

An aerial, high-angle photograph of a large, busy campus plaza. The ground is paved with a checkered pattern of light and dark squares. Numerous people are scattered throughout the plaza, some walking, some standing in groups, and some sitting on benches. The entire image is overlaid with a semi-transparent red filter. In the upper left, there is a large, solid red rectangular shape that partially obscures the plaza. The text is centered in the middle of the image.

Brand Ambassador FAQs 2018-2019

★ ON-CAMPUS **PROMOTIONS**

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Summary

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Before you apply....

- **What is the difference between a Long-term Brand Ambassador and a Short-term Brand Ambassador?**
 - A Long-term Brand Ambassador represents one employer **only** on campus for longer campaigns (around 10-18 weeks)
 - A Short-term Brand Ambassador can represent multiple employers on shorter campaigns (around 1-4 weeks each)

- **How do I apply for a specific role? (eg EY or Linklaters)**

On our application form, you can specify the company that you want to work for and we will refer you onto the relevant role based on your eligibility. Note: you can select multiple companies but put them in order of preference. If you only want to represent one company, just put N/A against the other preferences.

- **Can I work on more than one campaign?**

Yes if you are a Short-Term Brand Ambassador. No if you are a Long-Term Brand Ambassador

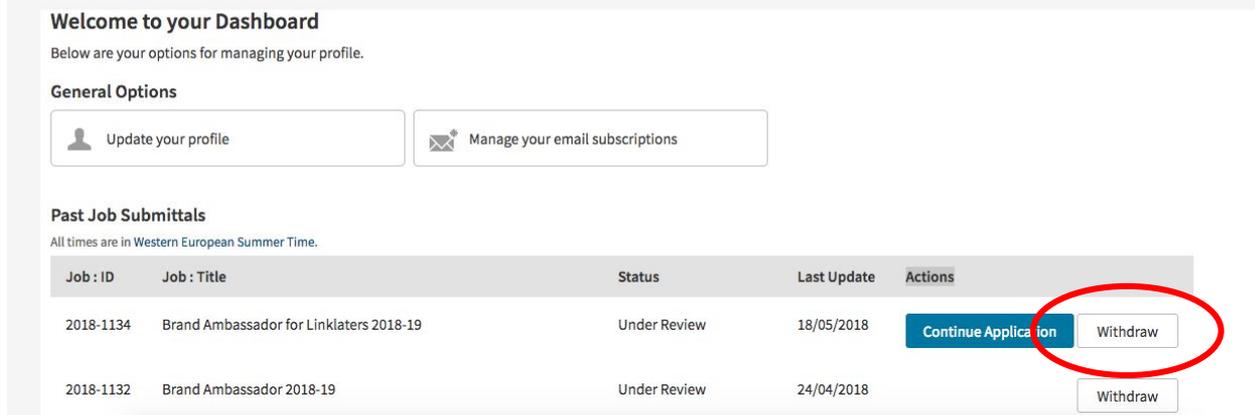
During your application...

If you are having technical difficulty with your application, take screenshots of any error messages and call 1-800-889-4422 then select “option 1”

- **What do I do if I make a mistake on my application?**

- If you have made a mistake on your application or applied by accident, you can re-apply from the same profile. In order to withdraw, first advise On-Campus Promotions as we can email your original answers.
- Next, log into your ‘[dashboard](#)’ and click ‘withdraw’ on the right of your job submittals. Please note you cannot edit your answers once you apply for a job, however you can edit your profile (personal details) before you press submit

Here’s what your dashboard will look like:



The screenshot shows a user dashboard with the following sections:

- Welcome to your Dashboard**
Below are your options for managing your profile.
- General Options**
 - Update your profile
 - Manage your email subscriptions
- Past Job Submittals**
All times are in Western European Summer Time.

Job : ID	Job : Title	Status	Last Update	Actions
2018-1134	Brand Ambassador for Linklaters 2018-19	Under Review	18/05/2018	Continue Application Withdraw
2018-1132	Brand Ambassador 2018-19	Under Review	24/04/2018	Withdraw

In the screenshot, the 'Continue Application' and 'Withdraw' buttons for the first job submittal are circled in red.

