### RecruitMcCombs Quick Reference Table

<table>
<thead>
<tr>
<th>Navigation Button</th>
<th>Actions</th>
</tr>
</thead>
</table>
| ![Job Postings](image) | • Search job postings and apply for jobs  
                         • Review important dates such as application deadlines  
                         • View your applications (submissions) for OCIs (On Campus Interview and RCs (Resume Collections)) |
| ![Documents](image) | • Upload resumes and cover letters  
                         • Set default resume and choose to be included in resume books  
                         • Delete documents |
| ![Events](image) | • View upcoming recruiting events, including career fairs, information sessions, and workshops  
                         • RSVP or register for events |
| ![Manage My OCIs](image) | • View status of OCIs you applied for  
                         • Schedule OCIs  
                         • Cancel OCIs if before deadline |
| ![Employers](image) | • Search for employers and save favorite employers  
                         • View information about employers such as available positions and career fairs attending |
| ![My Account](image) | • Update your profile  
                         • Correct your major or graduation date  
                         • View your activity history in RecruitMcCombs |

### RecruitMcCombs Position Categories

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Semester of Position</th>
<th>Duration</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time Internships – Austin Metro Area</td>
<td>Fall, Spring, or Summer</td>
<td>At least 6 weeks in length</td>
<td>At least 10 hours per week (hours should allow students to fulfill their academic obligations)</td>
</tr>
<tr>
<td>Part-time Internships – Outside of Austin</td>
<td>Summer only</td>
<td>At least 6 weeks in length</td>
<td>At least 10 hours per week</td>
</tr>
</tbody>
</table>
| Full-time Internships – Austin or other locations | Summer only | At least 6 weeks in length  
(The average full-time internship length is ten weeks) | A minimum of 40 hours per week |
| Full-time Positions | Fall, Spring, or Summer | > 1 year in length | Typically a minimum of 40 hours per week |

Please note: The work hours and/or duration of internships posted in RecruitMcCombs may not satisfy the requirements for course credit. To view all requirements for internship course credit, please visit: [https://my.mccombs.utexas.edu/My/BBA/Advising/Degree-Planning/Internship-Requirement](https://my.mccombs.utexas.edu/My/BBA/Advising/Degree-Planning/Internship-Requirement)
Scheduling On-Campus Interviews

All interview signups begin at 10pm on the sign-up date. **Sign-up dates are listed in the right column of the job posting (see graphic on the right).** Interview slots are filled on a **first-come, first-served basis**, so mark your calendar and plan ahead. If you are an **alternate**, you can sign up for an interview during the alternate sign up period. If interviews slots are available, the **Schedule Interview** button will appear under the **Interviews I Requested** column of the **Manage My OCIs** page. If no interviews are available, continue checking the **Interviews I Requested** column regularly in case another candidate cancels his or her slot.

**Schedule an interview after receiving an invitation to interview for an OCI position:**
1. Click **Manage My OCIs** in the left navigation. If you have been invited to schedule an interview, “Invited” will appear to the right of the position name in the **Interviews I Requested** column.
2. Click the vertical ellipsis below “Invited” and select **Schedule Interview**.
3. Select an available date/time and click **Submit**.
4. Your interview will now appear in the **Scheduled Interviews** column.

**Decline an OCI:**
1. Click **Manage My OCIs** in the left navigation and look for “Invited” by the position name in the **Interviews I Requested** column.
2. If you cannot or do not wish to attend the interview, click the vertical ellipsis and select **Decline Interview**.

**CAUTION:** Declining an OCI irreversible. You will not be able to change your reply.

**Cancel an OCI:**
You will be able to cancel an interview through RecruitMcCombs until the interview **Schedule Close** date has passed. To do this, click **Manage My OCIs** in the left navigation; in the column **Scheduled Interviews**, click on the vertical ellipse and select **Cancel Interview**.

**View your scheduled OCIs:**
1. Click the **Manage My OCIs** button. Your scheduled interviews appear on the right, in the **Scheduled Interviews** column.
2. To see details about the interview, click the interview date.
3. To reschedule an interview, click the vertical ellipse by the position name and select **Reschedule**. You will be able to select from any open time slots.

**CAUTION:** The instant you click **Reschedule**, your time slot becomes open again, regardless of whether you have selected a new time, so be sure to quickly select a new time slot.

**Missed Interviews and Late Cancellations**
Missing an interview or having a late cancellation (cancelling an interview after you can no longer cancel in RecruitMcCombs) is a serious offense and will result in immediate and permanent loss of access to on-campus recruiting.

In addition, you may be referred to the Dean of Students—Student Conduct and Academic Integrity for violating the McCombs Career Services Code of Ethics. Go to [https://secure.mccombs.utexas.edu/MOR/ocr/cancel.aspx](https://secure.mccombs.utexas.edu/MOR/ocr/cancel.aspx) for more information regarding on-campus interview cancellations. You can access this page in the **News Feed** section of the RecruitMcCombs home page, shown below. Make sure that you understand the consequences before cancelling an interview. If you agree to the consequences, use the **Proceed to cancel interview** link at the bottom of the page. Then fill out the **Cancel Interview** form and click **Submit**.