

*TRC FAQ's – Athens Campus Students*  
*Friday, April 20, 2012*  
*Ping Center*

**Who is eligible to participate?**

If you will graduate by August 2012, you are eligible to fully participate in the TRC

**What if I am not graduating by August 2012?**

Students who are not seeking permanent employment are welcome to network with school recruiters *after* 10:00 a.m. Underclass students are welcome to attend the TRC **after 10:00 a.m.** for informational and networking purposes only. Underclass students will not be able to schedule interviews.

If you would like to volunteer at the TRC to gain experience, contact Ali Woodworth at aw800110@ohio.edu.

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

There is no registration required; however, we strongly recommend attending one of the Information Sessions. Students may also upload a résumé to the TRC Résumé Book through Bobcat CareerLink. Résumés must be uploaded by MARCH 16, 2012.

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

Your username is your OAK ID. Your password is a system generated password, NOT your OAK password. If you do not know your password, click forgot password. Enter your email address to have a new password sent to you. This typically goes to your junk/spam mailbox. For additional help with Bobcat CareerLink visit <http://www.ohio.edu/careers/students/bobcatcareerlink.cfm>

**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*

### **When are the Info Sessions?**

The information sessions will be held in 503 Baker Center the following dates and times:

Wednesday, February 15 @ 12:10 p.m.

Tuesday, February 21 @ 7:10 p.m.

Thursday, February 23 @ 12:10 p.m.

Monday, February 27 @ 5:10 p.m.

### **I am student teaching out of town this quarter and cannot attend any of the Information Sessions, what can I do?**

Attending an Information Session is recommended but not mandatory. If a student would still like the information, they may set up a phone appointment with a counselor to discuss attending the TRC by calling 740-593-2909. Students may still upload a résumé to the TRC Résumé Book.

### **I was not able to attend one of the Information Sessions; what should I do?**

Attending an Information Session is recommended but not mandatory. If a student would still like the information, they may come for a walk in or schedule an appointment with a counselor to discuss attending the TRC. Don't forget to upload a résumé to the TRC Résumé Book.

### **What do I do if I am student teaching abroad in the spring?**

You will not be able to attend the TRC, but may still publish a résumé to the TRC Résumé Book prior to March 16. Your résumé will be included in the book, which employers often refer back to for qualified candidates long after the actual TRC.

### **What do I do if I am scheduled to student teach on the day of the TRC?**

Student teachers are typically allowed to miss a day of student teaching in order to attend the TRC. However, the exception is not guaranteed, and you should discuss your plans to attend with your cooperating teacher and professional internship coordinator well *in advance*.

### **Is parking available?**

Special parking is *not* available for other Athens campus students who do not have a valid parking pass. If you are a commuter student or have a valid parking pass, you should park in your regular lot.

### **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!