

---

# THE ON-CAMPUS INTERVIEWING (OCI) PROCESS

---

## INTRODUCTION – WHAT IS ON-CAMPUS INTERVIEWING (OCI)

In the Fall and Spring Semesters, employers interview San Francisco State University students and recent alums for permanent full-time positions and internships. Participants submit their resumes online to OCI employers, and, if selected, can sign up for an on-campus interview. Most interviews are 30-60 minutes and held at the Career Center. To submit resumes for interview selection, you must register on GatorJOBS and use the online OCI management system.

## WHO IS ELIGIBLE TO PARTICIPATE?

SF State undergraduate and graduate students, and SF State alums who have graduated within the last six months are eligible to participate in OCI. Most OCI opportunities are for juniors and seniors.

## OBLIGATIONS AND RESPONSIBILITIES

By signing up for an interview, you agree to appear as scheduled. Failing to show up without an acceptable reason will result in cancellation of all OCI interviews.

## REGISTER ON GATORJOBS

If you do not already have an account on GatorJOBS with SF State, you will need to register.

Go to the Career Center Website at [www.sfsu.edu/~career](http://www.sfsu.edu/~career), click on GatorJOBS, click Students / Alumni, and click the Click here to register! link at the bottom of the page. Input your Personal Information and click register to create your profile.

## REVIEW/UPDATE PROFILE

To qualify for positions offered through On-Campus Interviewing, be sure your profile is up to date and complete.

Go to the Career Center Website at [www.sfsu.edu/~career](http://www.sfsu.edu/~career), click on GatorJOBS, click Students / Alumni, enter your user name and user password in the spaces provided, and click the Login button. Move your cursor over the My Profile/Documents item on the menu bar at the top of the page, and click My Profile on the drop down menu. Review your profile. To change any information, click the "Edit" link at the top of that section. For example, to change your e-mail address, click the "Edit" link at the top of the Personal Information section.



### San Francisco State University Career Center

1600 Holloway Avenue, Student Services Building 206, San Francisco CA 94132  
Tel: 415/338-1764 • Fax: 415/338-2979 • [careerct@sfsu.edu](mailto:careerct@sfsu.edu) • [www.sfsu.edu/~career](http://www.sfsu.edu/~career)

# THE ON-CAMPUS INTERVIEWING (OCI) PROCESS

## UPLOAD RESUME AND TRANSCRIPTS

You may upload several resumes to your GatorJOBS account.

Go to [www.sfsu.edu/~career](http://www.sfsu.edu/~career), click on GatorJOBS, click Students / Alumni, and log in using your user name and user password. Move your cursor over the My Profile/Documents item on the menu bar at the top of the page, and click My Documents on the drop down menu. Read and follow the instructions for managing your cover letters, resumes, unofficial transcripts and other documents.

## VIEW ALL UPCOMING RECRUITING EVENTS

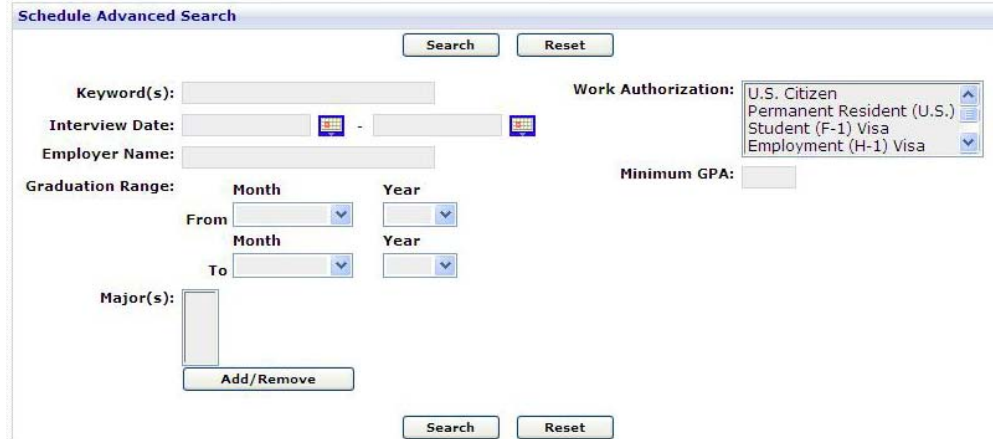
Search for schedules by highlighting the On-Campus Interviewing menu. The following is the submenu for the On-Campus Interviewing menu.



- View & apply to schedules a student qualifies for
- View ALL future schedules: Qualifying and Non-Qualifying

You will be able to see all future schedules under this menu, whether or not you qualify for the schedule. However, you **will not** be able to request an interview or sign-up from this menu.

View All Recruiting Events - Search:



# THE ON-CAMPUS INTERVIEWING (OCI) PROCESS

View All Recruiting Events – Search Results:

Search Results: 6 schedules						[Change Criteria]	[Save Search]
Schedule ID	Job Title	Organization Name	Job Location	Interview Date	Current Signup Method		
<a href="#">5</a>	<a href="#">Disney Intern</a>	Walt Disney World College Program	Orlando, FL	11/04/2005	Open		
<a href="#">12</a>	<a href="#">Research Associate</a>	Manpower	Lockhart, Texas	11/03/2005	PRS Closed		
<a href="#">41</a>	<a href="#">Accountant</a>	Patty's Boutique	Springfield	11/16/2005	Closed		
<a href="#">51</a>	<a href="#">Account Executive</a>	WOAI News Radio	San Antonio, TX	12/14/2005	PRS Open		
<a href="#">52</a>	<a href="#">Andrea's Flower Shop</a>	CSO Research, Inc	Austin, TX	11/15/2005, 11/15/2005	PRS Open		
<a href="#">53</a>	<a href="#">Jean's Preselect Test</a>	CSO Research, Inc	Austin, TX	11/25/2005	PRS Closed		
1							

You can access a schedule profile by clicking on the schedule ID or the job title in the search results page.

