Are you looking for undergraduate/graduate students or recent alumni to fill internships and full-time positions? Career Services' Virtual On-Campus Interviewing Program is a great way for employers to recruit and conduct interviews in their respective fields.

Virtual On-Campus Interviewing (OCI) is a service that connects corporate recruiters to qualified Loyola students for interviews for full-time, part-time, and internship opportunities.

Our fall interviewing 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 for Virtual OCIs must be made at least three weeks before the requested date.*

**PROCESS OVERVIEW**

- Post job on Handshake with description and screening criteria
- Schedule date(s) for Virtual OCIs*
- Review applicant resumes and other materials
- Select interview candidates
- Conduct Virtual OCIs via the conference platform of your choice

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

9/2/20 - Virtual Part-time Job & Service Fair
9/8/20 - Virtual Small to Mid-Size Accounting Career Fair
9/14/20 - Virtual Quinlan Accounting Fair
9/14/20 & 9/15/20 - Virtual Quinlan Career and Networking Fair
10/5/20 & 10/6/20 - Virtual Job Shadow Program
TBD - Virtual Careers in Science Consortium (UIC)
10/27/20 - Virtual Marketing and School of Communications Career Fair
11/4/20 - Virtual Supply Chain Management Career Fair

Mid-terms vary but generally take place from 10/12/20 to 10/16/20
Finals are 12/7/20 to 12/12/20

RECRUITMENT TIPS

• Participate in a Virtual Career Fair listed above to meet potential candidates ahead of the interviews.

• Check out the Career Services Website (www.luc.edu/career), as well as Handshake announcements to stay updated on any events or information and to stay engaged with Loyola students and alumni.

• If you have any questions about Handshake, posting your positions, or recruiting with Loyola, please contact us at careercenter@luc.edu or at 773.508.7716.
1. Login to your Handshake account using your email address and password

2. On the homepage, select "Request an Interview"

3. Complete the basic information page

4. Select a primary data and alternate date for the virtual interviews

5. Select your preferred schedule for the day

6. Review your selections

7. Request your OCIs

*If Career Services has any questions about your request, we will be in touch with you within two business days.*

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**NEXT STEPS**

- **After the application period passes, you will select your candidates.**

- **Candidates can then sign-up for interview time-slots within the schedule you requested.**

- **You can then share video conference information with your candidates. Career Services can assist with this process if necessary.**
If you have any questions or concerns about this process and would like to connect with our team, please reference the contact information listed on this page.

- **Business Career Services Office** - 312.915.7890

- **Mauricio Orellana** - Employer Relations Assistant - morellana@luc.edu

- **Mary NeCastro** - Operations Coordinator - mnecastro@luc.edu

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

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

- **Danielle Burgess** - Senior Event Coordinator - dburgess@luc.edu

**THANK YOU!**

Thank you for your interest in recruiting students and alumni from Loyola University Chicago. We look forward to working with you and are happy to help however we can.