ON-CAMPUS INTERVIEWING: VIRTUAL & IN PERSON

2022-2023 FALL SEMESTER

A COMPLETE GUIDEBOOK TO OCI: REGISTRATION, RECRUITING, INTERVIEWING
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
**IMPORTANT DATES**

9/7/22 - In-person Part-Time Job, Internship & Service Fair  
9/13/22 - In-person Small & Mid-Sized Accounting Firm Fair  
9/20/22 - In-person Quinlan Business Fall Career & Networking Fair  
9/21/22 - Virtual Quinlan Business Fall Career & Networking Fair  
10/19/22 - In-person STEM Career & Internship Fair  
11/1/22 - In-person Marketing, Communication & Media Career Fair  
11/3/22 - In-person Supply Chain Management Career Fair  

Mid-terms vary but generally take place from **10/5/22 to 10/15/21**.

Finals are **12/12/21 to 12/17/21**.

**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), 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 or at 312.915.7810
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.*

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**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.**
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.*

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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/](https://www.luc.edu/campustransportation/generalinformation/watertowercampus/)*

*Ask about parking validation at Corboy lobby front desk.*
On Campus Dining:

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

COVID GUEST POLICY

Loyola University Career Services encourages all campus guests, including employers, to wear masks. Guests must also be fully vaccinated and boosted in order to visit campus.

Upon arrival, you must show proof of vaccination and a valid ID. 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.

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
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
- 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 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.