During your application...

- **How can I reset my password?**

Click the Log back in link (located at the top right of every portal page), click the Reset Password link (located below the Login Name and Password fields on the Login Page). The Reset Password popup will display, enter the email address you used when you originally created your profile and then check your emails for a link. Follow the link and you'll be able to reset your password.

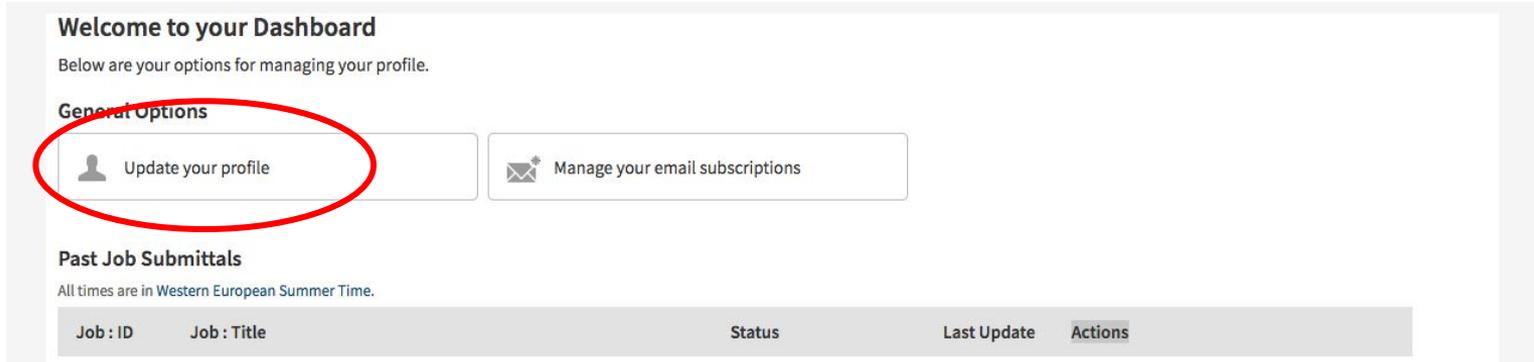
If the Log Back in button doesn't appear, please close the tab and reopen the link.

- **How can I check the status on a role I've applied to?**

Just log into your [dashboard](#). Here you can review the positions you've previously applied to and see the status next to the job title.

- **How can I update my profile information?**

Log into your [dashboard](#) and select Update your Profile. Just enter any updates and then click Update Profile.



The screenshot shows a user dashboard with the following elements:

- Welcome to your Dashboard**
- Below are your options for managing your profile.
- General Options**
- Two buttons: "Update your profile" (circled in red) and "Manage your email subscriptions".
- Past Job Submittals**
- All times are in Western European Summer Time.
- A table header with columns: Job : ID, Job : Title, Status, Last Update, and Actions.

Application Process...

- **What are the next steps after I apply for the Brand Ambassador role?**

- If successful you will be invited to the second stage of the application process which will ask specific question about your skills
- After this, you will then be invited to submit a 2 minute video to explain why you would be a great Brand Ambassador
- **To note, for Long-Term Brand Ambassador roles** there may be additional stages in regards to directly representing an employer. This could include psychometric test and/or skype interviews however, this is campaign dependent.

- **I applied for a role but I haven't heard back yet, does that mean I am unsuccessful?**

We receive a lot of applications and, whilst we try to get back to you within at least 2 weeks, sometimes this may be a little longer. Please bear with us and we will be in touch as soon as we can. Unfortunately we cannot provide individual feedback, however we always suggest the following: research of the company, commercial awareness, knowledge of the Brand Ambassador role and marketing/social media, personality and enthusiasm!

- **Can I apply for more than one role at a time?**

You can only apply for one role at a time. If you no longer want to be considered for an employer, please let your OCP Champion know and they can add you back into the pipeline so you can be considered for other roles.

- **I was unsuccessful in becoming a Brand Ambassador for my specified employer, does that mean I cannot be a Brand Ambassador for other employers?**

If you are unsuccessful the you may be considered for other campaigns, subject to eligibility. One of the OCP Champions will be in touch if you are eligible for any of the other employers to talk to you about the roles.

