

OSCARplus Guidelines - MBA/MFin

Centre for Business Career Development

Login To OSCARplus

Go to www.oscarplustmcmaster.ca and enter your MAC ID and password.

My Account: Student / Alumni Page

Your personal account page will appear directly after you log in. This page (split into 2 sections under the Dashboard heading – Overview and My Account) provides you with a list of your **personal appointments, registered events, interviews and upcoming events**. You are able to view and cancel appointments, event registrations and interviews directly from this page.

My Calendar:

This personal calendar will display any scheduled appointments, interviews or registered events. You will also receive notices in your calendar about events which are targeted to your specific program or level of study.

Update My Account:

To update your contact information: Click on Dashboard → My Account. **This is essential when participating in on-campus recruitment.**

- OSCARplus automatically updates your student record information every time you login.
- **NOTE:** If any of the information pulled from the Registrar's Office into OSCARplus does not seem correct, please email CBCD at cbcd@mcmaster.ca.

**** If at any time you register for part-time courses, your status will change in OSCARplus to your most recent registration activity. Part-time status will restrict your OSCARplus access, and will require an override by CBCD.***

Events

When you click on **Events** you will see the following tabs:

- **Business** – calendar of events hosted by the Centre for Business Career Development.
- **All Upcoming Events** – a list of events hosted by the Centre for Business Career Development.

To Register for an Event:

- Click on the event link from the **all upcoming events** page or **calendar**.
- View the event details including date, time and location of the event.
- Click on the button located on the right hand side labeled **“Register for this event”**.
- To view all events that you have registered for, look on the **“My Account”** page under **“Event Registrations”**.

To Cancel an Event Registration:

- From your My Account page, click on the event details link under **“Event Registrations”**.
- Click **“Cancel Registration”** – this will appear under “Event Registrations”.

You must cancel prior to 9am the day of an on-campus event to avoid receiving a “no show” message. If the event is being held off-campus, you must cancel prior to 4:00pm the day before the event.

Appointments

When you click on **Appointments**, you will see the following tabs:

Business Appointments → MBA/MFin Appointments – appointments offered to MBA and MFin Students by the Centre for Business Career Development.

To Schedule an Appointment with CBCD:

- Click **“Book by Appointment Type”** and then select the type of appointment.
- Select a date and time that suits your availability from the calendar showing available appointment time slots for that appointment type.
- Click on the appointment timeslot.
- Enter your phone number and any additional information to be provided to the Relationship Manager prior to your appointment.
- Click **Book Appointment**.
- A confirmation email will be sent to your McMaster email with the details of your appointment.

To Cancel an Appointment:

Appointments can be cancelled online if within 24 hours of the appointment time:

- Click **“My Calendar”** from your “My Account” page, and double click the appointment you would like to cancel, followed by **“Cancel Appointment”**.

To cancel same day appointments please contact CBCD at least one hour prior to your scheduled time:

- **Phone:** 905-525-9140 ext. 27759
- **Email:** cbcd@mcmaster.ca
- **In-Person:** RJC 333

Job Postings (Business Student Job Postings)

When you click on **Job Postings** you will see the following sub-tab:

- **Business Student Job Postings** – Positions only open to Commerce and MBA for Summer, Full-time, Graduate and Part-time.

Search for Job Postings:

- Click on **“Job Postings”**.
- Select Search Job Postings and select criteria that is specific to you such as:
 - Position Type (Summer, Graduate Recruitment).
 - Level (Master’s Program).
 - Targeted Degrees and Disciplines – select “Search by Program Clusters” and then select **Master of Business Administration or Master of Finance**.
- Click **“Search Job Postings”**.
- **NOTE:** If you select Search Job Postings without selecting any criteria, all active jobs will appear.
- Each job will be marked as either Fulltime Immediate, Graduate Recruitment, Summer, or Part time.

To Save Your Search:

You have the option of **saving job searches** for later use. **Quick search** options via **keywords, job IDs and all active job postings** are available at your convenience.

- Once you have searched specific postings, name your search and click **“Save My Search Results”**. This will appear on your main job postings page.

You can also check the box to be emailed when new postings with specific criteria are posted.

Upload Business Documents:

Documents are individual files, including résumés, cover letters and transcripts.

