



On-Campus Interview Program (OCIP)

Guidelines and Terms for the
2009-2010 Academic Year

Table of Contents

Important Dates	3
Telephone Numbers & Web Sites	3
Getting Started.....	4
Eligibility	4
Registration.....	4
Update your eRecruiting Profile	4
Application Information.....	4
Resume, Cover Letter and Self-Reported Grade Sheet Submission	4
Schedule Types	5
Preselect/Closed Schedules.....	5
Open Schedules	5
Notification of Offer to Interview	5
First-round Interviews.....	5
Cancellation/Interview Policies	6
Cancellations	6
Interview No Shows.....	6
Second Round Interviews	6
Making Decisions	7
Offers & Acceptances	7
Dressing For The Job	8



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Important Dates

Fall 2009

September 2	Company information sessions start
September 3	Resume submission begins for full-time job opportunities
September 11	Yale Career Fair
October 1	Interviews begin
November 13	Interviews end
November 28	Resume submission begins for summer 2010 internship opportunities

Spring 2010

January 12	Company information sessions start
January 19	Interviews begin
March 26	Interviews end

Telephone Numbers & Web Sites

UCS

Appointments/General questions	Receptionist phone: 203.432.0800
OCIP questions	Employment Programs phone: 203.432.0811
OCIP information	www.yale.edu/career/students/ocip/index.html
Interview tips	www.yale.edu/career/students/interviewing.html

eRecruiting

eRecruiting web site	yaleucs.experience.com
Email distribution list	Sign up under "Administration" in your eRecruiting profile

Getting Started

Eligibility

On-Campus Interviews are open to current students of Yale College. Alumni in the class of 2009 who meet an organization's job requirements may also participate. Undergraduate students may participate in the On-Campus Interview Program by following the 2-step process for becoming eligible. Both steps must be completed to gain access to the On-Campus Interview opportunities in eRecruiting.

Registration

To begin registration visit <http://www.yale.edu/career/ocip/registration.html> and complete the two-step registration process outlined below.

Step 1: View OCIP tutorial and complete the assessment at the end.

Step 2: Complete the registration form at the end of the assessment. You will become eligible to participate in OCIP 24-72 hours after submitting the registration form.

Please note: If you attended a Registration Meeting for the On-Campus Interview Program previously, you will automatically be eligible to participate in the recruiting process without attending another meeting. However, you will need to activate your eRecruiting account and complete your profile once again before you are able to participate.

Update your eRecruiting Profile

As part of the process, an eRecruiting profile is created. It is important for you to update this profile as often as necessary. For example, you should update your GPA each term, your class standing and any other information that is subject to change (i.e., phone number or date available to work). To update your profile login to the eRecruiting web site at yaleucs.experience.com.

Application Information

Resume, Cover Letter and Self-Reported Grade Sheet Submission

Through eRecruiting, students may submit their resume, cover letter, and self-reported grade sheet electronically. In order to submit a self-reported grade sheet electronically, students must create a self-reported grade sheet that meets the [guidelines](#) found on the OCIP portion of the UCS web site. Organizations will ask for an official copy of the transcript, therefore the self-reported grade sheet submitted initially needs to be an accurate reflection of the official transcript. Falsification of any materials will result in disciplinary action up to and including suspension. By submitting your self-reported grade sheet to organizations via the eRecruiting system you are attesting that all grades listed are accurate and true.

Once all the documents are created and saved, follow the instructions in eRecruiting to upload your materials. All documents uploaded to the eRecruiting system are saved as .pdf or .html files; students should be sure to review each document once uploaded to confirm document formatting.

Schedule Types

Preselect/Closed Schedules

The Preselect process allows employers to review candidates' resumes before coming to campus. Students interested in an employer with prescreened schedules may submit their resume (and any other required materials) through eRecruiting for consideration during the Resume Submission dates listed for each company. Employers will review the resumes and select the students they wish to interview. If you are selected for an interview, a representative of the organization will contact you with details of how to sign-up for a time slot.

Many organizations also compile a list of alternates. If you are chosen as an alternate, you will be notified and allowed to sign-up for an interview closer to the interview date if an interview slot is free.

Open Schedules

Open schedules are interviews available for sign up on a first come, first serve basis to students who meet the specified criteria. Qualified candidates may sign up on eRecruiting beginning approximately 2 weeks before the interview date and submit their resume to the company online.

Notification of Offer to Interview

First-round Interviews

If you have been selected for an interview, most employers will notify you via email. However, some employers may notify you via telephone. Therefore, your voicemail message should be professional and if you live with others, you should make sure that your messages do not get deleted. The best way to be aware of interviews for which you have been pre-selected is to use the "Application" link near the upper left corner of the eRecruiting navigation bar. You will see the status of your application under each position for which you have submitted applications. If you receive second round interviews and/or an offer, please communicate directly with the organization. Most employers will attempt to reach you by telephone to make an offer and will then follow-up with an offer letter.

Interview Times

Arrive 15 minutes prior to your interview and check in at the OCIP reception desk on the 3rd floor of UCS with your student ID card. Recruiters will sometimes have preliminary information for you to review or forms for you to complete. In addition, this allows you time to relax for a few minutes before your interview.

