The Career Center provides a place for companies to interview current UCI students for internships or full-time jobs after graduation. The program is called On-Campus Interviews, or OCI for short. All OCI jobs are posted on ZotLink.

What makes an OCI job different?

There are a few things that set OCI jobs apart from other postings on ZotLink:

- The employers can add screening criteria* to the position to limit who is eligible to apply. The screening criteria options include graduation date range, GPA, major, and degree level.
- There are defined dates for resume submission open and close. You will be notified within a week, sometimes as soon as a day, if you have been invited for an interview.
- Interviews will conveniently take place at the Career Center.
- Interviews will only take place at the Career Center.

*See the FAQ section for more on screening criteria

What kind of employers/jobs come through OCI?

All types of companies offering a variety of positions take advantage of OCI. Positions for both undergraduate and graduate students are offered in a variety of areas including consulting, accounting, finance, management training programs, sales, marketing, and a variety of engineering disciplines.

How to Apply

Positions offered through OCI are on ZotLink. If you have been using ZotLink for internship or job search, you have probably seen or even applied to OCI jobs. You can isolate OCI jobs from the rest of the postings on ZotLink by selecting “OCI Jobs” from the “Show Me” drop down menu on the ZotLink Jobs and Internship page.

Dust off that resume!

1. Analyze the job description for skills and abilities
2. Create a list of accomplishments. Include education/training, volunteer opportunities, jobs, projects, school assignments, travel, and group/team activities
3. Analyze experiences for relevant skill areas
4. Write descriptive phrases
5. Choose the appropriate format

Find out more from our “Write a Resume” Quick Tip

Dress the Part

If you’re not sure if the interview calls for formal or business casual attire, contact the company’s Human Resources department and ask what would be appropriate.

Make sure your hair is neatly done, your shoes are clean and polished, and your clothes are lint-free.

For more interview attire help, see the “Dress for an Interview” Quick Tip or visit Drop In Advising at the Career Center.
Q. I gave my resume to a company representative at the Career Fair (or info session or club event, etc.) Do I still need to submit to ZotLink?
Yes! Employers will select candidates for interviews via ZotLink. If you have not applied through ZotLink, they cannot select you for an interview.

Q. I want to apply for an OCI job, but ZotLink says I do not meet the criteria. Is there anything I can do?
It depends on which criteria you do not meet and how far away from the criteria you are. Send an email to oci@uci.edu with the company name, the job title, your name, your student ID #, and what criteria you are not matching. Also upload the resume/cover letter you want to submit for the position to ZotLink with the company name as the label. We will do our best to help you. Response time for the messages sent to oci@uci.edu is 48 hours. DO NOT send messages after 4:00PM on the deadline date. There is nothing we can do at that point.

Q. How do I know if I have been selected for an interview?
A few days after the resume submission deadline, you will be notified via email if you have been selected for an interview. You can also log into ZotLink and check the “My On-Campus Interviews” tab.

Q. I got an email telling me I was selected for an interview. How do I sign up for an interview time?
Log into ZotLink and select the “My On-Campus Interview” tab. You will see the jobs you have applied to and, if selected, a link to sign up for an interview.

Q. Where will my interview take place?
All interviews will take place at the UCI Career Center. We are located in the Student Services I building (105 on the map) on the first floor (across from Starbucks.) Our front desk will direct you to the interview suite.

Q. What happens after the interview?
Some companies will follow up right away with invitations for second round interviews. Others might not even get back to you for a couple of weeks or even a month. At the close of the interview, you should ask about the follow up timeline. Most second round interviews will happen at the company’s place of business.

Q. What should I wear to the interview?
Professional attire is expected for most of the interviews that take place in the Career Center. You should treat this interview just as you would if you were going to a corporate office. If the company has a casual policy, this is usually indicated in the interview invitation. If you are unsure how to dress, come by the Career Center for Drop In Advising, email oci@uci.edu, or contact the recruiter that invited you.

Get more information online at www.career.uci.edu/students/campus-interviews-students/or stop by the Career Center during Drop In Advising hours!