

# On Campus Interview Program

**Career Center**  

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**Cal Poly Pomona**

# What is On-Campus Interviewing?

- Offers students & recent alumni the opportunity to interview with employers for entry-level full-time & internship positions
- Interviews take place on campus
- Approximately 1 in 6 students who participate in OCI interviews are hired
- 260 employers participated in the 2007-2008 OCI Program, conducting over 1900 interviews
- Employers represent a wide range of jobs & industries, including business, industry, non-profit organizations & government agencies

# Participating Employers Have Included:



# Schedule Types

## Open

- Interview schedules are filled on a first-come, first-served basis to those meeting specified requirements
- You may sign up once you have submitted any required documents

## Pre-Select

- Employers choose the students they wish to interview
- You will be required to submit your application materials prior to the designated deadline
- If selected, you will be invited to schedule an interview

## Resume Collect

- Employers request resumes prior to scheduling interview dates
- Candidates will be notified when interviews are scheduled
- Interviews may take place on or off-campus

# How to Participate

- Complete the OCI Orientation & Quiz
- Login to BroncoConnection to update your profile
- Be sure that your class standing & graduation date are accurate
- Post your resume on BroncoConnection
- Begin your OCI search

[www.dsa.csupomona.edu/career](http://www.dsa.csupomona.edu/career)

# OCI Guidelines

## **Cancellation Procedures:**

- 2 day notice is required
- Use the “Interviews” link on BroncoConnection
- Multiple cancellations may result in suspension of OCI privileges
- If you must cancel less than 2 days prior to your interview, you must contact the Career Center Recruiting Coordinator

## **Failure to Show:**

- Should you fail to show for a scheduled interview, your OCI privileges will be suspended for 1 year

# Accepting Offers

- Consider the offer thoroughly
- Weigh the pros & cons
- Do not accept the offer until you are sure about your decision
- If you need more time to make your decision, thank the employer, indicate that you would like some time to consider their offer, offering to provide them with an answer in one week or less (be specific as to time)
- Career Counselors are available to assist in the decision making process

# Tips for Success

## Prior to the Interview:

- Research the company
- Deliver a competitive resume
  - Include scope of responsibility, accomplishments & related academic projects, not just job duties
  - Attend a Resume Workshop, or, utilize Drop-in Advising
- Attend Information Sessions to learn about the companies you are interested in
- Anticipate possible interview questions
  - Prepare for Behavioral & Hypothetical Questions
  - Attend an Interview Workshop, schedule a Mock Interview, or, utilize Perfect Interview

<http://www.perfectinterview.com/csupomona/>

# Tips for Success

## **During the Interview:**

- Dress Appropriately
- Greet the interviewer
- Present your resume, letters of recommendation, work samples, etc.
- Remember to show interest & enthusiasm
- Ask appropriate questions

## **At the Conclusion of the Interview:**

- Thank the interviewer
- Obtain a business card
- You will be asked to complete a Student Survey
- Send a Thank You letter within 24 hours

To participate in the OCI Program,  
you will now need to complete the

**OCI Quiz**

Then, submit your completed quiz  
to the Recruiting Coordinator at the  
Career Center (Building 97-100), or  
fax to: 909-869-4366

# Contact Information & Hours

## Drop In Advising:

**Mon. — Fri. 11am - 3pm**

**Mon. — Thurs. 5pm-6pm**

**<http://dsa.csupomona.edu/career>**

**Location: 97-100**

**(909) 869-2342**