

On-Campus Recruitment (OCR) Orientation

PART 1 Overview of OCR & Student Responsibilities

INTRODUCTION

Welcome to Part 1 of the UCLA Career Center On-Campus Recruitment (OCR) Orientation. This document contains our policies, practical uses of Handshake, and the responsibilities and expectations of students participating in the On-Campus Recruitment program.

CAREER CENTER LOCATION & SERVICES

The Career Center is located in the Strathmore Building, just a short walk south of the Bruin Bear, on the southwest corner of Strathmore and Westwood. We occupy floors two & three of the Strathmore Building. You will check-in on the 3rd floor for interviews, information sessions, and workshops with top employers through the OCR or On-Campus Recruitment program.



WHAT IS OCR?

The On-Campus Recruitment Program allows current UCLA students to interview for jobs and internships with top companies without having to leave campus. That's right – hundreds of employers, typically large organizations representing mainstream fields such as finance, consulting, sales, marketing, management, engineering, and technology – come to the UCLA campus to conduct interviews for internships and entry-level positions.

Please note that less than 5% of positions in Handshake™ are OCR positions. At any given time, there are **thousands of additional positions in Handshake™** that are not part of the OCR program. You can apply for these at any time without completing this OCR orientation.

RECRUITING TIMELINE

Fall quarter of your last year is the best time to start looking if you would like to have a full-time job upon graduating. This time of the year is the busiest recruiting period on-campus, particularly for full-time, entry-level positions. Many companies are also interviewing candidates for internships.

Winter quarter is the busiest season for summer internship recruiting. Employers may start recruiting for their summer internship programs as early as October with most deadlines in January and February.

Spring quarter is when recruiting slows down, but there are always employers who come to campus to fill last-minute vacancies particularly at our Spring Forward: Job & Internship Fair in April.

OCR ELIGIBILITY

After one full calendar year using Handshake, we are reinstating the OCR Orientation requirement and ask all students to take the online quizzes (there are two) in order to complete the process. Students who have taken the quizzes in the past are required to take it again as the information and questions have changed now that we are using Handshake. Regardless of your major, class levels, and GPA, all students must complete the OCR Orientation before applying to On-Campus Interview postings. Once successfully completed, **you will NOT have to take it again.**

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It will take between two (2) to three (3) hours for your Handshake profile to reflect that you are eligible to apply to on campus jobs. You will NOT receive a notification when this happens so please refresh or log back into Handshake to ensure your qualifications have been updated.

In addition to the orientation requirement (called “qualification” on Handshake), **each job posting has its own eligibility qualifications** for that particular position. Handshake will allow you to apply even though you do not meet some of those qualifications. The qualifications you do not meet will be identified to you and the employer.

Benefits of participating in OCR:

- Convenience - you do not need to leave campus to interview with top employers from around the world (they come to you!)
- Career Center Staff is available to support you throughout the process
- Employer Recruitment Policy - employers abide by OCR policies that protect you as a job seeker
- And best of all, they want to hire Bruins!

YOUR RESPONSIBILITIES

The Student Responsibilities for the On-Campus Recruitment program were developed in the spirit of UCLA’s “True Bruin” ethics of Integrity, Excellence, Accountability, and Respect. All UCLA Bruins are expected to uphold the True Bruin ethical standards as ambassadors and representatives of UCLA. In order to participate in the OCR program, students must adhere to the following responsibilities or face potential loss of recruiting privileges. However, the Student Responsibilities were also designed to help you make a good impression with employers and handle ethical challenges you may encounter throughout the hiring process.

1. Be Courteous & Professional

It is important to be courteous and professional throughout the recruitment process, specifically to recruiters, organization representatives, Career Center staff, and fellow students. How you interact throughout the recruitment process is not only a reflection of your own personal brand and professional reputation, but it also reflects upon UCLA as an institution. **Professional behavior** throughout the recruitment process includes:

- Being on time, or early, to your interview;
- Wearing appropriate business attire; and
- Being prompt and courteous, and
- Being honest in all communications and correspondence (in-person, over the phone, or virtually).

2. Accountability

Be sure to manage your time and keep track of your commitments. On-campus interviewing requires attention to detail and adherence to multiple deadlines. It is important to hold yourself accountable during this process. Recruiters can be, and are often, helpful throughout the process however it is important for you to take ownership of the process and to take responsibility for your actions. Accountability is a very important and highly-valued quality in the workplace, so take this opportunity now to demonstrate just how accountable you can be. **Accountability** throughout the recruitment process includes:

- Keep track of scheduling and managing your commitments
- Check your email, voicemail, and Handshake notifications for important updates from employers
- Providing advance notice if ever you have a change or important matter to discuss

3. Present Accurate Information

Present only accurate information throughout the recruitment process including, but not limited to:

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- Information on your Handshake™ student profile (including GPA and major);
- Job search documents (including resumes, cover letters, transcripts, test scores, and any other documentation requested by the employer);
- Content of your responses to interview questions; and
- All other correspondence (written or verbal) throughout the recruitment process.

