

QuickStart Guide for Employers

DCR Requests

From your Dashboard, select **On-Campus Requests**

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	Dashboard	
2	My Account	
÷	Job Postings	
	On-Campus Requests	
•	Room Reservations	
F.	Interviews	
81	Events	
66	Candidates 🗸	
	Resource Library	
	Resource Library	

Select Add Request and choose your Event Type Add Request Please make a selection from the list below: OCR EVENT TYPE*

Interviews - Internships Info Session Career Fair Office Hours Room Reservation

Enter the **Details** of your request

CLASS YEAR *	
Select Responses	×.
TARGETED AUDIENCE *	
Select Responses	× .
DATE PRIFERENCE - 1ST CHOICE *	
Enter your 1st choice for your event date.	
TIME PREFERENCE FOR 1ST CHOICE *	
O NOON (DUBING LUNCH) O EVENING (8:15-9:30 P.M.) O EVENING (7:30-8:45 P.M.)	
DATE PREFERENCE - 2ND CHOICE •	
TIME PREFERENCE FOR 2ND CHOICE •	
O NOON (DURING LUNCH) O EVENING (6:15-2:30 P.M.) O EVENING (7:30-40:45 P.M.)	
DESCRIPTION	
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Submit to save and manage requests



