

LOYOLA UNIVERSITY CHICAGO

# ON-CAMPUS INTERVIEWING: VIRTUAL & IN PERSON

**FALL 2021**



*Preparing people to lead extraordinary lives*

## **CAREER SERVICES**

A COMPLETE GUIDEBOOK TO OCI:  
REGISTRATION, RECRUITING, INTERVIEWING

## RECRUITING RAMBLERS

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

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. Interviews can be conducted virtually or in-person on campus.

Our fall interviewing season begins in late September and continues through October. There are no fees to participate, but employers must have an approved Handshake account.

***Due to the amount of preparation involved, requests for 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 or in-person OCIs\***
- **Review applicant resumes and other materials**
- **Select interview candidates**
- **Conduct OCIs, either on campus or via the conference platform of your choice**

\*If scheduling changes need to be made, please contact Tayler Tillman at [ttillman@luc.edu](mailto:ttillman@luc.edu)

## IMPORTANT DATES

**9/8/21** - In-person Part-Time Job, Internship and Service Fair

**9/9/21** - Virtual Part-Time Job, Internship and Service Fair

**9/14/21** - In-person Small & Mid-Sized Accounting Firm Career Fair

**9/21/21** - In-person Quinlan Business Fall Career & Networking Fair

**9/22/21** - Virtual Quinlan Business Fall Career & Networking Fair

**10/26/21** - Virtual Marketing, Communication & Media Career Fair

**11/3/21** - In-person Supply Chain Management Career Fair

Mid-terms vary but generally take place from **10/4/21 to 10/8/21**.

Finals are **12/13/21 to 12/18/21**.

## RECRUITMENT TIPS

- **Participate in a Career Fair listed above to meet potential candidates ahead of the interviews.**
- **Check out the Career Services Website ([www.luc.edu/career](http://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 [quinlancareers@luc.edu](mailto:quinlancareers@luc.edu) or at 312.915.7810**

## SCHEDULING OCIs

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 date and alternate date for the interviews
5. Note how many rooms on-campus you will need. If virtual, write 1.
6. Select your preferred schedule for the day. Please note the latest OCI should end no later than 5pm to align with the building's closing schedule.
7. Review your selections
8. Request your OCIs

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

## NEXT STEPS

- **After the application period passes, you will select your candidates in Handshake.**
- **Candidates can then sign-up for interview time-slots within the schedule you requested.**
- **If virtual, you will then share video conference information with your candidates. If in person, you will meet your candidates on interview day on-campus.**

## WIFI

To obtain Wifi Access

1. Select "LUC-Guest" network
2. Select " I need a guest account"
3. Enter the information (full name and email) into the spaces provided
4. Select "Request guest access"
5. After clicking the "Request guest access" icon, you should receive an email with your guest credentials sent to the provided email address

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

## PARKING

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

**For more information about parking, please visit:**

**<https://www.luc.edu/campustransportation/generalinformation/watertowercampus/>**

**Ask about parking validation at Corboy lobby front desk.**

## DINING

### On Campus Dining

- Nina's Cafe
  - Lower level of Corboy
  - 7am-8pm
- Lu's Deli & Pub
  - Next to Schreiber Center
  - 10:30am-9pm

### 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
- Epic Burger
  - 40 E. Pearson St

## COVID GUEST POLICY

**All Loyola University Chicago campus guests, including employers, must wear a mask and must either be fully vaccinated or have a negative COVID test result with 72 hours of arriving to campus.**

**Upon arrival you must bring your vaccination card, provide a photo of your vaccination card or a photo of your negative test result dated within the last 72 hours. Failure to provide this information will mean you must forfeit your OCI session or must convert to hosting virtually.**

**Please DO NOT email proof of vaccination or negative test result ahead of OCI session. We want to protect your privacy and do not want to receive or store this information electronically.**



## **EMPLOYER RELATIONS TEAM**

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
- Tayler Tillman - Office Manager - [ttillman@luc.edu](mailto:ttillman@luc.edu)
- Mary NeCastro - Operations Coordinator - [mnecastro@luc.edu](mailto:mnecastro@luc.edu)
- Jim Connon - Senior Associate Director, Employer Relations & Recruitment - [jconnon@luc.edu](mailto:jconnon@luc.edu)
- Brigette Petersen - Associate Director, Employer Operations and Communication - [bpetersen@luc.edu](mailto:bpetersen@luc.edu)
- Danielle Burgess - Senior Event Coordinator - [dburgess@luc.edu](mailto: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.