**FREQUENTLY ASKED QUESTIONS: LIONSHARE AND ON-CAMPUS RECRUITING (OCR)**

**Your Profile and Documents**

1. **How can I access LionSHARE?**
   Students and alumni of the schools served by the Center for Career Education (CCE) will automatically receive access to LionSHARE upon their first day of classes. Login to LionSHARE through the [CCE website](mailto:careereducation@columbia.edu) with your UNI and Password or bookmark the direct URL: [www.careereducation.columbia.edu/LionSHARE](http://www.careereducation.columbia.edu/LionSHARE).

2. **How can I edit my profile?**
   Click *My Account > My Profile* and click the *Edit* button to make necessary changes. Note that you must manually update fields in your profile periodically when changes occur, such as your GPA at the conclusion of each semester. The system does not automatically update your profile information. The two fields you cannot edit are your Degree and your School Attending/ed, as these are imported from student records. Contact Employer and Alumni Relations at (212) 854-9167 or [careereducation@columbia.edu](mailto:careereducation@columbia.edu) if these fields need to be updated.

**Misrepresentation of Your LionSHARE Profile:**
All students and alumni must accurately represent their academic and personal history on any documentation submitted as part of their application. This includes, but is not limited to: misrepresenting academic achievement, institutions and fields of study. Students will also be held accountable for sharing recruiting information with anyone who does not have permission to use campus recruiting resources. Misrepresenting information in the hiring process is grounds for immediate dismissal and potential litigation by employers. Any student or alumnus/a who knowingly misrepresents information will put their recruiting privileges in jeopardy.

3. **Will employers be able to view my profile?**
   Employers will only be able to see what you submit as part of your application (e.g., resume, cover letter, and unofficial transcript). They will not have access to your personal information such as your GPA, graduation date and major.

4. **Where do I upload my resume and cover letter?**
   All documents can be uploaded under *My Account > My Documents*. You can upload up to 99 of each document type in order to tailor your materials for specific organizations and positions. Please note that if you delete a file from the *My Documents* section after applying to a job, that employer will lose access to the file as well. If you need to update a document after it has already been submitted to an employer, click the *Update* button next to the file to upload a new one in place of the old document. Please note that employers are able to view the title of your documents.

5. **Where can I get an unofficial transcript?**
   Unofficial transcripts can be copied from [Student Services Online (SSOL)](http://www.careereducation.columbia.edu) as a screenshot or copied and uploaded as a PDF or Word document.
6. What if I don’t have a GPA yet?
Include your most recently earned GPA. If you are a first year undergraduate, you can include a high school GPA, and first year graduate students can include their undergraduate GPA.

7. Can I update a resume or cover letter after it has been submitted to an employer?
Yes, you can update your resume and cover letter until the submission deadline. Once the job posting is closed, the employer will have your final version on file. Do not delete a previously submitted document from your account or the employer will lose access to it. Be sure to submit separate cover letters to individual employers and appropriately title each.

Job/Internship Search

1. Can I open job postings in separate tabs? Yes. Right click on the job(s) you wish to open and select “open in new tab.”

2. Can I view a list of the jobs to which I have already applied?
   - To view jobs you’ve applied to, view the Referrals tab under My Account > My Activity.
   - To view On-Campus Interviews for which you’ve applied to as well as your status (requested, accepted, declined), view the Schedules > Preselect tab.
   - All information for interviews you’ve signed up for can be viewed under the Schedules>Interview tab.

3. How do I receive automatic job notifications?
   You can do this through the Job/Internship Search tab:
   
   **CREATE A JOB AGENT:** Conduct a job search in the Job/Internship Search tab, and then click “Email me New Jobs.” Name your agent and click Save. You will be emailed all newly created and modified jobs posted within the last 24 hours. You can create as many agents as you like. New positions matching the selected search criteria will be emailed directly to you. You can edit or remove existing Job Agents under My Account > My Activity > Job Agents.

   CCE highly encourages you use the job agent function and to keep your job searches as broad as possible to ensure you don’t miss any opportunities.

