

Seniors: Land a Job For When You Graduate

On-Campus Interview Program





A modern, on-the-go platform designed especially for college-based recruiting for jobs, internships, events and resources.

- Students gain access to job/internship postings from 200,000+ employers around the world, including all Fortune 500 companies!
- Employers enjoy a faster, more user-friendly experience to post jobs and view applicants.



Students enjoy:

- A personalized feed of jobs, internships, events and resources – like Netflix but for careers!
- A “Favorite” option to know when top employers are posting jobs and coming to campus.
- A seamless experience across all devices: phones, tablets, and computers.



Create a Handshake Account:

1. Log into ucr.joinhandshake.com with your UCR username and password.
2. Create a new Handshake profile by adding your resume, photos, skills, and more. Make your profile public to employers.
3. Click "Jobs" in the menu bar and start applying. Save searches and sign up for notifications about future opportunities that match your interests!

Agenda

- Career Center Overview
- What is the On-Campus Interview (OCI) Program
- Who Participates
- When to Participate
- Benefits of the Program
- Types of Schedules and Interviews
- UCR Handshake & OCI
- How to Participate (Live Demo)
- Interview Tips
- Dressing for Success
- Questions



Come See Us!

Hours:

- Monday – Friday 8:00am – 5:00pm
- *Except Wednesday 9:00am – 5:00pm*

Drop-In Hours:

- Monday – Friday 10:00am – 3:00pm
- Friday 10:00am – 12:00pm



Career Center Overview

- Career Center operates Mon. – Fri. 8–5pm
- Drop-in Hours are Mon. – Thurs. 10–3pm & Fri. 10–12pm

Resources:

- Career Planning
 - Job Search Assistance
 - Internships
 - Graduate & Professional School Prep
 - Online Services
-
- Website: careers.ucr.edu
 - Phone: 951-827-3631



On-Campus Interview Program (OCI)

Operates Fall, Winter, & Spring quarters

- OCI brings employers to campus to interview students for full-time career positions and full-time paid internships.
- The OCI program is open to ALL MAJORS, graduate and undergraduate. Most of these positions are targeting 3rd and 4th year students.
- Employers that participate have specifically chosen UCR as a target campus.
- All interviews are held at the UCR Career Center.
- The OCI program provides a “jump start” on first round interviews as part of the hiring process.





Who Participates???



Microsoft

OneMain
Lending Made Personal

jcpenny

squamilner
Certified Public Accountants
and Financial Advisors



SHERWIN-WILLIAMS



Deloitte.



E&J Gallo Winery



Dreams for Schools
DISCOVER. STRIVE. INSPIRE.



Google



Foresters
Financial



Google

WELLS
FARGO



Benefits of the OCI Program



- Convenience – interviews are held at the Career Center
- Employers have an existing relationship with UCR
- OCI Coordinator – student outreach & support
- Develop interview skills
- Get in front of employers who only recruit through university recruiting
- Increase chances of multiple offers
- Begin your career right after ending your college career

Types of Interview/ Schedules

Interviews:

- Individual Interview
- Small Group Interview
- Virtual Interview
- Phone Interview
- Behavioral-Based Interview
- Task Oriented or Testing Interview
- Case Interview

Schedules:

- Open
- Preselect
- Preselect Continuous
- Room Only



TIP: We are seeing a trend in Employers using the Room Only schedule and filling their interview schedule from the Career Fairs or other employer events.

UCR Handshake & OCI

“Room-Only” Schedules

- In Handshake you are now able to view all ‘room-only’ schedule job postings that are available through OCI.
- **What does this mean?** – Able to see what positions are being recruited for through the OCI program by employers who are sourcing applicants through an alternate source.
- **So what should you do?** – You’re now able to see a complete list of participating OCI employers as well as the jobs that they will be recruiting for. You will also be able to go into a career fair knowing who will be participating in OCI.
- ***NOTE:** Please make sure to speak to all employers that may interest you, NOT just ones you know are recruiting. You never know who will be sourcing students for later interviews.

