On-Campus Interviewing

Career Services’ on-campus interviewing (OCI) service is part of Nittany Lion Career Network. OCI offers students the opportunity to interview for entry-level full-time positions with a variety of employers from business, industry, and government. OCI is a pre-select system.

Employers select candidates from among the students who request interviews with them by submitting a resume through our online system. In order to participate in the on-campus interviewing service, you MUST register with Nittany Lion Career Network, checking the box in the online form for inclusion in the OCI service.

PLEASE NOTE: While joining Nittany Lion Career Network is free of charge, there is a $15.00 fee for the on-campus interviewing portion of the system. The registration fee is billed through the Bursar’s office. Only after you have registered with Career Services’ on-campus interviewing service can you request interviews and/or schedule interviews.

Questions and Answers

Is On-Campus Interviewing for Me?

To determine if OCI will meet your needs, look at the opportunities through the Guest Account at http://studentaffairs.psu.edu/career/NLCN. Most positions offered through this service are full-time opportunities in business, industry, or government and are for students with technical or business backgrounds and interests. Students with backgrounds and interests in other areas should not rule out on-campus interviewing, but should be advised that OCI may need to be combined with other job search strategies.

If you are seeking a career in the arts, social services, education, politics, communications, health care, or a similar field, a self-directed job search is a must. Even if you are seeking employment in business and technical fields you should consider OCI as only one method of seeking employment. Students in all fields should learn to conduct a full-scale job search.

When Do I Register for OCI?

Because employers prefer to interview candidates who are within a few months of graduation, the following times are suggested to register for interviews with the on-campus interviewing system.

December Grads: participate in the on-campus interviewing system the spring and fall semester before graduation.

May and August Grads: participate in the on-campus interviewing system during both the fall and spring semesters before graduation.

PLEASE NOTE: Some employers will participate in OCI only once a year. Others will visit during both fall and spring semesters, but they may be interviewing for different positions during each visit. We suggest that you register early and review the employer campus interview notices weekly to determine if they are applicable to your situation.

Should I Request an On-Campus Interview?

When you request an interview you are making a serious commitment. Your request is an expression of interest in that employer and an implied promise that you will schedule an interview if your request is granted. To subsequently fail to schedule an interview is a breach of professional ethics.

To help you determine whether or not you should request an interview with a given employer, consider the following four points:

• Consider your time and class schedule. How many interviews can you handle in a week? How many class periods do you have open on the day of the employer’s visit? Don’t request more interviews than you can manage. Since close to 500 employers recruit on campus each fall and spring semester, you should carefully choose the employers that most closely match your interests.
• What do you know about the employer? Never request an interview without having information about the employer. Read the employer’s literature on file in the Employment Resource Room in the Bank of America Career Services Center or visit their homepage, and then decide if you are still interested.

• The interviewer will be very interested in your career objective and geographic preference. Don’t request an interview thinking that they may have something else in their job pool—employers are usually here for very specific opportunities.

• On-campus interviewing is not offered to students to practice interviewing skills. Career Services offers seminars, individual or small group counseling sessions, academic courses, and a mock interview service to help you develop your interviewing skills.

How Do I Increase My Chances?
Many students request interviews for each opening, hoping that they will be increasing their chances for an interview. In reality, this may not be the case. If you have sound academic credentials, a clearly expressed career objective, and the background to support that objective, you will be a strong candidate. You will increase the chances of being granted an on-campus interview if you present yourself effectively on your resume and only request interviews for positions about which you are able to express genuine interest.

Who Can Assist Me With Specific Questions?
Career Services has career counselors available to assist you in discussing your interests, qualifications and the job search process in general. To meet with a career counselor visit our drop-in counseling service between 8:30 a.m. and 5:00 p.m., Monday through Friday, or until 7:00 p.m. on Tuesdays in the Bank of America Career Services Center.

Policies for Participation
1. Registration
Registration with the on-campus interviewing portion of Nittany Lion Career Network is mandatory for all students who want to participate in the OCI service. While joining Nittany Lion Career Network is free of charge, there is a $15.00 fee for the on-campus interviewing portion of the system. The registration fee is billed through the Bursar’s office. Only after you have registered with Career Services’ on-campus interviewing service can you request interviews and/or schedule interviews. Please allow two (2) business days for your account request to be processed. Your on-campus interviewing registration is only valid for one (1) academic year.

Registration with the on-campus interviewing system grants Career Services permission to provide your resume and other job search documents to prospective employers. You also become part of the OCI listserv and grant permission to Career Services to send announcements about jobs, upcoming events and other important information and updates.

