

ON-CAMPUS INTERVIEW PROGRAM

WHAT IS THE OCI PROGRAM?

UC Riverside's On-Campus Interview Program (OCI), brings employers to campus to interview graduating students for full time career positions as well as juniors for full time paid summer internships. Generally, OCI employer participants include business and non-profit organizations from an array of industries as well as government agencies. Positions are usually entry-level in nature and encompass a broad range of functional areas, including but not limited to: finance, marketing, management, sales, operations, social service, technology and laboratories.

The program operates during the fall, winter, and spring quarters. Graduating students (undergraduate and graduate) from all academic departments are welcome to participate. Students can see which organizations are scheduled to visit campus, view job listings, submit on-line resumes, sign up for interviews, research employers and print their interview schedules through our Web-based on campus interview scheduling system which is accessible 24 hours a day, 7 days a week from any computer with internet access.

FREQUENTLY ASKED QUESTIONS

How do I get started in participating in the On Campus Interview program?

- Login at careers.ucr.edu
- Review Personal Profile and Academic Information
- Upload your resume and other documents such as cover letter and unofficial transcripts

How do I upload a resume and other documents?

- Go to documents from your homepage, select the "add new" button.
- Give your resume a name in the box that says "Label" (Example: Resume 1)
- Select the "File" button and browse your documents, find your resume and double click to upload. (Your resume has to be in a word document to upload properly).
- Your resume will show in the file box, click submit when finished to save it. Upload your other documents the same way, just be sure to select the type of document you are uploading. (Resume, Cover Letter, Transcripts).

Can I have several different resumes in the system?

- Yes you can, you could personalize your resume to each company and position.
- You can have up to 10 documents total, saved in your account.
- It is recommended that you have your resume(s) critiqued by a career counselor or utilize Resume Builder before uploading them in the system.

How do I search for OCI positions?

- Select "Jobs" from the toolbar on the homepage, and then select SCOTjobs.
- Next to show me select "Only Employers Interviewing at the Career Center" and click the search button.
- To view the details of each position click on the job title.

(FAQ'S CONTINUED ON THE BACK)



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FREQUENTLY ASKED QUESTIONS (continued from front)

How do I submit my resume for an interview?

- If you qualify to apply you will see the “apply” button located under the Job Title. Click the apply button to submit your resume. If you feel that you meet the requirements and the system says you don’t please contact the OCI Coordinator.

Can I submit my resume for multiple interviews?

- Yes, it is highly encouraged that you try to interview with as many companies as you can, to increase your chances of getting hired.

What is the difference between an open and pre-select schedule?

- An open schedule means that if you meet the jobs qualifications you can select an interview time. It is on a first come first serve basis.
- A pre-select schedule means that if you meet the qualifications you would only be able to submit your resume and the employer will pre-screen all the resumes inviting the students in whom they would like to interview.

How will I know if I have been selected for an interview?

- You will receive an email notifying you that you have been invited for an interview (only with pre-select schedule).
- Or select “Interviews” from toolbar and check on your status.
- You can also go to your homepage under “Alerts” to check and see if you have been invited for an interview.

How do I schedule an interview after I’ve been selected?

- Select the “Interviews” tab from the tool bar and your pending campus interviews will show that you have been invited.
- Click on the “schedule interview” button on the right.

How do I cancel an interview that is scheduled?

- Call the On-Campus Interview Coordinator at 951-827-3834 as soon as possible.
- You can go into the system and cancel by going to “Interviews” select the scheduled interviews tab and click on the cancel button for that particular interview.
- Note: if you do not show for an interview and did not call in advance, your privilege to participate in the program will be revoked for the remainder of the quarter.

How should I dress for the interviews?

- Your attire for an interview should be professional (i.e., Men should dress in a dark full suit, with a tie dress shoes and dark socks. Women should also dress in a dark suit, with nylons (if wearing a skirt suit).
- For additional examples of how to dress for an interview please visit careers.ucr.edu and <http://www.pinterest.com/ucrcareercenter/>

What are some ways I can better prepare for an interview?

- Practice our interview online with the Mock Interview Tool in SCOTLink that creates a realistic interview experience with a virtual interviewer.
- Attend a Workshop given by Career Center staff. To check for workshops titles dates and times visit us at careers.ucr.edu and select events. Or stop by and pick up a Career Center calendar of events.
- Study the company in which you are interviewing with, and know the job responsibilities.