4. Exclusive Handshake™ Account

Remember that your Handshake™ account is for your own individual use and should be used exclusively for your personal job search. Do not share your login info or allow other individuals to submit documents under your account.

5. Research Companies & Positions

Employers often tell us that the best way for you to make a great impression during the job search process is to demonstrate knowledge of their company and available positions.

- To make sure you can truly shine, read the **job description** carefully and target your resume, cover letter, and interview preparation to address how you meet their specific qualifications.
- Review the employer's profile on Handshake and visit their website to learn more.
- Attend **employer information sessions** at the UCLA Career Center to learn about a company's opportunities straight from the source – check Handshake™ for the current schedule.
- Utilize **Vault**, our trusted collection of 250+ guidebooks, Day in the Life articles located in our guides, in-depth industry & profession profiles, daily career advice blogs section and of course our verified employee / intern reviews & company rankings.
- Conduct **online research** by thoroughly reviewing the company's website and reading news articles about the company.

6. Preparing for Your Interview

The OCR interview program is not to be used for the purpose of practicing your interview skills. We do however encourage you to prepare for your interview by taking advantage of the Career Center's preparation resources:

- Read the [Successful Interviewing](#) chapter of the UCLA Career Guide
- Utilize the InterviewStream service available through Handshake under Resources
- Complete the [Interview Prep Worksheet](#)
- Schedule a mock interview appointment with a Career Educator (aka career counselor) through Handshake™

Interviewing for a position when you have no intention of accepting a potential offer is disrespectful of the employer's time and resources. It also takes up an interview slot for a fellow student who may be genuinely interested in the opportunity. Be sure to formally decline an invitation to interview, in a timely manner, if you have changed your mind or if you have already accepted an offer with another organization.

7. Honor All Scheduled Interviews

You can cancel or reschedule an interview up to two (2) business days in advance through Handshake™.

If you must cancel less than two days in advance due to a legitimate emergency:

- Call the Career Center AS SOON AS POSSIBLE at 310-206-1902 and/or email questions@career.ucla.edu to explain your situation.
 - Please provide full details including your full name, student ID#, name of company the interview is with, interview date & time, and a detailed description of the circumstances leading to the late cancellation.

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If you cancel an interview less than two full business days prior to the scheduled interview, or if you simply fail to show up for an interview, your recruiting privileges will be suspended. You may be contacted by a Career Center administrator who will determine an appropriate course of action based upon the details of your case.

Please note that, per Career Center recruiting policies, employers scheduling **second-round interviews** are expected to give students at least three (3) full business-days' notice of proposed interview times, and accommodate students' previous commitments. This should enable students to avoid cancelling a first-round interview because it conflicts with a second-round interview.

8. Carefully Consider Offers Before Accepting

Students are expected to accept an offer, either verbally or in writing, only after careful consideration and to honor professional commitments. Request an extension of the offer deadline whenever appropriate. When given multiple offers, do not accept one offer and still pursue the other. Once you accept an offer, you must decline all other offers.

- Per Career Center recruiting policies, employers participating in OCR are expected to give students **two weeks to make informed decisions** when comparing and responding to offers. If the employer gives you less than two weeks to decide this should be reported to the Career Center for appropriate follow-up.
- For **full-time offers extended after an internship** with the same company, employers are instructed to give students until November 1 to make a decision.
- For more information on offer timelines and Employer Recruiting policies, please visit our website [here](#).

If you experience an employer not adhering to any of these UCLA recruiting policies throughout the OCR process, we encourage you to contact the Career Center so we can help you navigate the situation. Please note that employers recruiting outside of the OCR program are not held to these policies.

9. Do Not Renege After Accepting

Accepting a job offer, either verbally or in writing, is an agreement to work for an employer. Reneging (withdrawing an acceptance of an offer) after having previously accepted, for any reason, is the most significant unprofessional recruiting behavior and is subject to repercussions. **Students who renege an acceptance of employment will have their recruiting privileges suspended until they meet with a Career Center administrator, who will determine an appropriate course of action based upon the details of the case.** In some cases (for example repeat offenses) the matter will be presented to the Academic Dean and the consequences may escalate. This response is warranted because this behavior has a profound impact on an employer's recruiting resources and timeline, as well as the student's long-term professional reputation.

After accepting a job offer, you are expected to cease interviewing for all positions that conflict with the opportunity you have accepted.

10. Report Acceptance to the Career Center

If you accept a job offer... congratulations! By utilizing the OCR program, you agree to report acceptance of a job offer through the [First Destination Survey](#) within one (1) week. This information is federally mandated and enables UCLA to provide useful information about the career outcomes of its graduates to current and prospective students.

WE ARE HERE TO SUPPORT YOU

The OCR process is an exciting part of your career journey and we understand it can also be stressful. You may find yourself in a position to have to choose between two opportunities. Maybe you're stuck out of town and want to know

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if you can do a skype interview instead. You may want clarification on offer deadlines and how to request an extension. For these and all other questions, we ask that you do not hesitate to reach out to us. You can write to questions@career.ucla.edu, call us at 310-206-1902, or visit us at the career center. We are here to help!