2. Use of the System
When an account is established in your name, it is for your use only. Sharing your account or submitting resumes for other candidates is strictly forbidden and will result in dismissal from the system.

3. Personal Profile
You MUST complete your Personal Profile. Without this information, you will not be notified of interview invitations or information sessions, nor be included in resume searches conducted by employers.

4. Deadlines
Deadlines are strictly adhered to—no resumes will be accepted after the posted deadline. Application deadlines are listed on the job postings and are generally 20 days prior to the interview date.

5. Changing Your Interview Time
You may change your interview time through the OCI system, provided time slots are still available. Interview time changes are accepted up to the schedule close date listed on the job posting.

6. Cancellations
When you submit a request for an interview, you are committed to schedule an interview if the employer selects you. If extenuating circumstances force you to cancel your commitment, you MUST decline your interview through Nittany Lion Career Network by the deadline listed on the job posting. Do NOT cancel your interview directly with the employer as the message often does not get to the recruiter arriving on campus.

7. No Shows
Students cancelling interviews after the on-line deadline and/or those students who do not show up for scheduled interviews are considered no-shows. No shows will immediately be blocked from requesting or signing up for interviews. The first time you miss or cancel an interview late, your on-campus interviewing privileges within Nittany Lion Career Network will be withheld until a letter of explanation and apology is written to the employer. This letter and a stamped envelope must be provided to Career Services. We will mail it with our cover letter and reactivate your interviewing privileges. Please check with Career Services for the contact information of the recruiter with whom you were scheduled to meet. A second missed interview or late cancellation will result in your on-campus interviewing privileges within Nittany Lion Career Network being withdrawn permanently.

8. Information Sessions
Many employers schedule sessions, usually the night before their interviews, to present information about their company and opportunities. Attendance at the company information sessions for all students invited to interviews is expected—employers consider these events to be a part of the interview process. Students who want to learn more about opportunities may also attend information sessions, when allowed by employers. Check Nittany Lion Career Network Events Menu for
information sessions for future employer visits. Also note any instructions concerning special literature or data forms requested by the company. Students attending information sessions should wear business-casual attire.

9. The Day of the OCI Interview
   • Arrive 10 or 15 minutes ahead of your scheduled interview time.
   • Report to the Interview Center located on the second floor of the Bank of America Career Services Center. Check the binders at the top of the stairs to identify your interviewer’s room number.
   • Have a seat in the waiting area nearest your interview room to wait for the employer to call you.
   • If you have any questions or problems after you arrive, please see the staff member at the Interview Center reception desk.

10. Missing a Site Interview
    When you accept an invitation for a site interview you are making a commitment to that company. If you are no longer interested in an opportunity or cannot make an interview, it is professional courtesy to contact the employer and let them know of your situation. Simply not attending a scheduled interview will ensure that you will not be considered for a position with that company in the future. Your actions can also jeopardize Penn State’s relationship with the company, making interviews difficult for future students.

Career Services expects that students using our Nittany Lion Career Network services maintain professional behavior. Because our expectations are as such, if we receive a report from an employer of a missed site interview, we will block your Nittany Lion Career Network account until you contact the company to explain your situation and apologize for your behavior, copying Career Services on any correspondence with the company regarding the situation.

11. Job Offers
    You are expected to notify employers who offer you a position of an acceptance or non-acceptance of an offer in a timely manner. Accept an offer of employment in good faith, withdraw from the recruiting process after accepting an offer of employment, and discontinue pursuit of a position with other employers. Candidates who accept a position and then renege will result in the permanent removal of your interview privileges through Career Services.
# Student Instructions for NLCN: On-Campus Interviewing and Job Postings

## GETTING STARTED

**LOGIN TO NITTANY LION CAREER NETWORK (NLCN)**

Go to the Career Services web page at [http://studentaffairs.psu.edu/career](http://studentaffairs.psu.edu/career).

Click on the Nittany Lion Career Network quick link on the left of the page; then click on the NLCN student login link. At the login page, enter your Penn State digital ID and password.

**ENTER/UPDATE YOUR PROFILE**

Select the Profile option from the menu at the top of your NLCN web page. Select both the Personal Information and Academic Information tabs to review/update your contact and your academic information as well as your career preferences.

**DOCUMENTS**

Select the Documents option. Click on Add New. Find and attach a document as instructed.

You can upload as many as 10 different documents - resumes, cover letters, and transcripts only (you can obtain an electronic version of your Transcript from the Registrar’s office at [www.registrar.psu.edu](http://www.registrar.psu.edu)).

If you choose to upload more than one resume, click on Make Default to select your default (primary) resume.

Remember to save all your changes!