## INTERVIEWS A STUDENT QUALIFIES FOR

Only schedules that you qualify for will be displayed under the “Sign up for Interviews I qualify for” menu. You will be able to request an interview or sign-up from this menu.

 A schedule ID with a **black arrow** next to it indicates that the you performed an action on the schedule.



4 Schedules					
ID	Job Title	Organization Name	Job Location	Interview Date	Current Signup Method
<a href="#">51</a>	<a href="#">Account Executive</a>	WOAI News Radio	San Antonio, TX	12/14/2005	PRS Open
<a href="#">46</a>	<a href="#">Candle Technician</a>	Kat's Candle Factory		11/02/2005	PRS Open
▶ <a href="#">5</a>	<a href="#">Disney Intern</a>	Walt Disney World College Program	Orlando, FL	11/04/2005	Open
▶ <a href="#">53</a>	<a href="#">Jean's Preselect Test</a>	CSO Research, Inc	Austin, TX	11/25/2005	PRS Closed
1					



You can view your Schedule Activity, by going to My Account > My Activity: Schedule Activity tab

## VIEWING AND APPLYING FOR A RECRUITING EVENT

You can access a schedule profile by clicking on the schedule ID or the job title in the search results page. You must have a resume in order to apply for an interview schedule.

If you do not have a resume on file, the following message is displayed at the top of the schedule profile.

**You cannot perform activity on this schedule as you do not currently have a resume on file.**

If you have a resume on file, the application procedures will depend on the schedule type. The following are the procedures a student should follow for Open, Preselect, and Preselect Continuous schedules.



**San Francisco State University Career Center**  
 1600 Holloway Avenue, Student Services Building 206, San Francisco CA 94132  
 Tel: 415/338-1764 • Fax: 415/338-2979 • careerct@sfsu.edu • www.sfsu.edu/~career

# THE ON-CAMPUS INTERVIEWING (OCI) PROCESS

## OPEN SCHEDULES – Signing up for an Interview

**STEP ONE:** To access the interview sessions that are available for that schedule, you must click the Sign Up function at the top left hand side of the schedule profile.



**STEP TWO:** When you click on the Sign Up function, the Sessions section of the schedule profile is displayed. To view the available timeslots for a session, you must click the interview date link.

Session ID	Interview Date	Interview Location	Recruiter	Session Information	Status
<a href="#">110</a>	<a href="#">4/25/2007</a>	Philips Lounge	Joe Shmoe	Bring resume	Active
▶ <a href="#">109</a>	<a href="#">4/25/2007</a>	Conference Room	Evan Robert	Students needs resume	Active

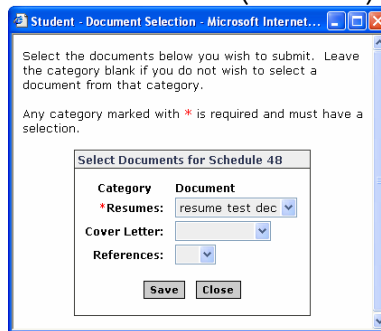
1

**STEP THREE:** To sign-up for an interview time, you must click the **[Sign-Up]** link under the Action column.

Interview Time	Student	Submitted Documents	Change Documents	Reference Schedule ID	Action
9:00 AM					Sign-up
9:30 AM					Sign-up
10:00 AM					Sign-up
10:30 AM					Sign-up
11:00 AM					Sign-up
11:30 AM					Sign-up



When the Sign-up link is clicked, you will be able to select the documents that to submit. You will be able to do this in the Document Selection window (see below).



A screenshot of a web browser window titled 'Student - Document Selection - Microsoft Internet...'. The window contains a form titled 'Select Documents for Schedule 48'. The form has a 'Category' dropdown menu with 'Resumes' selected, and a 'Document' dropdown menu with 'resume test dec' selected. There are also fields for 'Cover Letter' and 'References', each with a dropdown arrow. At the bottom of the form are 'Save' and 'Close' buttons. Instructions above the form state: 'Select the documents below you wish to submit. Leave the category blank if you do not wish to select a document from that category. Any category marked with \* is required and must have a selection.'

Then you will receive a confirmation message:

**You successfully signed up for the requested timeslot.**

## PRESELECT – Requesting an interview

**STEP ONE:** If you would like to request an interview, you must click the Apply Now button at the top left hand side of the schedule profile to submit a resume.



---

# THE ON-CAMPUS INTERVIEWING (OCI) PROCESS

---

**STEP TWO:** When the Apply Now button is clicked, you will be able to select the documents that you wish to submit. You will be able to do this in the Document Selection window (see below).

Category	Document
*Resumes:	resume test dec
Cover Letter:	
References:	

Once you select the documents, you should click the Save button to submit the information. Then you will receive a confirmation message:

**You have successfully submitted a request to interview.**

NOTE: The student will receive an email once the employer makes their decisions.

## PRESELECT – Accepted & Alternate Candidates Signup

When a student is accepted to interview, the student must follow the same sign-up procedures as an Open schedule. In other words, the student will need to sign-up for an interview timeslot.

You will not need to choose documents to submit, however, they may change the documents that they submitted when they requested to be interviewed.

