On-Campus Interview (OCI) Program

2015 – 2016

COLUMBIA UNIVERSITY CENTER FOR Career Education
Training Overview

A. What is On-Campus Recruiting (OCR)?
B. What are On-Campus Interviews (OCI)?
C. OCI Step-by-Step
D. OCI Cancellation Policies & Procedures
E. Resources
A. What is On-Campus Recruiting (OCR)?
What is On-Campus Recruiting (OCR)?

OCR consists of employer-led recruiting events and/or interviews held on-campus for internships and/or full-time opportunities.

<table>
<thead>
<tr>
<th>OCR At A Glance: 2014-2015 Academic Year</th>
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<tbody>
<tr>
<td><strong>A. Career Fairs &amp; Special Events</strong></td>
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<tr>
<td>Career Fairs</td>
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<tr>
<td>• Large-scale event</td>
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<tr>
<td>• 400+ employers participate; 5 fairs will be held in 2015-2016</td>
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| Industry Showcases                     |
| • Medium-scale event                   |
| • 9+ industry showcases with 40+ employers |

| **B. Information Sessions**            |
| Employer-led presentations that highlight the organization and career opportunities |
| • Small-scale event                    |
| • 125+ info sessions                   |

| **C. On-Campus Interviews (OCI)**      |
| Students are selected by employers for interviews held on-campus |
| • 5,200+ interviews held at CCE by over 190 employers |

New and upcoming 2015-2016 On-Campus Recruiting events can be found on the CCE Events Calendar:
www.careereducation.columbia.edu/calendar
Login to LionSHARE and go to the On-Campus Interview (OCI) tab to see OCI schedules you qualify for.

View all events, workshops & more on the CCE Calendar:
www.careereducation.columbia.edu/calendar
A. What are On-Campus Interviews (OCI)?
What are On-Campus Interviews (OCI)?

- Typically held by organizations that can predict large-scale recruiting needs several months in advance
- OCI employers…
  - Have the resources to interview on campus in the fall and spring
  - Often represent the finance, tech and consulting industries
  - Annually hire full-time and summer “classes” or “cohort” from select schools
  - Expect students to adhere to a demanding interview timeline
  - Conduct first-round interviews at CCE unless explicitly noted otherwise
OCI By the Numbers

- In the 2014-2015 Academic Year:
  - 198 employers posted 508 unique OCI jobs/internships
  - 3,377 students and alumni applied to these positions
  - 1,883 of these applicants participated in 5,217 on-campus interviews held at CCE
How can I participate in OCI?

**ELIGIBILITY:** Must be a student or a graduate of one of the schools served by CCE

**ACCESS:**

1. Complete this OCI training or in-person Power Half Hour OCI training. Your access level in LionSHARE will change from *General Access* to *OCI Access* within 2 business days of completing the OCI training.

2. Login to LionSHARE and view the *On-Campus Interview (OCI)* tab to apply to OCI positions you qualify for based on employer selected criteria.
C. OCI Step-by-Step
Navigating OCI in LionSHARE

My Activity: manage all OCI applications and interviews

My Documents: tailor, properly label and upload resumes, cover letters, unofficial transcripts in PDF or Word format

Apply for OCI positions you qualify for based on employer selected eligibility criteria

Verify your access level

Quick Links to CCE Policies and helpful job/internship materials
Applying to OCI Positions in LionSHARE

Welcome to the On-Campus Interview Program!

This page allows you to view and apply for on-campus interview schedules for which you meet the minimum requirements. If you do not see any schedules listed below:

There are no schedules matching your qualifications at this time.

OR

You have yet completed the online On-Campus Recruiting Program Overview training and must sign off on the policies after completing the quiz at the end. Access to on-campus interview schedules is typically granted one to two business days after signing the policies.