## REQUEST AN ON-CAMPUS INTERVIEWING (OCI) ACCOUNT

Go to the Career Services web page at [http://studentaffairs.psu.edu/career](http://studentaffairs.psu.edu/career).

Click on the Nittany Lion Career Network quick link on the left of the page; then review the OCI information and at step #4 add OCI to your NLCN account. Complete all required fields and accept the agreement. Your request will be processed within 1 business day. Your Bursar’s account will automatically be billed the $15.00 fee. Please note in order to view, & apply to OCI positions you must add OCI to your account.

## ON-CAMPUS INTERVIEWING (OCI) JOBS

Click on the Jobs & On Campus Interview Postings option on the main menu bar.

Select All On-Campus Interviews in the Show Me drop-down list.

Select additional search criteria:
- **Your desired Position Type** from the drop-down list.
- **Your desired Job Function** from the drop-down list.
- **Other Keywords** of interest to you.

Click Search.

Use the More Options tab to search by Industry.

Use the Advanced Search tab for more criteria.

Click on a position from the Title column to view the Position Information.

**Setting up Search Agents:**

You can set up and save a Search Agent on the Advanced Search tab. Select your criteria, check the Save As box, and name your search agent. At the Search Agent tab, you schedule the search agent to regularly send you an email of new jobs posted to the system that match your criteria.

**Pre-Select Interview—Resume Submission:**

After reviewing a job, select a resume to submit to the position in the Application Status box (on right side of screen).

Click on Submit.

Click on Return to view additional positions.

**Interview—Sign-Up for Selected Students:**

NOTE: Sign-up start dates are listed on the individual OCI job descriptions. Invited students will NOT be able to sign up until 7:00 a.m. on the date listed.

Click on My On-Campus Interview Activity on the main menu bar.

Click on the Interview Requests tab.

If the Status column displays Invited, click on the “Schedule Interview” button to the right.

Click under Application Status.

If more than one visit date is available, choose a date from the Available Dates drop-down list.

Choose a time from the Available Interviews options.

Click Submit.

**Note:** Alternates are allowed to sign-up for interview timeslots at the Alternate Sign-Up Start Date, available on the job description. This is usually a few days after Invited students are able to sign up. Alternates may only sign up for an interview time if space is still available.
### Canceling or Rescheduling an Interview

**NOTE:** You may cancel or change your interview time up to two (2) BUSINESS days before the interview. Deadline will be listed on the job posting.

Click on **My On-Campus Interview Activity** on the main menu bar.

Click on the **Scheduled Interviews** tab.

Click on the date link next to the interview that you would like to reschedule (under **Interview Date** column).

- **Canceling an Interview:**
  - Click on **Cancel Interview**

- **Rescheduling an Interview:**
  - Click on **Reschedule**
  - Choose a different time and Click on **Submit**

### INFORMATION SESSIONS

Use **Events** on the main menu bar.

Click on the **Information Sessions** tab.

Look for the employer of interest in the Employer column. Click on the Session Start Date/Time link in the first column to view the specifics of the information session.

RSVPs are strongly encouraged. Those information sessions where the location is listed as **PRIVATE** are for those students on the interview schedule, and those students will be notified directly by the employer as to the location of the information session.

### Keeping Track of Your Scheduled Interviews

Use **My On-Campus Interview Activity** on the main menu bar to see your scheduled and pending interviews.

Use **Calendar** on the main menu bar to see an overview of all events.

### NON-OCI JOB POSTINGS

Click on **Jobs & On-Campus Interview Postings** on the main menu bar.

Select **All Job Listings (Non-OCI)** in the **Show Me** drop-down list. Search and view jobs as described above.

To apply for a position for which you are qualified, select a resume in the **Application Status** box (on right) or apply as otherwise instructed.

Click on **Submit**.

You can check your applications for Non-OCI jobs under the **Applications** tab.

### CAREER FAIRS

View the career fair instructional and logistical information at www.fairs.sa.psu.edu.

To get a list of employers, click on **Events** on the main menu bar.

Select the **UP Career Fairs** tab.

Click on the name of the event you wish to review.

Click on an employer name to review the organization profile.

To submit a resume for employers to view, click on the yellow **Go** button. Select a resume from the drop-down list (we recommend your primary resume). Check off all employers of whom you have interest and click on **Submit**.

### THINGS TO KNOW

Use the **Back** button that is part of your system. Your browser’s back button will not work.

If you search for jobs using the **All Jobs & On Campus Interview Postings** while on the Job Postings tab, On-Campus Interviewing jobs will be denoted by “Recruiting On Campus” beside the position title.

Look for **Alerts** on your home page for notices of activities needing attention.