

Guide to On-Campus Recruiting

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I. The OCR Process

A. Registering:

1. Create a connectSC profile through the Career Planning & Placement Center website (<http://careers.usc.edu>).
2. Submit an OCR Contract online (<http://careers.usc.edu/students/on-campus-recruiting/ocr-contract/>). Access will be granted within one full business day.
3. Upload your resume into your connectSC account. To upload your resume, select the "My Documents" menu under "My Account". Then, upload your resume in the appropriate document category. You can also upload other employment-related documents such as cover letters, grade sheets, and supplemental information in this section.

Quick Tip!
Make sure that your profile is up-to-date and accurate. Falsifying information may result in account suspension.
4. If you need help with your resume or cover letter, the CPPC office has two different options available to work with your needs.
 - a. First, you can visit the CPPC office at the Student Union building room 110 and our Career Advisors will be happy to help you during Walk-In hours (Monday through Friday, 12:00 - 3:00 pm).
 - b. If you are a junior or senior, you can submit your resume for written review and feedback. Just send your resume, along with your preferred job title in the subject heading, to resumes@usc.edu. You can also visit the CPPC website for additional online resources (<http://careers.usc.edu/students/handouts/>).

Quick Tip!
You can upload up to 10 resumes or cover letters. If you have more than one document, be sure to select an appropriate "Default" document.

B. Applying:

1. Search for interview schedules by selecting the "On-Campus Recruiting" menu in your connectSC account. You can search in two ways:
 - a. by "Qualified OCR Schedules": this search will only display currently active schedules that you are qualified to apply for. Make sure to check this often as new schedules will become active throughout the semester.
 - b. by "All OCR Schedules (Read Only)": this search will display all schedules, both qualifying and non-qualifying. So you may or may not be able to apply to all the schedules listed from this search result. Please note this section is a read-only section. To apply, you must go to the "Qualified OCR Schedules" section.

NOTE: Your qualifications are based on four key criteria: **degree, major, graduation date, and work authorization**. The employer sets the criteria and all candidates must meet the criteria to apply. Falsifying information may result in account suspension.

2. View the details of an interview schedule by clicking on the "Schedule ID," "Organization Name" or "Linked Job" in the search results page. You will be able to see the job descriptions and requirements for this specific schedule as well as its trigger dates.
 - a. To view the job description click on the job title once in the schedule.
3. Submit your resume to be considered for an interview by clicking the "Submit Resume" button on the schedule page. The system will then ask you to select the resume you wish to submit. You may be required to submit other documents such as cover letter, grade sheet and/or supplemental information.
4. Make sure you read the "Application Instructions" section on the job description page carefully as some employers may require you to also apply through their web site.

Quick Tip!

"My Activity" and "My Tasks List" are great tools on connectSC to help you keep track of interview schedules and events you have signed up for. You can also change or cancel your interview from there.

C. Interviewing:

1. If you have been chosen as a Preselect or Alternate, you will need to sign-up for an interview time slot on the schedule.

To sign-up, search the interview schedule under the "On-Campus Recruiting" menu. When in the schedule click on the "Sign-up" button to access the interview time slots and select an appropriate interview time for you.

OR

- a. Go to "My Activity" menu under My Account.
- b. Click on the "Schedules" tab (activity).
- c. Find the "Preselection Activity" category and click on the "Job Title" of the schedule that you have been accepted for.
- d. Go to the "Sessions" section and click on the interview date. From here, you should be able to sign-up for an available interview time slot.

Once you sign-up for an interview, the schedule will be moved to the "Interviews" activity category.

2. Prepare for your interview ahead of time by learning more about the company and brushing up on your interviewing skills.
 - a. Attending a Company Profile Event is a great way to learn more about the companies you have applied to and meet some of their key employees.
 - b. Participate in a mock interview with a Career Advisor to fine-tune your interviewing skills. Visit the CPPC office in STU 110 or call (213) 740-9111 to make an appointment.

Quick Tip!

Check your connectSC calendar on a daily basis so you don't miss an interview. If you miss an interview, you will need to pick-up a "No-Show" packet and lose OCR access for the remainder of the semester.

3. Attend your interview and arrive at least 10 minutes early in professional attire.

NOTE: If you need to cancel your interview, **you must do so at least three business days prior to the interview date to avoid a "No-Show Status" and risk being ineligible to participate in OCR for the semester.** To cancel a scheduled interview, call our office at (213) 740-9105 or cancel it online through your connectSC account during the schedule's interview sign-up period.

4. Write a thank-you letter after each interview.

D. Reviewing an Offer:

Congratulations for reaching this point in the hiring process!

If you are wondering how to evaluate an offer letter, talk to one of our career advisors during Walk-In hours (Monday through Friday, 12:00 - 3:00 pm) or click here for our guide to evaluating an offer:

http://careers.usc.edu/docs/handouts/Evaluating_an_Offer.pdf.

NOTE: If you have accepted a position, please remove yourself from all interview schedules for which you have previously signed-up. If you fail to remove your name from the interview schedules, you are still subject to the Cancellation/No-Show policy.

E. Placement:

If you accept an offer, take a moment to let us know. From your home page on connectSC go to “Quick Links – Report a Hire”. All information will be kept confidential. By letting us know you accepted an offer it helps us gauge the success of the On-Campus Recruiting program.

II. FAQ

• Who can participate?

- Currently enrolled full-time students in a degree program at USC (undergraduate/graduate).
- Alumni are not eligible to participate in OCR. An exception is made for December graduates, who are able to participate in the OCR program in the Spring semester following their graduation.

• When does OCR take place?

