

ON-CAMPUS INTERVIEW PROGRAM

WHAT IS THE OCI PROGRAM?

UC Riverside's On-Campus Interview Program (OCI), brings employers to campus to interview students for full-time career positions and full-time paid summer internships. Generally, OCI employer participants include business and nonprofit 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. With the On-Campus Interview scheduling system, students can learn which organizations will be coming to campus, view job listings, submit online resumes, sign up for interviews, research employers, and print interview schedules. (This service is available 24 hours a day, seven days a week.)

Frequently Asked Questions

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

- Log in to careers.ucr.edu.
- Upload your resume and other documents, such as cover letter and unofficial transcripts.
- Select "Jobs" from the toolbar on the homepage, and then select SCOTjobs.
- Select "Advanced Search."
- Under "Show Me," select "Only Employers Interviewing at the Career Center." Click the search button.
- To view the details of each position, click on the job title.

How do I upload a resume and other documents?

- Go to documents from your homepage, and select the "Add New" button.
- Give your resume a name in the box that says "Label." (Example: Resume 1)
- Select the "File" button. 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" to save your work when finished. Upload your other documents the same way. Be sure to select the type of document you are uploading: Resume, Cover Letter or Transcripts.

Can I have several different resumes in the system?

- Yes, you can. You can even personalize your resume to each company and position.
- You can have up to 10 documents 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 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.
- Some employers require you to apply directly to the company website as well in order to be eligible.

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.

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What is the difference between an open and a preselect 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-served basis.
- A preselect schedule means that if you meet the qualifications, you would only be able to submit your resume. The employer will then prescreen all resumes and invite those students they wish 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 a preselect schedule).
- Or select “Interviews” from the toolbar and check on your status.
- You can also go to your homepage and check under “Alerts” to 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 toolbar. Your pending campus interviews will show that you have been invited.
- Click on the “Schedule Interview” button on the right.
- Click on “Schedule Action” below the interview’s information.

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. 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 and conservative.
- For examples of how to dress for an interview, visit careers.ucr.edu and 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. It 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 careers.ucr.edu and select “Events.”
- Study the company with which you will be interviewing, and know the job responsibilities.