   Note that if you have your Columbia email forwarded to another email address and you are not receiving the job agent emails, check your SPAM folder to ensure the secondary email account is not rejecting the job agent emails.

   **SAVED SEARCHES:** After conducting your job search, click Save Search. This will automatically refresh your search upon logging in, and new jobs matching your criteria will automatically be saved to your left-hand navigation menu.

   **FAVORITE JOBS:** To save a job to your favorites, click on the Favorites button next to the posting. View all favorited jobs on the left side bar under My Favorites.

   **NOTE:** You will only be able to view active postings. Postings remain active in LionSHARE for 30 days or until the listed posting expiration date.

4. How do I receive automatic notifications about upcoming career fairs and employer info sessions?
Create an event search agent by conducting an event search in the Career Fairs and Info Sessions tab and then click “Email me New Events for this Search.” Name your agent and click Save. You can create as many agents as you like. Upcoming career fairs and employer info sessions will be emailed directly to you. Keep in mind that these are not all the events hosted by CCE. For a complete listing of events at CCE, be sure to check out our Events Calendar at www.careereducation.columbia.edu/calendar.

5. What is the difference between a job posting and an On-Campus Interview (OCI) posting?
A job posting is posted in LionSHARE when an employer is interested in hiring a Columbia candidate, but does not intend to conduct interviews on campus. In this case, the employer may contact you directly at any time after you submit your resume for an interview, either at the place of business or over the phone. In some cases, employers may not reach out to you at all. In contrast, an On-Campus Interview schedule is for employers that intend to hold their interviews at CCE. OCI employers will communicate students’ first-round interview status through LionSHARE, which can be viewed under the status column by going to My Activity tab>Schedules>Preselect.
6. What is the difference between the employer industry and job function fields?

**Employer Industry:** This refers to the overall sector or field that may be of interest to you. Each company or organization is part of a particular industry. (E.g. Toyota is part of the automotive industry.)

**Job Function:** This refers to the specific role for which you are interested in being hired. Often, your job function preference can be found at a variety of companies across multiple industries. (E.g. The financial analyst function or role exists at JP Morgan in the Financial Services Industry and at Bloomingdale’s in the Fashion and Retail Industry.)

7. How can I get in contact with employers directly?

Unless an employer provides their contact information in their posting, CCE cannot release employer contact information. It is important to attend information sessions to meet and network with potential employers and acquire contacts. Always ask for business cards when appropriate. Utilizing LinkedIn and company websites are great ways to connect with potential employers. There is also the Columbia Career Connections (CCC) student and alumni networking group. Additionally, alumni can also access alumni only LinkedIn groups such as the Columbia Alumni Association Network and IvyLife.

8. Why can I view positions in LionSHARE for which I do not qualify?

When posting jobs in LionSHARE, employers select specific qualifications required of candidates. LionSHARE screens your profile to determine if your qualifications match what the employer has selected before allowing you to apply. This is why it is essential to make sure that your profile is current and accurate.

9. Why am I receiving a red notification telling me that I don’t qualify for the job when I attempt to apply?

If you receive a red message stating that you do not qualify for a job, check to see the reason(s) you do not qualify for the position stated in black directly underneath the red message. If the reason states, “Applicant Type,” you must obtain On-Campus Interview (OCI) access by attending an in-person On-Campus Recruiting Program Overview Power Half-Hour at CCE or complete the On-Campus Recruiting Program Overview online training and pass the quiz at the end. If LionSHARE states another reason you do not qualify for the position such as Degree level, Academic level, GPA, Major, etc., it means that you do not match those qualifications selected by this employer and cannot apply.

**Note:** The LionSHARE system is designed to reflect a candidate’s most recent degree earned from Columbia. Your system profile will not reflect previous degrees earned at Columbia, nor degrees earned from other schools. Employers who post in LionSHARE are specifically seeking Columbia candidates who are earning, or have earned degrees, as specified in their job posting. CCE cannot change an employer’s criteria selections when they are looking specifically for Columbia candidates who meet specific criteria such as academic and degree level. While you may not be able to apply for a position via LionSHARE, it is an option to see if there are opportunities you can apply to directly on the website of the company or organization.

