On-Campus Interviewing

OCI FALL 2020

Preparing people to lead extraordinary lives

CAREER SERVICES

A Complete Guidebook to OCI registration, recruiting, interviewing and day-of logistics

Schreiber Center Suite 115 & Corboy Law Center Suite 800
Are you looking for undergraduate/graduate students or recent alumni internships and full-time positions? Career Services On-Campus Recruiting (OCR) Program is a great way for employers to recruit and conduct interviews in their respective fields.

**OCR** is a service that brings corporate recruiters to campus to interview Loyola students for full-time, part-time, and internship opportunities.

Our fall recruiting season begins in early September and continues through mid-November. There are no fees to participate, but employers must have an approved Handshake account.

Due to the amount of preparation involved, requests must be made at least three weeks before the requested date.

**OCR Process Overview**

*if scheduling changes need to be made, please contact Mauricio Orellana at morellana@luc.edu.*

- Post job with description and screening criteria
- Schedule an interview date(s)*
- Review resumes
- Select interview candidates
- Conduct on-campus interviews at Loyola!
Important Dates

Fall 2020

9/2- Part-Time Job & Service Fair
9/8- Small to Mid-Size Accounting Career Fair
9/14- Quinlan Accounting Fair
9/14 & 9/15- Fall Quinlan Career & Networking Fair
10/5 & 10/6- Job Shadow Program
TBD- Careers in Science Consortium Fair (UIC)
10/27- Marketing & School of Communications Career Fair
11/4- Supply Chain Management Career Fair

Mid-terms vary but generally take place from 10/12 - 10/16
Finals are 12/7 - 12/12

Recruitment Tips

- Check out the Career Services website, as well as Handshake announcements to stay up to date on any events or information to stay engaged with Loyola students and alumni.
- If you have any questions about Handshake, posting your positions or recruiting at Loyola, please contact us at careercenter@luc.edu or 773.508.7716.
1. **Login to your Handshake** account using your e-mail address and password

2. On your homepage, select "**Request an Interview**"

3. Complete the basic information page

4. Select a primary date and alternate date

5. Select your preferred schedule for the day

6. **Add jobs**: you can add new jobs, copy jobs already in Handshake (keeping the original non-interview posting) or link already existing jobs in Handshake (getting rid of the non-interview posting)

6. Review your selections

7. Request!

If Career Services' staff has any questions about your request, we will be in touch with you within 2 business days.
Checklist Prior To Visit

✓ Submit interview requirements no later than the resume submission start date
✓ Identify all candidates prior to your interview date
✓ Check interview schedules day before your interview date
✓ Obtain schedule
✓ Print student resumes prior to arrival

Contact Information

Business Career Services- 312.915.7810

Mauricio Orellana- Employer Relations Assistant
morellana@luc.edu

Jim Connon- Senior Associate Director, Employer Relations & Recruitment
jconnon@luc.edu

Brigette Petersen- Associate Director Employer Operations and Communication
bpetersen@luc.edu

Mary Necastro- Office Coordinator
mnecastro@luc.edu
773.508.7716

Day of Interviews

- Interviews will be held at either Corboy Law Center (25 E. Pearson St.) or Schreiber Center (16 E. Pearson St.)
- Once you arrive, go to the building where your interview is scheduled. A member of the Business Career Services team will meet you in the lobby 15 minutes prior to your interview start time. You will then be provided with a wristband which gives you access to the building for the remainder of the day.
- Bring any supplies you may need: business cards, company information, laptop, cell phone, resumes, applications, etc.
- Request printing and WiFi assistance from Schreiber Center, Suite 115 front desk, Business Career Services (312.915.7810)
Obtaining **WiFi Access:**

Select "**LUC-Guest**" network.

Select "**I NEED A GUEST ACCOUNT**"

Enter the information into the spaces provided: Full name, Email.

Select "**Request Guest Access**"

After clicking the "**Request Guest Access**" icon, you should receive an email with your guest credentials sent to the email you provided above.
On Campus Dining

- Nina's Cafe (Lower Level of Corboy)
  - 7:00am-8:00pm
- Lu's Deli & Pub (next to Schreiber Center)
  - 10:30am-9:00pm

Off Campus Dining

- Water Tower Place (835 N Michigan Ave)
- Chick-Fil-A (30 E. Chicago Ave)
- McDonald's (10 E. Chicago Ave)
- Flaco's Tacos (46 E. Chicago Ave)
- Potbelly (57 E. Chicago Ave)
- LYFE Kitchen (831 N. State St)
- Epic Burger (40 E. Pearson St)

Parking

There is no parking provided by Loyola at the Water Tower Campus, however there are plenty of parking garages around the neighborhood.

Ask about parking validation at Corboy lobby front desk.

For more information about parking, please visit: luc.edu/campustransportation/generalinformation/watertowercampus/
Director: Water Tower Campus

1. Water Tower Place
2. 900 North Michigan Shops
3. East Delaware Place
4. East Chicago Avenue
5. East Pearson Street
6. North Michigan Avenue
7. West Chestnut Street
8. East Chestnut Street
9. North Michigan Garage
10. Fourth Presbyterian Church
11. Chicago Police Department
12. Chicago Fire Department
13. Chicago Transit Authority

For a full list of facilities, restrictions, and rates, please visit LUC.edu/parking.

NOTE: Loyola does not own or operate these commercial parking facilities, which offer discounted rates.