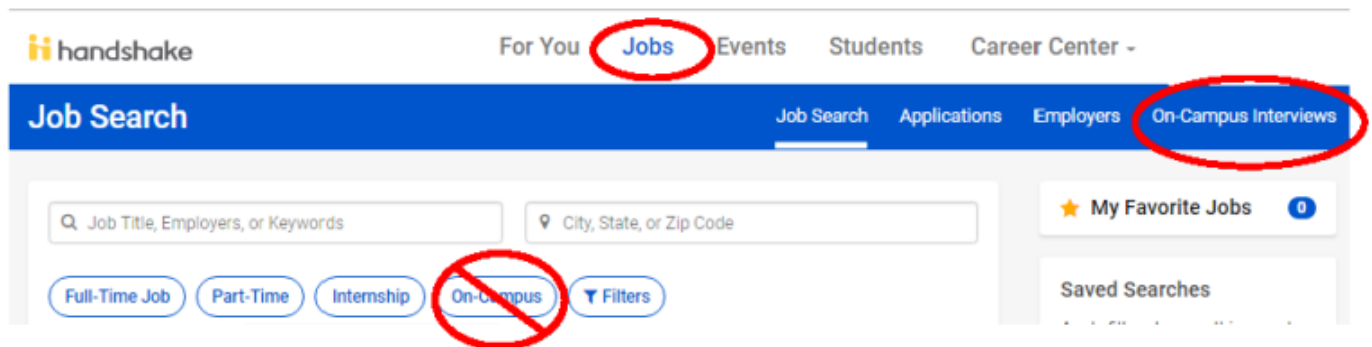




FIND OCI JOBS

- Log in to Handshake
- Click on "jobs" in top horizontal menu.
 - **Don't** click "on-campus." Those are jobs on campus, not interviews on campus.
- Select On-Campus Interviews.








This displays the employers who have scheduled an interview room on campus and whose interview date is in the future.

You can apply for any job of interest as long as the "apply deadline" has not passed.

You can filter on "interview type." Options are "room only," "preselect," and "open." For employers who are "room only" you might see a past application deadline. This means the employer will fill their interview slots in other ways, and there is no action for you to take.

Screen capture showing multiple employers with on-campus interview dates.

| | | |
|---|---|---|
|  | BerkleyNet | ☆ |
| ○ Interview Dates: Sep 18 | ▲ Apply Deadline: Sep 2, 2018 | |
| ■ Insurance | | |
|  | Martin Marietta | ☆ |
| ○ Interview Dates: Sep 20 | ▲ Apply Deadline: Sep 2, 2018 | |
| ■ Natural Resources | | |
|  | Chess Consulting LLC | ☆ |
| ○ Interview Dates: Sep 21 | ▲ Apply Deadline: Sep 2, 2018 | |
| ■ Accounting | | |
|  | Thompson Greenspon - Staff Auditors and Staff Tax Accountants - Pubic Accounting Opportunity | ☆ |
| ○ Interview Dates: Sep 27 | ▲ Apply Deadline: Sep 9, 2018 | |
| ■ Accounting | | |
|  | ALDI, Inc. - Fall Interviews for District Manager Trainee & District Manager Internship | ☆ |
| ○ Interview Dates: Sep 28 | ▲ Apply Deadline: Sep 9, 2018 | |
| ■ Retail Stores | | |



