

Go IRISH Instructions - Employer

Logging into the system

1. Go to <https://careercenter.nd.edu>
2. Click **Employers Login Here** in the top right Go IRISH login box
3. Scroll down and enter the user name (your email address) & password

If you have forgotten your password, click “New Users/Forgot Password Click Here”

Attaching On Campus (OCR) position(s) to an assigned schedule

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Find the schedule date and click **Attach Position**
3. Click **Copy/Create a New Position**
4. Enter job title by copying a position or entering a new position title
5. If copying, remove “Copy” from title
6. Fill in all required fields with red asterisk
7. Click **Save and Finish**
8. If attaching more than one position to a schedule, Click **Save and Attach Another**
9. When multiple schedules need positions, click **View Another Schedule** on left

Viewing Applicants and Making Selections

I. Requesting Resume Packets to Review Applicants

1. You will receive a system email alerting you that selections are due
2. Click **On Campus Recruiting(OCR)** on top navigation bar
3. Choose **Applicants** tab
4. Filter for position and click **Apply Search**
5. Click the **plus (+)** sign so all students names have check marks
6. Click **Generate Book**
7. Enter a **name** for the publication
8. Click **Submit**
9. You will receive an email when packet is ready to download
10. Click **Done**

II. Downloading Resume Packets

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Click **Publications Request** tab
3. Click **PDF icon** in View/Download column
4. Print resumes &/or save file to computer
5. Packet remains one week in Publications Request tab from requested date

III. Making Selections to an OCR schedule

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Click **Applicants** tab
3. Filter by position and click **Apply Search**
 - Choose **invited, alternate or not invited** from the drop menu per student
- or -
 - Checkmark box(es) next to student names
 - In Batch Options click drop arrow in box **Change Status To**
 - Choose **invited, alternate or not invited**
 - Be sure to clear checkmarks by clicking (-) sign before making next selection

Adding Students Who Have Not Applied

***** This feature is available to employers only through the “Employer Select End Date”**

Log on to Go IRISH <https://goirish-csm.symplicity.com/employers>

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click **date** of the position you want to add a student
4. Scroll down page to view Applicants
5. Click **Add New**
6. Enter student name in **keyword**
7. Click **go**
8. Select **student name** from pull down
9. Choose **position** from pull down
10. Choose **status**
11. Click **Submit**

Viewing Schedules

1. Click **On Campus Recruiting(OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click **Interview Date** under the Date column
4. Click **View Interview Schedule** in the Task Bar
5. Students names/times appear in columns with a room number (TBD) at top
6. Final room numbers are assigned the day before the interviews.

Posting Non OCR Jobs (Resume Drops)

WARNING* Do NOT use this for on campus recruiting positions**

1. Click **Jobs/Internships** on the top navigation bar
2. Click on **ADD NEW** button on the next screen page
3. Enter job title by copying a position or entering a new position title
4. If copying, remove “Copy” from title
5. Enter your job and/or internship position
6. Required fields are marked with an asterisk (*)
7. Click **SUBMIT**

Editing Positions (either OCR or Non OCR Jobs)

1. Click **On Campus Recruiting (OCR)** on top navigation bar

-or-

Click **Jobs/Internships** on the top navigation bar

2. Click on **Job Title** to make changes
3. Click **Submit**

Viewing Applicants for Non OCR Jobs During Drop Period

Log on to Go IRISH <https://goirish-csm.symplicity.com/employers>

1. Click **Jobs/Internships** on the top navigation bar
2. Click **Student Resumes (non OCR)** tab
3. Click **Resume icon** in Documents column to view resume
4. Click **Generate Book** to create resume packet

Viewing Resume Books

Log on to Go IRISH <https://goirish-csm.symlicity.com/employers>

1. Click **Resume Books** on top navigation bar
2. Click **Notre Dame Student Resume Database**
3. Click **Advanced Search** Tab
4. Narrow search by criteria (graduation date, major, etc.)
5. Click **Apply Search**
6. Functions available with search results
 - Click **Resume icon** to view resumes
 - Check mark selected student's name(s) to
 - Send email (NOTE: Use "Send Copy To" for a copy to yourself. Do not use "CC" or "BCC")
 - Save results as excel file
 - Generate a resume book
7. Click the minus sign to remove selected students check marks

General Requests

I. Requesting an Information Session

1. Click **Events** in top navigation bar
2. Click Information Sessions
3. Enter data
4. Click **Submit**

II. Requesting a Schedule

Log on to Go IRISH <https://goirish-csm.symlicity.com/employers>

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. On Schedules tab, scroll down to click **Request a Schedule**
3. Enter data
4. Click **Submit**

Account Maintenance

I. Changing Password

Log on to Go IRISH <https://goirish-csm.symlicity.com/employers>

1. Click **Account** on the top navigation bar
2. Select the "**Change Password**" tab
3. Enter new password, then re-enter to confirm
4. Click **Change**

II. Creating Profile

1. Click **Profile** in top navigation bar
2. Enter data in **Who We Are** tab
3. Click **Save Changes**
4. Enter data in **Key Statistics** tab
5. Click **Save Changes**

III. Uploading Company Logo

Log on to Go IRISH <https://goirish-csm.symlicity.com/employers>

1. Click **Profile** in top navigation bar
2. Click **Logo** tab
3. Click **Browse** to find your logo file
4. Click **Save Changes**