To create an OrangeLink account:

1. On right side of screen under “register” click the Register tab and register for your new account. You can also select Register and Post Local Job. Returning users log-in under log-in located on left side of screen.
2. Complete the company information, services requested and contact information.
3. Click submit.
To Schedule an Interview Date:

1. Click on ‘Create a New Schedule Request’ on QuickLinks or click ‘On Campus Recruiting (OCR)’ tab on blue navigation bar at top of page. If you click on the navigation bar select the ‘Request a Schedule’ button.
2. Complete requested information.
3. Under positions recruited, click on the ‘Add Item’ button.
4. Complete job description including restrictions.
5. Click submit.
6. Your request will be “pending” until approval from Whitman’s Recruiting Specialist, who will send a confirmation e-mail with corresponding deadline dates for resume submission and employer selection.

**To view applications:**

1. On home page, click on either ‘View OCR Applicants’ on Quick Links or ‘On Campus Recruiting (OCR)’ tab on blue navigation bar at top of page. If you click on the OCR Tab, you will need to click on the ‘Applicants’ under the Options column.
2. To view a student profile, click on the underlined last name. To review documents submitted, click the appropriate icon under the documents column.

3. Using the drop-down menu in the Status column, you may select any of the following for each student applicant: not invited, invited or alternate. The status will be set at “pending” before you make any selections.

4. To communicate with selected applicants, check the box to left of student’s name, click on ‘Mail to Checked’ and compose message.

5. To create an Excel sheet of student applicants, check the [+ ] to the left of the ‘Last Name’ tab, and click on ‘save as excel’

6. To generate a resume book of applicants, check the [+ ] to the left of the ‘Last Name’ tab, and click on ‘Generate Book’