APPLY FOR OCI JOBS

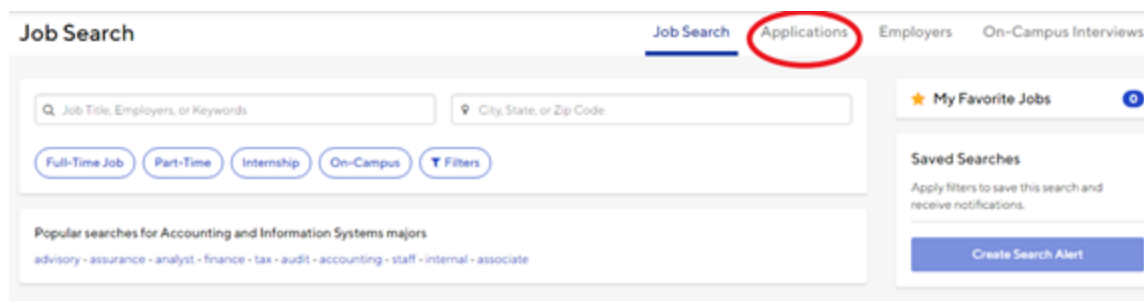
- Click on the employer logo or name to view jobs.
 - Read the job description for each job of interest.
 - Determine your interest and qualifications for each job.
 - Apply for each job for which you want to be considered by the employer.
 - Only apply for positions and employers that truly interest you. Never sign up for an interview for practice. This is fully explained in expectations of students in the Position Statement about Campus Recruiting.
 - You'll see an icon to "apply" or "apply externally."
 - "Apply externally" means that you'll be taken to the employer's website to apply.
- Be aware that:
 - Applying does not guarantee you an interview.
 - Applying does not require you to sign up for an interview if you are offered one.
- For your advance planning, note that:
 - Application deadlines are based on the week in which the interview occurs, and are usually about three weeks before the interview week. This allows employers time to review resumes of applicants and choose students for interviews.
 - The first application deadline is after Network Night, on **September 13**.

SIGN UP AND PREPARE

- Selected students are not required to sign up, but if you do sign up, and you don't cancel by the deadline, you have committed yourself to attend.
- Prior to signing up, read the On Campus Interview Agreement.
- Interviews are usually, but not always, 30 minutes long. Each interview begins at a specific time.
- Cancellation can occur throughout the sign-up period.
- Prepare for your interview(s)!

Step-by-step on how to sign up for an interview timeslot:

1. Log in to Handshake.
2. Click on "jobs" in top horizontal menu.
3. Select "Applications" (circled in screen capture below).



4. Select the interview for which you have been marked "Primary" to secure an interview timeslot.
5. Click "Take Slot" to reserve that time for yourself to interview.



DRESS FOR SUCCESS

Good first impressions are crucial to landing a job. Your level of success will be determined by your interviewer(s), who will begin your evaluation based on several non-verbal cues, such as the style, fit, color and cleanliness of your clothes; your choice of accessories; the firmness of your handshake; your posture; the manner in which you carry yourself; and the degree of your eye contact, enthusiasm and confidence.

The clothing you select is a key indicator of your respect for the interviewers (and the company they represent) as well as how seriously you take the interview itself. The better you dress, the more seriously you will be taken and considered. Not dressing professionally could be taken as an insult or offense.

General Tips Checklist

- Wear professional and conservative clothing. Choose apparel that has received favorable feedback from people who are knowledgeable about the industry standard or specific company policy.
- Ensure that clothing is clean, pressed and well-fitted.
- Wear conservative (dark) shoes that are clean and polished.
- Choose accessories that complement your clothing rather than distract from it.
- Remove facial and body piercings.
- Cover visible tattoos to avoid distraction.
- Keep fragrances and jewelry minimal.
- Make sure your hair is clean and conservative in color and style.
- Less is more. Keep your look simple but classy until you become accustomed to the environment and learn about the company's dress code.

ATTEND YOUR INTERVIEW

Signing up for an interview is your choice, and is a professional business appointment and commitment. As stated above, prior to signing up, you are required to read the On Campus Interview Agreement.

Factor in time for parking and arrival so that you can check in and be seated ten minutes prior to your interview start time.

Interview Location: Founders' Hall Career Center Suite #128, First floor, next to the elevator.

There women's and men's restrooms on the first floor of Founders' Hall; you are welcome to use those facilities to change in to your interview attire.