If you have any questions, please contact Employer and Alumni Relations at (212) 854-9167 or careereducation@columbia.edu.

10. Am I required to follow the additional application instructions listed by the employer in the job posting?

Yes! The job posting field “Application Instructions (In Addition to Apply via LionSHARE)” allows employers to communicate additional application instructions independent or in conjunction with applying solely through LionSHARE. Employers may request candidates apply on the company’s website as well as LionSHARE so they have a record of all applicants in both systems. Other times, employers simply prefer that you email or call them directly. In every case, you are encouraged to apply via LionSHARE and required to follow the additional application instructions.

11. What does the “View Interview Schedule” button in my job search results mean?

This indicates that this posting is part of On-Campus Interviews (OCI). See the On-Campus Interview section of the FAQ to learn more about this program.

12. I am an international student. How do I know if an employer will sponsor me to work in the U.S.?

While we do not allow employers to screen candidates based on work authorization through LionSHARE, we do encourage them to include sponsorship information in the body of their job posting. You can also do additional research to determine which companies tend to sponsor Visas, Going Global, which you can access through our website under Career Resources, is a good place to start. We also strongly recommend consulting with Columbia’s International Students and Scholars Office (ISSO) if you are unsure of your work authorization status (i.e. OPT, CPT).
Other LionSHARE Functions

1. **What is the Report a Hire option?**
   This tool located on the left side bar in LionSHARE allows you to report on your hiring (which is called a Placement in LionSHARE). This information is extremely useful for CCE to gather in order to best serve the student and alumni populations. In the event that you secure a job or internship, please log it by using the Report a Hire function.

2. **What is the Employer Directory?**
   The Employer Directory is a listing of employers that recruit Columbia candidates, along with further information such as a company description, industry type, preferred major(s), office location(s) and events/jobs/interview schedules posted. Inclusion in this catalog is voluntary and does not include all of the employers that recruit Columbia candidates.

3. **What is the Resume Book Option?**
   Employers have the option of requesting a Resume Book of students and alumni who are actively searching for opportunities. Students and alumni must opt into this program by selecting “Yes” in the Additional Information section of their profile.

4. **What is the Resource tab?**
   The Resource Tab in LionSHARE contains direct links to the CCE website addressing common student career inquiries. In addition to the resources within this tab, more resources can be found on the CCE website and in the CCE Career Planning Guide.

5. **Will there be LionSHARE and OCI training sessions at CCE?**
   There are weekly Power Half-Hours scheduled at CCE to explain the capabilities and nuances of the LionSHARE system as well as review the On-Campus Recruiting Program including On-Campus Interviews. These sessions are offered throughout the semester. Pre-registration is not required. Please visit CCE’s Events Calendar at www.careereducation.columbia.edu/calendar for details.

   If you are unable to make the scheduled Power Half-Hours, you can complete the On-Campus Recruiting Program Overview online training.

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**On-Campus Recruiting (OCR)**

1. **What is On-Campus Recruiting (OCR)?**
   On-Campus Recruiting or OCR includes any employer-led event held on-campus that is geared towards recruiting students for jobs and internships. It is an opportunity for employers to connect with students to educate them on their industry, company and employment opportunities. OCR is comprised of employer information sessions, speed networking events, career fairs, and smaller scale, targeted recruiting events called industry showcases, as well as on-campus interviews or OCI.

2. **What are On-Campus Interviews (OCI)?**
   Typically, the companies that participate in OCI are large organizations in the finance, consulting, and technology industries, but keep in mind that companies outside of these industries participate in OCI as well including law, marketing, publishing and more. If you do not see an employer currently recruiting on campus, let the Employer and Alumni Relations team know by emailing careereducation@columbia.edu.

   OCI employers can predict their hiring needs months in advance and have the resources and personnel to come to campus to conduct interviews. Since these employers have large scale hiring needs, they will recruit a “class” or “cohort” of students every year from select schools for their internship and entry level programs. Participation in the OCI process involves adherence to demanding application submission and interview sign-up deadlines. Employers also expect interview candidates to abide by their pre-determined timelines throughout all stages of the interview process. An OCI position may involve multiple rounds of interviews and will vary depending on the position and the company, but first round interviews take place in person at CCE.

