CAREER SERVICES
MONTANATECH

DIGGERecruiting - DR 2.0 – On-Campus Interview (OCI) Schedules

You may request an on-campus interview schedule(s) or you can view a list of your schedules that are already in DR 2.0.

DR 2.0 Log in: https://mtech.12twenty.com/hire

Employer information: https://www.mtech.edu/career/diggerecruiting/employer.html

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1. **Log In.** Login at the link above. If you are a 12Twenty user, enter your Username and Password, then click on "Employer Log In." For first time users, click on "Employer Sign Up,". Complete all form fields. Select your company or type full company (<u>only</u> if not on the list, as this helps with avoiding mass duplication). Note, City is a drop down menu, begin typing the city name with no comma. Agree to the Terms, then click "Create Account." Contact Career Services if you need assistance at (406) 496-4140.

   a. **Update Profile.** Click the 👤 icon at the top/right of the page, then **Account Settings** (top right) to update your contact information.

2. On the Home page, click "**Register for OCI**" or from the "**OCI and Job Listings**" tab on the left-hand menu bar, click "**+ Register for OCI**" in the upmost right-hand corner in the green box.

3. **Employer:** Begin typing in the box. When company appears in the drop-down bar, select your organization.

4. **OCI Round:** select appropriate semester or Career Fair 2nd Day in the drop-down menu.

5. **OCI Periods – i**ndicate student application period, employer decision period (choose your interviewees), and student decision period (accepted students choose interview time slot). All time periods are adjusted based upon your individual scheduling needs. Contact Career Services if you need assistance.

6. **Interview Date Preferences –** as you click into the date boxes, a drop-down calendar with available dates will appear. Interviews can begin as soon as 8:00 AM and end as late as 5:00 PM (noted as "full day" time preference) on all recruiting days that aren't 2nd Day interviews of the Career Fair. Special requests can be made with Career Services staff to meet your recruitment needs.

7. **Interview Preferences –** indicate number of rooms, interview length in minutes, and number of interview time slots (this is a calculation of interview length, interview rooms and duration of interview day). Note: *Rotating schedule refers to allowing 2 employers to interview 2 candidates and then switch and interview the other candidate in the same time slot.*

8. **Additional Information –** Add anything applicable or important for Career Services to know; otherwise leave blank.

9. **Employer presentation –** Select if you wish to hold an Information Session on campus; Career Services will follow-up for details.

10. **Employer Office Hours –** If you need an additional room to hold office hours while at Montana Tech, select this and Career Services will follow-up.

11. **OCI Contact –** Please provide the name and contact information for the **main contact** who will conduct the interviews or **will be on-campus** with the interviewing team. This is who Career Services will follow up and coordinate with.

12. **Is Alumni –** let us know if the main contact is Montana Tech Alumni and if so, when they graduated from MT Tech.

13. **Submit Schedule Request –** Click **Next**, review the approval statement and click **Yes**.

14. **Link Jobs – Linking the job is important** to inform students of job details and requirements. After submitting your schedule request, you will see a message to **Post a Job*** or **Link Existing Job**; follow prompts.

> **Job Posting Status:** There is no job posting associated with this OCI registration. Please post job details as early as possible.
>
> **+ Post a Job**   **§ Link Existing Job**

15. **Link Existing Job –** Click and follow prompts

16. View **Your Schedule List**. Once you have saved your OCI Schedule request, you can view it on the **OCI and Jobs Listings** menu. Note: If Job indicates "**TBD**" in copper, *a job is not attached*.

17. **Approval of your Request.** Once you submit your request on DR 2.0 for an interview schedule, you will be contacted by Career Services to follow up on the details and confirmation of your visit.

*Detailed instructions are available at https://www.mtech.edu/career/diggerecruiting/Requesting-Interview-Schedules-Employer-Guide.pdf

The approval process may take up to one or more business days. Call Career Services with any questions or if you're concerned that your approval process is taking longer than desired. Job postings and help with OCI can be quickly provided by emailing postjobs@mtech.edu or by calling our office at (406)496-4140. Our office is open Monday through Friday, 8 am to 4:30 pm MST.