- To upload documents, click on the “**Upload Business Documents**” tab and then click “Upload Document”

There are several criteria for uploading documents:

- The file you wish to upload must be in .pdf or .doc, or docx format.
- The name of the file on your computer cannot contain spaces (use underscores instead).
- The uploaded document must also be named once loaded onto OSCARplus. Choose a name that helps you identify this document (there are no restrictions).
- All files must be smaller than 1MB.
- **To ensure proper formatting, it is recommended that you upload documents as PDF files.**

Revisions to uploaded documents or application packages are not possible within the system. You must first delete the appropriate document or package below, modify your file(s) and upload/create again. No revisions are possible after the application deadline.

Applying to Positions:

- Conduct a Job Search (see above).
- Click on a position title to view job posting details.
- To apply, click blue “**Apply for this Position**” button on the right side of the screen. You will then be able to toggle between the Posting Detail and Application Information.
- Instructions for application procedures will be listed on this page.
- You will be given 2 options:
 - Option 1 – apply with an application package already uploaded.
 - Option 2 – create a new application package.
 - Step 1 – will tell you what documents must be included in the application.
 - Click the blue “**Upload Document**” button.
 - Name the file (ie COMPANY, JOB TITLE, JOB ID, RESUME).
 - Select the type of document (Resume, Cover Letter, Transcript) and search for the file, then click the blue “**Upload Document**” button again.
 - Step 2 – name your application package (COMPANY, JOB TITLE, JOB ID).
 - Step 3 – choose the documents you would like to include in the application package.
 - Click “**Create Package**”.
- Review your package once created to ensure proper formatting. Files with unusual fonts or formatting may result in discrepancies once converted to PDF.
- The screen will refresh and you can then click Option 1 – “**Apply**”.
- Once you have successfully applied for the job, you can click “**Cancel Application**” prior to the deadline if you choose.
- **Application deadline** – After this date and time, you will not be able to apply for the position or change submitted packages.
- Employers will not consider incomplete application packages.

Application procedures vary according to the employer’s preference for receiving applications. Therefore, make sure that you carefully read and follow all application instructions in the job posting.

Two Step Procedure:

You *must* complete both steps to be considered for the position you are applying to.

Method	Step 1 (required for all applications)	Step 2 (as per employer)
<i>Company Website or Email</i>	Apply online through OSCARplus. Upload the required documents and create a package. Then apply to the position by selecting this package.	Apply to the company website and follow the instructions on the website. The company's website address is stated in the application procedure. Or if specified, email your application to the address listed.

One Step Procedure:

Method	Step 1
<i>Apply Online through OSCARplus</i>	Apply online through OSCARplus. Upload the required documents and create a package. Then apply to the position by selecting this package.

Note: Occasionally an employer will request the removal of a job posting before the deadline date. You are advised to apply to a job as soon as you see it, as there will be no exceptions for late applications.

To View your Applications:

- Click the “**Job Applications**” tab. You will be directed to a page with a list of your applications (by term). On this page you can scroll to view your documents used to apply to each position, and click on each job to view the description.

To Make Changes to your Application:

- Click on “**Job Applications**”, find the job and scroll over to “**Cancel Application**” – this will delete your application.
- Go back to the job posting and re-apply (creating a new package).

NOTE: Changes to an application can only be done **prior** to the job posting deadline.

Interviews

You will be notified via email from OSCARplus to your McMaster account advising that you have been selected for an interview.

To View Interview Schedules:

- Click on the “**Interviews**” tab located under Internships & Co-op → MBA Co-op.
- Here you will view a list of upcoming interviews.
- Scroll to the “**Interview Date**” and click the area that says “**Not yet booked**”. This will bring you to a page that will allow you to book your interview.
- Select one of the “**available**” timeslots for your interview. When the time changes to “**You are booked in this time slot**” you have successfully scheduled your interview.
- In some cases, your interview time may be selected for you. You are still required to go into the interview tab and confirm this interview time (This will be emailed to you).
- On this page, you can see the location (on or off campus) and the type of interview (in person, phone, Skype). Once you have confirmed your time, the schedule will be sent to the employer so it is essential that you sign up as soon as possible.
- If you sign up for an interview, it is mandatory that you attend.** (If for any reason you will not be able to attend, contact CBCD immediately at ext. 27759 or 24611).

NOTE:

The process noted above to search for jobs, upload documents, apply to positions, view applications and select an interview timeslot is the same for **MBA Co-op** students utilizing the **Internships & Co-op module**.

However all actions for MBA Co-op will be conducted in **Internships & Co-op** module, not in Business Student Job Postings, as these modules are completely separate.

Questions

Contact: Centre for Business Career Development (RJC 333)

Tel: 905-525-9140 ext. 27759

Email: cbcd@mcmaster.ca