- The 2009-2010 OCR season for on-campus interviews is as follows:
 - Fall 2009: September 21st – November 20th
 - Spring 2010: February 1st – April 16th

NOTE: Company Profile Events and other recruiting-related events may take place earlier in the semester. Please check the CPPC calendar for details.

Quick Tip!
Arrive at least 10 minutes early in professional attire.

• Where are OCR interviews conducted?

- Interviews are conducted at various locations. Check the schedule posting to find out the exact location of your interview.
 - Career Planning & Placement Interview Center, Student Union Building (STU) Lower Level Room B1.
 - Viterbi School of Engineering Career Services, Ronald Tutor Hall (RTH) Room 218.

• What are the different types of interview schedules?

- There are three types which determine how you can sign-up for an interview.
 - **Preselect:** Employers will choose qualified candidates for interviews based upon submitted resumes. If you are preselected, you can sign-up for an interview slot during the Preselect Sign-up period/dates.
 - **Resume Drop:** Online resume collection. Companies will not interview on-campus. If they are interested, they will contact you directly for an in-house or phone interview.
 - **Open:** Students who meet all of the required qualifications set by the employer can automatically sign-up for an interview time slot.

NOTE: Once you have signed-up for a time slot, you are committed to the interview or you will be subject to the Cancellation or No-Show Policy.

• What are “Schedule Timeline Changes”?

- These dates determine when you can apply and sign-up for an interview. You should be aware of the following trigger dates for each job posting: Resume Submission, Preselect Sign-ups, Alternate Sign-ups, and Sign-up Deadlines.

NOTE: Preselects and Alternates have different sign-up dates.

• What is the Cancellation & No-Show Policy?

- These are rules you agreed to when you submitted the OCR contract. There are specific timelines for cancelling an interview and if you don't meet them you will be suspended from the OCR program for the semester. You will also lose your OCR privileges for the semester if you do not show up for an interview.

• Can I change my profile to meet the requirements of a schedule?

- No. If you change your profile in order to meet the minimum requirements to submit a resume, you will lose your OCR access for the semester.

NOTE: View the OCR contract here: <http://careers.usc.edu/students/on-campus-recruiting/ocr-contract/>.

• What are Information Sessions and where do I find them?

- During the academic semesters, we invite employers to conduct company presentations. We strongly recommend that you attend these information sessions to learn about different industries and organizations, as well as meet

some of their key employees.

- You can view upcoming information sessions on our web site or the “Career Events” menu of your connectSC account.

- **How do I get additional help?**

- If you have any questions about OCR events, you can visit us at the Interview Center of the CPPC located in the lower level of the Student Union Building (STU B1). You can also e-mail us at recruit@usc.edu or call (213) 740-9105.
- The Career Planning & Placement Center offers several “Preparing for OCR” workshops throughout the academic semester to better assist you. We strongly recommend that you take advantage of these workshops. Please check our web site: <http://careers.usc.edu/eventcalendar/events/> for dates and room locations.

III. Glossary of Terms: “How to Speak OCR Language”

- **ALTERNATE:** Waiting list for on-campus interviews. An alternate has the opportunity to sign-up for an interview time during the Alternate Sign-up period/dates based on availability of open slots. As an alternate, there is no guarantee that you will be offered an interview slot.
- **CARDINAL/GOLD CONFERENCE ROOM:** A CPPC conference room often used for information sessions, located in STU B6.
- **connectSC:** USC’s online system to access jobs, on-campus interviews, and career-related events.
- **CPPC:** The USC Career Planning & Placement Center.
- **EMPLOYER GUIDELINES:** Policy all companies must adhere to in order to participate in the OCR program. Click here to review the employer guidelines: <http://careers.usc.edu/employers/recruiting-at-usc/#employer>. Please notify us if you believe an employer has violated them.
- **GRADE SHEET:** A list of college classes and grades that you have received thus far. To upload your grade sheet, you will need to copy, paste, and save your STARS report onto a Microsoft Word document. Then, log onto connectSC and upload it as a Grade Sheet.
- **INFORMATION SESSION:** Employer’s company presentation. Company representatives give you information about the company they work for, as well as the positions they are hiring for. Also known as Company Profile Events.
- **OCR:** Abbreviation for the On-Campus Recruiting program.
- **OCR CONTRACT:** Agreement you must sign to gain access to on-campus interview schedules. This includes the Cancellation and No-Show Policy agreement and is valid for one academic year.
- **PRESELECT:** Employers will choose their candidates for interviews based upon submitted resumes. If you are preselected, you can sign-up for an interview slot during the Preselect Sign-up period/dates. You must frequently check the system to see if you have been preselected. Once you have signed-up for a time slot, you are committed to the interview or you will be subject to the Cancellation or No-Show Policy. See “OCR Steps” for more details.
- **RESUME DROP:** Online resume collection. Companies will not physically be on-campus. If they’re interested, they will contact you directly for an in-house or phone interview. See “OCR Steps” for more details.
- **SCHEDULE:** Term used to describe an employer’s on-campus interviews.
- **SCHEDULE TIMELINE CHANGES:** Specify the important sign-up deadlines of an interview schedule. See “FAQ” for more details.
- **SUPPLEMENTAL INFORMATION:** A section to upload your responses to the company’s questionnaires.
- **TPR:** Abbreviation for the Trojan Presentation Room located in STU B3.
- **WORK AUTHORIZATION:** Citizenship status. When you register with connectSC, you will be required to list your work authorization status (e.g. US Citizen, Permanent Resident, Employment – H-1 Visa, or International – F-1 Visa). To learn more about the different work authorization status, please contact the Office of International Services at (213) 740-2666. NOTE: Falsifying information will result in account suspension.