Please remember that you will be held accountable to the following policies:

- I am using my own account and have not allowed/will not allow anyone else to use my account.
- I will research companies that I am interested in and will not indiscriminately send out mass resumes to all companies.
- I will not misrepresent my academic or personal information in the recruiting process including GPA, date of graduation, and work status.
- If I need to cancel an interview, I will do so at least two complete business days prior to the day of the interview. If I fail to provide at least two business days’ notice, I understand the consequences.
- **ONE BUSINESS DAY PRIOR TO INTERVIEW**: Students receive a warning. If a student commits a second violation, his or her LionSHARE account will be immediately suspended for the semester.
- LESS THAN ONE BUSINESS DAY PRIOR TO INTERVIEW OR FAILURE TO APPEAR: Student’s LionSHARE account will be immediately suspended for the semester.
- If I am unable to attend my interview on the day it is scheduled for any reason, I will contact the Employer and Alumni Relations office at 212-854-9167 or cce@columbia.edu.
- I will not schedule interview times consecutively (e.g. 10:00am, 10:30am) to ensure that I have sufficient time if an interview is running late.
- I will not arrive late or miss an interview time slot.
- **FAILURE TO APPEAR**: Student’s LionSHARE account will be immediately suspended for the semester.
- I will not cancel a first round interview for a second or later round interview.
- I will carefully consider my offers.
- Once I have made a final decision on the offer I will accept, I will not withdraw my acceptance of that offer.
- I understand that an offer acceptance is final and that offer reneges are prohibited and can result in suspension from LionSHARE.
- Once I have made a final decision on the offer I will accept, I will withdraw all other offers and decline any outstanding offers.

Be sure to schedule an appointment with a counselor for help writing resumes, cover letters, or a mock interview by calling 212-854-9609, or drop by for a ten minute walk-in appointment Monday through Friday between 1-4 pm. View Career Resources for tips on preparing your resume and cover letters.

Click the blue schedule ID to view the full posting

• Click to submit your application
• Make sure to have all required documents uploaded and labeled

Pay careful attention to the timeline dates and times!
• Sign-up occurs on a first-come, first-served basis
• Note: employers may change timeline dates to accommodate recruiting schedules
Managing OCI through My Activity tab

- View a list of all upcoming interviews for which you have already selected a time slot.
- Schedules→Preselects tab will indicate all the OCI schedules for which you have applied.
- Check the status of the OCI schedules to which you have applied.
  - “Requested” means your application was submitted.
  - “Accepted” means you have been selected for an interview and must sign-up for a time slot during accepted student sign-up.
  - “Alternate” means you can sign-up once alternate sign-up opens.
OCI: Step-by-Step

1. Apply to OCI job postings for which you qualify
2. Check your interview status in the Activity tab in LionSHARE according to the timeline
3. If accepted, sign up for an interview according to the “Accepted Student Sign-up” period
   ✓ Only book an interview if you are extremely interested in the opportunity and you can commit to attending the interview in-person on that specific date and time
4. Your first interview typically takes place at CCE unless otherwise specified
   ✓ Be sure to arrive 10 minutes early to sign-in
   ✓ At the end of the interview, ask for a business card
5. Employers will inform you directly about next steps
OCI: Study Abroad Students

- Students should indicate their location to employers via cover letters and resume.
- Students accepted for an On-Campus Interview must notify CCE PRIOR TO SCHEDULING their interview.
- Most employers participating in OCI expect students to interview in person. Some are willing to accommodate a remote interview (via phone, Skype, etc).
- Study abroad students are expected to uphold all OCI policies and procedures.
OCI Preparation Tips

Is this job/internship for you?
• Think about what you want to do and the environment in which you want to work in
• Only apply to positions that match your interests and skills
• Prepare your application documents (resume, cover letter)

Are you prepared?
• Research the company
• Be familiar with the job and the responsibilities and tasks it entails
• Know your resume

Make sure to practice:
• Fine tune your elevator pitch to be able to answer the question, “Tell me about yourself…”
• Interview in front of the mirror or with friends
• Schedule a mock interview with a CCE professional
By participating in OCI, you agree to abide by all LionSHARE and On-Campus Recruiting (OCR) policies and procedures.

View the complete list of all LionSHARE and OCR Policies at:
www.careereducation.columbia.edu/findajob/register/recruitingpolicies
Interview Cancellation

• Cancelling an Interview
  o Students may cancel at least **two business days*** prior to the interview without penalty
  o To cancel, call Employer and Alumni Relations: 212-854-9167 or email **cce@columbia.edu** (include your UNI & schedule id)

*The two business day policy provides an opportunity to fill a timeslot with another Columbia student

• Rescheduling an Interview
  o Students may reschedule an interview timeslot by notifying Employer and Alumni Relations office at least **two business days prior** to the interview
  o Note that potential to reschedule is subject to availability
Interview Cancellation

If students fail to cancel an interview with at least two business days notice, it will result in the following ways:

• **ONE BUSINESS DAY PRIOR TO INTERVIEW**: Students receive a warning. If a student commits a second violation, he or she will be suspended from the On-Campus Interview program for the remainder of the semester.