The screenshot shows the Handshake website interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and links for 'For You', 'Jobs', 'Events', 'Students', and 'Career Center'. Below the navigation bar, there is a blue banner with the text: 'To apply to this interview schedule you must qualify and apply through one of the associated jobs.' The main content area is divided into two columns. The left column displays the employer information for 'DHL Supply Chain', including the DHL logo, the employer name, and the interview schedule type 'Room Only', which is circled in red. Below this, there is a 'Timeline' section with the following details: 'CURRENT STATUS: Pre Application Period: 19 days remaining', 'APPLY START: Saturday, September 8th 2018 12:00 am', 'APPLY END: Monday, October 8th 2018 11:59 pm', and 'INTERVIEW DATE: October 12th 2018'. The right column shows the date 'October 12th 2018' and a section titled 'Related Jobs' with two job listings: 'Operations Intern' and 'Operations Supervisor', both with DHL logos and application details.

How to Participate

Live Demo

<https://ucr.joinhandshake.com/>

Interviewing Tips (before the interview)

Know the Employer:

- Research the company thoroughly
- Know the company's market, products, & goals
- Memorize useful facts

The Job Description:

- If a job description is available for the position you are interviewing for, think about how your experience and skill fit. Consider examples and evidence to support your ability to excel in this job.

Know yourself:

- What are my skills?
- What is my passion?
What type of work environment do I prefer?

Practice Makes Perfect:

- Consider most often asked questions. Be prepared to answer them.
- Give concise, complete answers
- Utilize the virtual Career Center for helpful tips and practice interview questions

Additional Prep Tips:

- Prepare 2-3 thought out provoking questions to ask your interviewer after the interview.
- Prepare thank you notes or remember to send a thank you email after your



STAR Method

(to answer behavioral based questions)

Prepare

- Listen carefully to the question and think of an event. Take a few seconds to ensure that you have the best example you can. Don't rush it.

Situation

- Describe a specific event or situation that you were in.
- **Who?**
- **What?**
- **When?**
- **Where?**
- etc.

Task

- Explain the task you had to complete, highlighting any specific challenges or constraints.
- Deadlines
- Issues
- Costs
- etc.

Action

- Describe the specific actions that you took to complete the task. These should highlight desirable traits the interviewer is looking for.

Result

- Close with the result of your efforts. Include figures to quantify the result if possible.

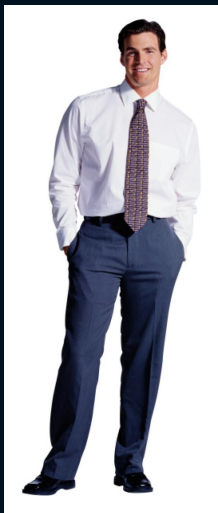
Dress for Success

R'Professional Career Closet

- Mon. – Thu. 10am – 1pm
- 3 items per quarter
- HUB 105 (Bear's Den)

Interview Clothing Options:

- Two Piece Suit
- Jacket / Blazer / Cardigan
- Dress Shirt / Blouse
- Dress Pants / skirts
- Dress Shoes
- Tie / Bowtie / scarf
- Business dresses
- Dress shoes / heels



UCR Career Center

ASSOCIATED STUDENTS UCR

R' PROFESSIONAL CAREER CLOSET

FIRST IMPRESSIONS START HERE!

Hours: Monday - Thursday 10am to 1pm

Located at HUB 105

ITEMS INCLUDED

- Two-piece suits
- Jackets and blazers
- Blouses and dress shirts
- Dress pants and skirts
- Business dresses
- Trench coats
- Ties/ Bowties/ Tie Clips
- Belts
- Shoes
- Heels

If you have a job interview and need business attire, the new R'Professional Career Closet will dress you for success. If you find an outfit, it will be gifted for free!

LEARN MORE: GO.UCR.EDU/CAREERCLOSET



Interview – Do's & Don'ts



Do's

- Be on time
- Give a firm handshake and smile
- Make eye contact when speaking & connect with interviewer(s)
- Be polite
- Dress for the occasion
- Bring extra copies of your resume
- Bring prepared questions to ask the interviewer following the interview
- Bring blank thank you notes (optional)
- Ask for a business card

Don'ts

- Don't arrive late
- Don't be too personal
- Don't use profanity
- Don't be derogatory about past experiences
- Don't talk money
- Don't slouch

Interview Tips

Closing the Interview

- Your time to ask questions
- Ask about the next steps (if not already mentioned)
- Ask for business cards if not offered
- If appropriate, shake everyone's hand, call them by name if possible and thank them for their time
- RELAX...you're done!



Interview Tips

After the Interview

- Send a thank you note or a thank you email to the interviewer.
- Follow-up if the date that they said they would get back to you has passed
- Always be professional

- ***Exception: If an employer has specifically mentioned not to contact, that they will contact you. Do not contact them.



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THANK YOU!

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