Guide to On-Campus Recruiting (OCR)

Registering

1. Create a connectSC profile through the Career Center website (http://careers.usc.edu).
2. Submit an OCR Contract online (http://careers.usc.edu/students/on-campus-recruiting/ocr-contract/).
3. Upload your resume into your connectSC account. To upload your resume, select “Documents”. You can also upload other employment-related documents such as cover letters, grade sheets, and supplemental information in this section.
4. If you need help with your resume or cover letter, visit the Career Center (STU 110) during Walk-In hours (Monday through Friday, 11:30 am - 3:30 pm) or schedule an appointment via connectSC.

Applying:

1. Search for interview schedules by selecting “Jobs and Internships” -> “connectSC Jobs and Internships” -> “Advanced Search”. Under “Show Me” you may select:

- **Interviews I Qualify For**: This search will only display schedules that you are qualified to apply for. Make sure to check this often as new schedules will become available throughout the semester.
- **All Interviews**: This search will display all schedules, both qualifying and non-qualifying. Therefore, you may or may not be able to apply to all the schedules listed from this search result.

   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 will result in account suspension.

2. To view the details of an interview schedule click on the job title in the search results page.
3. Submit your resume by clicking the “Apply” 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 and grade sheet.
4. Make sure to read the “How to Apply” section on the job description page carefully as some employers may require you to also apply through their web site.

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:
   a. Select “Interviews” -> “Requested Interviews” -> “Schedule Interview”.
   b. Select the time that best fits your availability then click “Submit”.
   c. Your interview information will now appear under the “Scheduled Interview” section of the page.
2. Prepare for your interview ahead of time by researching the company and brushing up on your interviewing skills. The Career Center offers the following services for current students:
   a. **Company Information Sessions**: Attend an information session to learn about the companies you have applied to and meet some of their key employees. Check the Career Center calendar or the Events section in connectSC for more information.
   b. **Mock Interviews**: Utilize the Mock Interview module under the Resources tab on connectSC to improve your interviewing skills.
3. Attend your interview and arrive at least 10 minutes early in professional attire.
4. Send a thank-you note after each interview. For tips on how to write a Thank You Note, visit http://careers.usc.edu/docs/handouts/Thank-You_Letters.pdf.

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, 11:30 - 3:30 pm) or read our guide to evaluating an offer at 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.

FAQ

• When does OCR take place?
  • Fall: September 14 – November 20, 2015
  • Spring: January 13 – April 14, 2016
  *NOTE: Company information sessions and other recruiting-related events may take place earlier in the semester. Please check the Career Center calendar for details.

• Who can participate in OCR?
  Currently enrolled USC students ONLY. Alumni are not eligible to participate. An exception is made for December graduates in the spring semester following their graduation.

• Where are OCR interviews conducted?
  Interviews are conducted at various locations. Check the job description for the exact location of your interview.
  • Career Center, Student Union Building (STU B1).
  • Viterbi School of Engineering Career Services, Ronald Tutor Hall (RTH 218).

• What are the OCR policies?
  • Students who need to cancel their interview must do so 3 business days prior to the interview date or else risk being ineligible to participate in OCR for the semester. To cancel a scheduled interview, call our office at (213) 740-9105 or cancel online through your connectSC account during the schedule’s interview sign-up period.
  • Students who cancel an interview less than 3 business days prior to the interview date will be suspended from further use of OCR/connectSC for the semester. Additionally, the student must pick up and complete a no-show packet from the Career Center.
  • If you have accepted a position, please remove yourself from all interview schedules for which you have previously signed up and do not sign up for additional interviews.

• What are the different types of interview schedules?
  • Preselect to Alternate: If you are preselected, you can sign up for an interview slot during the preselect sign up period. Alternates are not guaranteed an interview time slot and will only be able to sign up for an interview during the alternate sign up period.
  • Resume Collection: Online resume collection. Companies will not interview on campus. Qualified candidates will be contacted directly by the recruiter for an in-house or phone interview.