



On-Campus Interview Program Employer Policies & Recommendations

The On-Campus Interview (OCI) Program is offered to employers seeking UC Irvine students for full-time career positions (upon graduation) or internships. This program is for the exclusive use of UC Irvine students. No employer is permitted to interview students or alumni from any other university (including other UC's) in the UCI Career Center.

Policies:

- Schedule requests should be submitted via ZotLink no less than four (4) weeks prior to the requested interview date.
- All **positions** must be **posted** on **ZotLink**.
- All **students** must **apply** through **ZotLink**. Additional application instructions can be added to the job description (i.e. apply on website, email).
- Employers must **comply** with the **trigger dates** listed on their schedule. Requests to change trigger dates should be sent via email no less than **one week** prior to the close of resume submission posted on ZotLink.
- **Missed deadlines** may result in the **cancellation** of your schedule and may block your company from requesting future schedules
- **Employers who miss the selection deadline and require a manual schedule will incur a \$50 administrative fee.**
- All employers must be hiring for their own organization. **No third party recruiters.**
- All people being interviewed must be **current UCI students**.
- All employers should abide by NACE *Principles of Professional Conduct*, <http://www.naceweb.org/principles/principi.html>.

Recommendations:

- Schedule your visit as early as possible to maximize visibility.
- Contact student organizations to promote your OCI visit. A searchable database of club contacts can be found at <http://search.dos.uci.edu/organizations/>.
- Report all no-shows to the UCI Career Center.
- Complete the confidential student interview evaluation form.
- Add trigger dates to your personal calendar to avoid the penalties of missed deadlines.
- Review the student guidelines for On-Campus Interviews (insert website)

(The UCI Career Center reserves the right to cancel schedules or prohibit interviews for violation of any of the policies listed above).