   All participants in the On-Campus Interview Program must abide by the Policies and Procedures, detailed at www.careereducation.columbia.edu/findajob/register/recruitingpolicies. Students who violate these policies are subject to suspension from the On-Campus Interview Program for the remainder of the semester.
3. Can I still apply to OCI positions if I’m studying abroad?
Yes, study abroad students may apply to OCI positions. However, most employers participating in OCI expect students to interview in person. Some employers are willing to accommodate a remote interview (via phone, Skype, etc) while other employers may choose to not consider candidates studying abroad who cannot interview in person.

Students studying abroad must indicate their location to employers on their resume and cover letter when applying for positions. Students accepted for an On-Campus Interview must notify Employer and Alumni Relations at (212) 854-9167 or careereducation@columbia.edu prior to scheduling their interview.

Study abroad students are expected to uphold all OCI policies and procedures. Violation of these policies will result in suspension from LionSHARE.

4. How do I gain access to OCI?
In order to apply to OCI jobs and internships, you must first acquire OCI access. Students and alumni of the schools served by CCE must attend an in-person On-Campus Recruiting Program Overview Power Half-Hour at CCE or complete the On-Campus Recruiting Program Overview online training and pass the quiz at the end in order to obtain OCI access. Please allow up to 48 business hours from the time of your training to be granted OCI Access. You can view your access level on your LionSHARE home page under Account Summary.

All OCI Participants should make sure to review the updated policies for the upcoming academic year. All OCI Policies and Procedures can be found on the CCE website at www.careereducation.columbia.edu/findajob/register/recruitingpolicies. Contact Employer and Alumni Relations with any questions at (212) 854-9167 or careereducation@columbia.edu.

NOTE: Visiting students with LionSHARE access are not eligible to participate in On-Campus Interviews.

5. What are some common terms you should know?
- **SCHEDULES**: Job postings that are part of OCI.
- **REQUEST PERIOD OPEN**: The date students can start applying to an OCI schedule.
- **REQUEST PERIOD CLOSED**: The application deadline for an OCI schedule. Resumes cannot be submitted through LionSHARE after this date.
- **ACCEPTED**: Student has been selected by the employer for an interview. The student is responsible to sign-up for an interview time slot when the sign-up date opens. Review timelines for each opportunity.
- **ALTERNATE**: Student has been selected by the employer as an alternate candidate. If interview slots are still available after all accepted students have signed up, alternates are encouraged to select an open slot. These slots are filled on a first-come, first-served basis.
- **PRESELECT**: You are referred to as a "preselect" when you are an applicant to an OCI opportunity.

6. What should I know about company Information Sessions?
- Information session dates, times and locations are posted on the CCE Events Calendar on our homepage at www.careereducation.columbia.edu/calendar, as well as on LionSHARE. Calendar listings indicate the target audience and recommended attire. Registration is not required unless otherwise specified on the calendar listing.
- Information sessions are a valuable research and networking tool. You are encouraged to attend information sessions to learn about the company, the positions offered, to network with and ask questions of recruiters. It is important to be professional and courteous, and keep in mind that recruiters are there to connect with as many students as possible in a limited amount of time.
- Bring your resume, but only provide it if the recruiter(s) have indicated that resumes will be collected.
- Write down the names of the attendees from the companies, and obtain a business card or contact information if you can. CCE cannot release employer contact information.
- If you have class or another commitment that conflicts with an information session, it is acceptable to arrive a little late.

7. What is the OCI timeline?
Employers typically recruit for full-time, post-graduate positions during the Fall semester, and for summer internships in the Spring semester. However, there are employers who recruit for summer internships in the Fall semester and employers who recruit for full-time positions in the Spring semester as well.
8. How do I find and apply to On-Campus Interviews?
You can find these opportunities in two ways:
• In your search results under the Job/Internship Search tab, they will be indicated with a “View Interview Schedule” button.
• Click the On-Campus Interviews tab along the top menu bar to view all current positions for which you qualify. After you’ve opened the posting, click the Job ID number to view the job description, and then click “View Linked Interview Schedule” to be taken back to the application screen.

