

**TRC FAQ's – Ohio University Alumni**  
**Friday, April 20, 2012**  
**Ping Center**

**How do I register for the TRC?**

There is no registration required. Alumni may upload a résumé to the TRC Résumé Book through Bobcat CareerLink. Résumés must be uploaded by MARCH 16, 2012.

**How do I sign in to Bobcat CareerLink?**

Alumni of Ohio University can register for Bobcat CareerLink by filling out the online [form](#).

**How do I upload my résumé to the TRC Résumé Book in Bobcat CareerLink?**

Complete your profile if you have not done so already. First, you must upload a résumé:

1. Click on the *Documents* tab
2. Click *Add New*
3. Enter a title for your document in the label box (i.e. YourlastnameRésumé)
4. Choose the document type
5. Browse to find the correct document
6. Click *Submit*
7. Await confirmation e-mail from the Office of Career Services re: \*the approval status of your résumé. It is important to plan ahead and submit your resume at least two weeks prior to the deadline to allow time for approval/revisions.

**\* Résumé Approval Process**

The Office of Career Services wants all students and alumni to succeed in finding a job and the first step in doing so is to have a powerful résumé that effectively highlights the individual's qualifications. Before a student is able to apply for positions or post their résumé in the résumé book on Bobcat CareerLink, their initial résumé must be approved by the Office of Career Services. Within two business days of uploading a résumé into Bobcat CareerLink you will receive an email message placing your résumé in one of the three categories:

- 1. Résumé has been approved**
- 2. Résumé approved but needs work**
- 3. Résumé not approved**

Once your résumé is approved, you must publish it to the **TRC Résumé Book**:

1. Click the *Opt-In Resume Book* tab
2. Choose which document you would like to post and click *Select Resume Books*
3. Check the *TRC Resume Book* box
4. Click *Submit*

**Is parking available?**

Parking is not provided for Ohio University alumni. Alumni should make their own parking arrangements at a metered space or in a city lot. Alumni may contact Parking Services for additional guidance (740-593-1917).

**How do I see what school districts are participating?**

Log onto Bobcat CareerLink to view the registered school districts

**What is the schedule for the TRC?**

7:00-8:00 am – Arrival and check in; bring your student ID and receive map and interview schedule. Students will not be permitted to enter the fair area until 8:00am—there will be a waiting area near student check in

8:00-9:00 am – Employers will be arranged alphabetically in the fair area where students can talk with recruiters, distribute résumés, and schedule interview times

9:00 am-4:00pm – Interviewing

It is your responsibility to know the DISTRICT, RECRUITER'S NAME, and LOCATION of the interview. Keep track of your interview schedule. Interviews will take place primarily in the fair area at employers' tables. Interviews last approximately 25 minutes—Be on time!