered: selected rows, current page, all rows – make the desired choice
4) Open with Microsoft Excel
5) You may edit the file and save it locally to your computer
   - This download will contain the following information: Schedule ID, Year in School, Full Name, First Name, Middle Initial, Last Name, Graduation Date, Office, Interview Time, School, Street Address, City, State, Zip Code and County

**Save to LawCruit**

Law Recruiters have the ability to download interview information into an Excel document and upload it to LawCruit. What is LawCruit? It is an applicant tracking system and recruiting software in the legal industry. Clients may download applicants from OneStop and upload them to LawCruit at no charge.

To Save to LawCruit:

1) Click on the “Recruiting” tab
2) Click on the “Interviews” sub-Tab
3) Filter for law school and session from the filters area
4) Once you have the students you would like to export. Click on the "Select All" box above the list of students. This will select the students you wish to export
5) Click "Save to LawCruit"
6) You will be prompted to save or open the file. Please save the file and do not open it. You may proceed to upload the file into LawCruit

- A separate LawCruit Cheat Sheet is available by contacting the OneStop HelpDesk
Generate Publication

You may generate a PDF publication of the students selected for an interview.

To generate a publication:
1) Select the desired students using the check box next to their name. You may use the filters to refine your search then select students
2) Click “Generate Publication”
3) Give the publication a meaningful Publication Name

4) Select the documents to be included
5) Click “Submit”
6) When the publication is ready, you'll receive an email notification
7) The publication will be available in Recruiting > Publications
   - Please note publications may take some time for the system to compile and convert to PDF format. Please give yourself ample time when creating PDF publications.
Export to ZIP With Documents

1) Select desired student(s)
2) Click “Export to ZIP With Documents”
3) Give the publication a meaningful Publication Name

4) Select the documents to be included
5) Click “Submit”
6) When the publication is ready, you’ll receive an email notification
7) The publication will be available in Recruiting > Publications
   - Please note publications may take some time for the system to compile and convert to PDF format. Please give yourself ample time when creating PDF publications.
Publications

Once publications have been created they are available under Recruiting > Publications.

To open a publication:

1) Click on the title of the Publication
2) Click “Download”
3) Pop-up blockers must be disabled in order to view the PDF
4) Once the PDF is opened you may print or save the PDF
OneStop HelpDesk

If you need assistance or have additional questions, please feel free to contact the OneStop HelpDesk at 703-647-3143 or nacelink-onestop-support@symplicity.com. The HelpDesk is available Monday – Friday, 9 am – 5 pm EST, with a closure from 1-2 pm.