VIRTUAL "CAMPUS" INTERVIEW PROGRAM

The Virtual "Campus" Interview Program invites employers to interview students for full-time career/intern positions. Employer participants include business, industry, nonprofit organizations, and government agencies. Positions are generally 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, engineering, and laboratories.

Undergraduate and graduate students from all academic departments are welcome to participate in this program. Through Handshake, students can schedule virtual "campus" interviews, learn about participating organizations, view job listings, submit resumes online, select an interview time, and research employers. (This service is available 24 hours a day, seven days a week.)

Pro Tip: Some employers select candidates directly from Career Fairs or Information Sessions (not through Handshake), so be sure to attend events relevant to your interests.

Frequently Asked Questions

How do I get started in participating in the Virtual "Campus" Interview Program?
- Log into Handshake via **careers.ucr.edu**.
- Upload your resume and other documents, such as cover letter and unofficial transcripts.
- From the navigation bar, select "Jobs" and then select "On-Campus Interviews."
- To view the details of each position, click on the job title.

How do I upload a resume and other documents?
- Under your name on the navigation bar, select the drop-down menu and locate documents.
- Select "Add New Document" and give it a name and a document type. Upload your PDF or Word document.
- Upload your other documents the same way. Remember to customize your documents for specific positions to be most competitive.
- It is recommended that you have your resume critiqued by a career counselor before uploading in the system.

How do I submit my resume for an interview?
- If you qualify for the position, click the "apply" button located under the job title. Attach required documents and click "submit application."
- 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.

What is the difference between an Open, a Preselect, and a Preselect Continuous schedule?
- An open schedule means that if you meet the job's 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 and apply, the employer will then prescreen all resumes and invite those students they wish to interview.
- A preselect continuous means the employer will make a waitlist in case some students decline the interview.

How will I know if I have been selected for an interview?
- You will receive a notification that you have been invited to 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?
• Send an email to **careerrecruiting@ucr.edu** 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.
• **No show policy: 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.**

What are some best practices for virtual interviewing?
• Your attire for an interview should be professional and conservative.
• For examples of how to dress for an interview, visit **careers.ucr.edu**.
• You must follow the virtual platform instructions sent to you and test the technology ahead of time.
• Make sure that you have a simple background and good lighting, preferably a blank wall near a window.
• Eliminate all distractions - turn your TV and phone off, and shut doors and windows to maximize background noise.

What are some ways I can better prepare for an interview?
• 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.
• Attend a virtual interview workshop available on our website at: **careers.ucr.edu/resources/online-workshops-and-resources**

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