



The UCI Division of Career Pathways provides space for employers to interview current UCI students for internship and full-time career opportunities. Through the On-Campus Interview (OCI) Program, students can interview conveniently with employers right on campus! All OCI positions are posted on Handshake (uci.joinhandshake.com).

What makes OCI jobs different?

There are several aspects of OCI jobs that set them apart from other Handshake postings:

- Each OCI schedule has a timeline. For most schedules*, there is a start date when students can begin submitting applications via Handshake, and an end date after which applications can no longer be submitted. After the employer selection period, you will be notified if you are invited for an interview.
- Once invited for an interview, you will select your interview time via Handshake on a first come, first served basis. Students selected by an employer as “primary” are able to sign up before students selected as “alternate.” If you are selected as an “alternate,” it is possible you will not secure an interview time.
- Interviews will take place conveniently at the Division of Career Pathways (unless otherwise noted).

**See reverse side for more on screening criteria*

How to Apply

OCI positions are posted on Handshake. Click on “Jobs & Internships” from your Handshake dashboard, then select “Interviewing on Campus” from the Categories Filter. This will isolate OCI jobs from the rest of the postings on Handshake. Click on a specific opportunity for more details, and to see if you match the employer’s preferences.

What types of employers / jobs come through OCI?

All types of employers offering a variety of positions take advantage of OCI. Positions for both undergraduate and graduate students are offered in areas including consulting, accounting, finance, management training programs, sales, marketing, and engineering disciplines to name a few.

Dust off that resume!

1. Analyze the job description for skills and abilities
2. Create a list of accomplishments. Include education / training, volunteer opportunities, jobs, projects, school assignments, travel, and group / team activities
3. Analyze experiences for relevant skill areas
4. Write descriptive phrases
5. Choose the appropriate format

Find out more from our “How to Write a Resume” Quick Tip

Dress the Part

If you’re not sure if the interview calls for formal or business casual attire, contact the Human Resources department of the employer and ask what would be appropriate. For more interview attire help, see the “Dress for an Interview” Quick Tip or ask during Drop-In Advising.

For additional help, try:

CAREER SPOTS (CAREER.UCI.EDU/CAREERSPOTS)

Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.

VMOCK (VMOCK.COM/UCI)

Upload a PDF copy of your resume and receive instant feedback based on presentation, impact, and competencies.

CAREER LABS

Drop in any time during our labs for hands-on help with resume, cover letter, LinkedIn, part-time jobs, and your Handshake profile.



Frequently Asked Questions

Q. I gave my resume to a company representative at the career fair (or info session, club event, etc.). Do I still need to submit on Handshake?

It depends. While employers normally select candidates for interviews via Handshake, some employers will choose to conduct interviews via Handshake, some employers will choose to conduct interviews the day after a career fair and fill their schedule with students they meet at the fair. Others will encourage all students they meet at a career fair to apply via Handshake. If you're unsure, ask the employer about their preference. Most employers that host an information session or attend a club event will have an active posting on Handshake. If you do not apply through Handshake, the employer cannot select you for an interview.

Q. I want to apply for an OCI job, but Handshake indicates that I do not meet all of the employer's preferences. Can I still apply?

Yes. Handshake allows any student to apply to any job. However, if you do not meet all of the employer preferences (e.g. GPA, class level / graduation date, major), your application will be classified as "Not Fully Qualified." Applications that do meet all preferences are considered "Fully Qualified." You cannot override this function and it is at the discretion of each individual employer whether or not they review and / or consider students from the "Not Fully Qualified" category.

Q. How do I know if I have been selected for an interview?

You will receive a notification from Handshake letting you know that you've been selected. Review your Notification Preferences (under your User Settings) to indicate how you'd like to be notified.

Q. I received an email telling me I was selected for an interview. How do I sign up for a time?

Log in to your Handshake account and select the interview schedule to see all available slots. Select "Take Slot" to reserve a time. You can change your time as long as other slots are available and you are doing so during the signup period.

Q. Where will the interview take place?

Interviews take place at the UCI Division of Career Pathways unless otherwise noted. We are located across from the Student Center Starbucks on the first floor of Student Services 1 (#105 on campus maps). Please check in at the reception desk when you arrive.

Q. What happens after the interview?

Some employers will follow up soon after with their decision or an invitation for a second interview. Others may not get back to you for a few weeks or even a month. It's a good idea to ask about the employer's hiring timeline at the end of the interview.

Q. What is the difference between "Preselect," "Room Only," and "Open" OCI schedules?

The most common type is a "Preselect" schedule, for which primary and alternate candidates are selected by the employer after a given student application period. After the employer selection period, students are notified to sign up for an interview time slot via Handshake. For a "Room Only" OCI schedule (common with large employers / employers conducting interviews the day after a career fair), a room is reserved in Handshake but the slots are managed outside of Handshake. Students selected for "Room Only" will schedule a slot immediately after applying. There is not employer review / selection period.

[Learn more about On-Campus Interviews at career.uci.edu.](http://www.career.uci.edu)