- **I have not worked for the employer I would like to represent or had experience in this role before. Does that mean I can't apply?**

You do not need previous experience of being a Brand Ambassador or having worked at the employer you would like to represent. Once you are hired, you will be trained so that you are able to perform the role to your best ability.

Once you've been hired...

- **How do I prove my eligibility to work in the UK? (please note, these are only required if you have been HIRED for one of our roles)**
 - **Short & Long term Brand Ambassadors**
 - You will need to upload a copy of your passport or birth certificate and visa (if applicable). Your driver's license is **not** valid as proof or right to work in the UK. If you don't have your passport, birth certificate or visa, please ask a friend or relative to send this to you ((If your passport won't upload, check your internet connection. Alternatively, you can send this as an email attachment to the Account Ambassador who can upload it our end).
 - **Tier 4 Visas**
 - You must have a valid visa to work in the UK (if applicable - please see criteria [here](#)). Tier 4 student visas are fine for International students as long as they are valid from September (these allow up to 20 hours work per week)
 - For **Short-Term Brand Ambassadors**, only London-based students are able to work on a tier 4 visa so this can be checked in person.
 - For **Long-Term Brand Ambassadors** If you are on a Tier 4 visa and you **have not** attended one of the criteria-check days or a training day for your documents to be checked **in person** by one of our team, then you will unfortunately not be able to work on any campaigns with us in the coming year
 - **Short-Term Brand Ambassadors**
- **What training will I get?**
 - **Short-Term Brand Ambassadors**

As each campaign is different, before you start each one your Account Manager will give you a briefing call where they will go through the activities involved and the best ways to excel in your role and in the campaign

- **Long-Term Brand Ambassadors**

One of the perks of being a Long-Term Brand Ambassador is that you will attend a training day at the employers head offices. You will spend the day learning about your role, the campaign objectives, and the activities you will undertake. You will get the opportunity to meet the graduate recruitment team and there is also the possibility of you getting to meet some of the employees and learn about the company for their perspective.

- **How do I prove my student status?**

Please upload your university enrolment/registration letter. University cards are **temporarily** fine as long as they include your name and confirmed university, but must be updated with your enrolment letter before you start working. Student finance letters are fine as long as it says your name and university.

- **I can't find my university enrolment letter and I need this to confirm my eligibility?**

Contact the student registration office at your university as they will have access to your original enrolment letter. You will need to upload this as a PDF with the rest of your identity documents on your job profile after you have secured your role as Brand Ambassador.

- **I don't have a National Insurance number, am I still eligible to work?**

You are able to apply for the role without a NI Number but if you are successful then you will need to apply for one before you can start.

[Click here for more information](#)

- **Why do I need to add my Account Manager on Facebook and what happens in the campaign Facebook groups?**

You will be added to a campaign specific Facebook group by your Account Ambassador once you add them on Facebook - we will include a link to their profile in your onboarding email. This group is for your Account Manager to update you on your targets and to share any successes - remember to check this daily, as well as your emails!

- **I have recently been hired as a Short-term Brand Ambassador but have not heard anything?**

The OCP team will email you as soon as campaigns are available at your university, we will book Short-term Brand Ambassadors for the positions available on a first come first served basis, so please regularly check your emails to avoid disappointment.

Campaign Structure

- **What type of activities will I be doing on campus?**

- Each campaign is different and has different objectives but most of our campaigns will involve the following:
 - Social media promotion of various roles, events, competitions etc
 - Data capture
 - Event Attendance
 - Conducting competitor research and reporting on this
 - Running your own Brand Ambassador led events

- **Do I need to have certain social media accounts in order to be successful?**

All our Brand Ambassadors use Facebook on a daily basis for their campaigns therefore it is crucial that you have a Facebook account and know how to use Facebook in order for you to be eligible for our roles. The companies you represent may have LinkedIn, Instagram and Twitter to promote so it is highly beneficial to be on these channels in order to be selected for the long-term Brand Ambassador role.

If you have any further questions about your application to be a Brand Ambassador,
please email hello@oncampuspromotions.co.uk

Good luck and we look forward to receiving your application!