**NOTE:** Like with non-OCI job and internship postings, you will only be able to apply for on-campus interview positions for which you qualify based on employer selected criteria.

9. How do I find out the status of my application?
After the request period has closed, the employer will review all of the applications and make selections in LionSHARE. Your status will then be visible in the My Activity section under Schedules > Preselects. Once you’ve signed up for an interview slot, you can view your interview date and time under Schedules > Interviews.

10. How do I cancel or reschedule my On-Campus Interview?
If the interview sign-up period has not closed, students can remove themselves from the schedule on LionSHARE or choose a different timeslot if others are available.

If the sign-up period has closed:
• Students must contact the Employer and Alumni Relations office at (212) 854-9167 or careereducation@columbia.edu at least two business days in advance to cancel or reschedule their interview. The potential to reschedule is subject to timeslot availability. Timely cancellation is critical to OCI.
• Students who cancel one business day prior to their interview will receive a warning. If the student commits a second violation, he or she will be immediately suspended from the On-Campus Interview program for the remainder of the semester.
• Students who cancel less than one business day prior to their interview or fail to appear for their interview will be immediately suspended from the On-Campus Interview program for the semester.
• If you are unable to attend your interview on the day it is scheduled for any reason, you are required to contact the Employer and Alumni Relations office at (212) 854-9167 or careereducation@columbia.edu.

**NOTE:** If a violation of the On-Campus Interview Policies is a result of an emergency or serious illness, students can appeal a suspension. Students will be provided with instructions to appeal.

11. What do I do the day of my interview?
• Arrive at CCE 5-10 minutes prior to your interview. Sign-in on the white board in the hallway, and have a seat on the black benches towards the back of CCE. Interviewers will call your name.
• Be aware of back-to-back interviews, as some employers may schedule you for two 30-minute interviews within an hour block--Don’t simply leave after the first 30-minute interview. Back-to-back interviews will be indicated on the white board sign-in.
• Write down the contact information of the interviewer from the business card on the back of the interview room door or ask the interviewer for his/her business card. The Employer and Alumni Relations office does not keep track of interviewer contact information, so it is important to get this from the interviewer directly.
• Ask the interviewer about next steps in the process and send a thank you note. You will be informed of next steps by the employer, not CCE, and any subsequent interviews will take place at the company’s office.

12. What should I do if an employer schedules a second round interview at the same time as one of my first round interviews?
Employers participating in OCI have agreed to provide alternative dates for second round interviews if the first option conflicts with a student’s first round interview. Ask for an alternative date and if they are unable to accommodate you, contact the Employer and Alumni Relations office at (212) 854-9167 or careereducation@columbia.edu.
13. I’ve received an offer. Now what?
Congratulations! Keep in mind our schedule of acceptance deadlines, which can be found on our website here: www.careereducation.columbia.edu/employers/policies#EmploymentDates.

Wait to receive a written offer letter before you accept any offer. Companies consider a verbal acceptance as a formal offer acceptance. You do not need to accept an offer immediately. It is standard practice to thank the recruiter or hiring manager for the opportunity and let he or she know that you are very interested and that you will let them know as soon as you make your decision. Always be sure to regularly communicate with recruiters and hiring managers regarding the status of your decision.

If you are not yet sure if you would like to accept your offer, it is within your rights to continue interviewing with other companies; however, make informed decisions about offers as quickly as possible. You should not hold on to multiple offers for an extended period of time. Also, be sure to decline offers promptly if you know that you will not accept them. This may allow a Columbia University peer to receive that offer instead.

If you formally accept an offer, you are required to stop all other interviewing. Contact Employer and Alumni Relations to cancel all other first round interview on-campus at (212) 854-9167 or careereducation@columbia.edu.

An offer acceptance is final. Offer reneges are prohibited and can result in suspension from LionSHARE.