• **LESS THAN ONE BUSINESS DAY PRIOR TO INTERVIEW OR FAILURE TO APPEAR**: Student 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 cce@columbia.edu. If a violation is a result of an emergency or serious illness, students can appeal a suspension.
Expectations of Employers

Employers are required to:

- Communicate second-round interview status directly to candidates
- Provide a minimum of three business days notice prior to a second-round interview or superday
- Provide one alternative date for a superday in the event that a candidate cannot attend
- Abide by offer deadlines to which they agree prior to holding interviews

If you need help negotiating an alternative date for a second-round interview, contact Employer and Alumni Relations at 212-854-9167 or cce@columbia.edu.
Accepting Offers

- 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 say “thank you” and let the recruiter or hiring manager know that you will get back to them with your decision

- You should not hold on to multiple offers for an extended period of time. Make informed decisions as quickly as possible

- Consider all options available to you; meet with a CCE counselor or Employer and Alumni Relations team member if you have any questions or concerns
Accepting Offers

- Regularly communicate with your recruiter regarding the status of your decision

- If you formally accept an offer, **you are required to stop all other interviewing**

- Be aware of offer deadlines

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

If you are interviewing for full-time positions, you have until the dates listed below to accept your offer.

<table>
<thead>
<tr>
<th>Full-Time Offer Deadlines</th>
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<tbody>
<tr>
<td>Full-Time offers extended to previous summer interns</td>
<td>October 30, 2015</td>
</tr>
<tr>
<td>Full-Time offers extended during Fall semester OCR</td>
<td>November 13, 2015 or two weeks from the date of the offer – whichever is later</td>
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You do not need to wait until these dates to accept an offer. Accept offers promptly whenever possible.
Offer Deadlines

If you are interviewing for summer internship positions you have until the dates listed below to accept your offer.

<table>
<thead>
<tr>
<th>Internship Offer Deadlines</th>
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<tbody>
<tr>
<td>Internship offers extended to previous summer interns</td>
<td>Feb 26, 2016</td>
</tr>
<tr>
<td>Internship offers extended after Fall or Spring semester OCR</td>
<td>Mar 4, 2016 or two weeks from the date of the offer – whichever is later</td>
</tr>
</tbody>
</table>

You do not need to wait until these dates to accept an offer. Accept offers promptly whenever possible.
E. Resources
Where is the Center for Career Education (CCE) Located?

Visit Us...
East Campus Building
Lower Level
116th & Amsterdam
(enter through Wien Courtyard)

Hours
Monday-Friday 9am – 5pm
Wednesdays 9am – 8pm during the academic year
Meet the Employer and Alumni Relations Team!

Courtney Como, Executive Director

Jeanine Daley, Assistant Director, On-Campus Recruiting

Vernon Gibbs, Associate Director, Alumni Outreach

Syndhia Javier, Employer Outreach

Ashley Kera, Coordinator, On-Campus Recruiting

Emily Newman, Senior Associate Director, On-Campus Recruiting
Resources

A. Questions about OCI and navigating the process? Call, email or stop by the Employer and Alumni Relations office between 9:00 am and 5:00 pm, Mon-Fri.

Employer and Alumni Relations: cce@columbia.edu or 212-854-9167

B. Call to schedule an individual counseling appointment with the undergraduate or graduate career development team

Appointment Scheduling: 212-854-5609

C. CCE Events Calendar: View all career recruiting events, info sessions, and workshops

D. Quick Questions: Monday- Friday from 1:00 pm – 4:00 pm

E. Power Half-Hours: LionSHARE, Resume Review & Interviewing Skills

F. Learn more about a company by attending an information session

G. LionSHARE & OCR Policies can be found on the CCE website: www.careereducation.columbia.edu/findajob/register/recruitingpolicies

The information session schedule and additional information can be found on our website at www.careereducation.columbia.edu