Cancellation/Interview Policies

Cancellations

On-campus interviewing is a privilege provided to each student. Each student is expected to respect this privilege by attending each interview appointment they have scheduled. Late cancellations and no shows will not be tolerated. Students who miss interviews risk the termination of their on-campus interviewing privileges.

Late Cancellation is defined as any interview that is cancelled less than 2 business days (Monday - Friday; 8:30 a.m. - 5:00 p.m.) before the scheduled appointment.

Interview No Shows

Interview no shows are defined as scheduled interview appointments that are missed. Students who miss a scheduled interview appointment or cancel their interview appointment less than 2 business days in advance will receive a warning letter from the Director of Employment Programs. A second offense will result in termination of their on-campus interview privileges for the academic year.

Students who sign up for interviews are expected to keep their appointments. If, however, you should find yourself unable to attend an interview, please delete your name from the eRecruiting schedule at least 2 full business days before your interview. If you need to cancel an interview **less than two days in advance**, please contact both the company and a UCS staff member in the On-Campus Interview Program. If you need to cancel **on the day of the interview**, you **MUST** speak directly to a UCS staff member in the On-Campus Interview Program. Any cancellation with less than two business days' notice will still be considered a Late Cancellation.

Second Round Interviews

Employers, whether recruiting on campus or posting a job on eRecruiting during the On-Campus Interview Program season, **may not** schedule second round interviews **outside of New Haven** on the following dates: October 1, 2, 5, 6, 7, 8, 9, 12, 13, and 14. For spring recruiting employers **may not** schedule second round interviews **outside of New Haven** on the following dates: January 19, 20, 21, 22, 25, 26, 27, 28, 29, and February 1.

If an organization wishes to conduct second rounds **in New Haven** during these dates you may do so **only after 4:00 pm at a local facility**. Please feel free to choose Saturdays for call backs outside of New Haven.

Important Note: Students should not be asked to cancel a first round interview at the last minute in order to make a second round interview. We ask that you please be flexible when scheduling times with students.

This policy allows students the opportunity to participate in first round and to attend classes that are critical to their education. This schedule is considerate and allows students the necessary time to make informed decisions.

Violations of the above policies may result in deferred interview dates or denied access to the recruiting program and eRecruiting for one year or more.

Making Decisions

Offers & Acceptances

Accepting and declining employment offers are matters not to be taken lightly. Job offers and acceptances arouse considerable anxiety for some students. It is important that you do not feel pressured to make a hasty and ill-considered decision. The mechanics of dealing with offers and salary negotiations vary with the individuals and organizations involved. If you feel you need advice in this area, please consult a UCS career counselor.

The purpose of on-campus interviews is to provide students the opportunity to consider and to be considered for a variety of positions. We believe that a reasonable amount of time to weigh offers is crucial to students' reaching sound decisions.

Therefore, Undergraduate Career Services has established a policy about acceptances of job offers:

Students should be given at least until **November 23** to decide whether to accept permanent/full-time job offers that are extended during fall recruiting and until **February 22** to decide whether to accept summer internship and full-time/permanent job offers that are extended during spring recruiting, including offers made via the Yale eRecruiting job posting system. No summer job offers made during fall recruiting may have an acceptance deadline earlier than **February 22**. After February 22, students should be given sufficient time to make rational decisions.

If employers make offers to interns at the end of summer, students must be given at least **until November 20** to decide whether to accept, so that they may participate in fall on-campus recruiting. All employers extending offers to Yale students during the On-Campus Interview Program season are expected to abide by these policies.

No incentives (e.g. 'exploding offers') may be offered to induce students to accept offers early. Undergraduate Career Services defines an exploding offer as follows: Any offer that does not afford a candidate the appropriate time as stated in our policy below to either accept or decline and/or that has special incentives attached, e.g. diminishing bonuses and location preferences, for the purposes of inducing early acceptances, including language that asks a candidate if they will accept an offer on the same day it is extended. We suggest that all employers extend offers in writing, and strongly encourage all students to accept or decline in writing. We also advise employers to request **official** transcripts (with University seal) from students.

Important note: Freshman, sophomores, and juniors who accept an offer from an OCIP employer, and then renege on their acceptance of the offer receive termination of their on-campus interview privileges. Seniors who accept an offer from an OCIP employer, and then renege on their acceptance will no longer be eligible to use OCIP or UCS services.

Dressing For The Job

adapted from Scott Reeves, forbes.com

Mark Twain once quipped, "Clothes make the man. Naked people have little or no influence in society."

Good insight. But in a world of "Dress Down Friday," what's appropriate to wear to work? In many cases, there are no carved-in-granite rules so when in doubt, go traditional.

"The most basic mistake new employees make is under dressing," says Randall Hansen, a professor of business at Stetson University in Deland, Fla. "If unsure, dress conservatively. The best way to avoid a problem is to understand the corporate culture."

To make the right impression at work, remember these basic points when assembling your wardrobe:

1. Presentation counts.
2. Casual shouldn't mean slovenly.
3. Dress as you want to be seen: Serious, professional, upward-bound.

When putting together your work wardrobe, take the most basic step first: Size up your office. If you want to be a manager, check out what the successful managers wear. Next, check out the office stars. Here's betting they don't show up for work in their weekend grubs.

If your office has a written dress code, your problems are solved. If necessary, go shopping with the dress code in hand and you can't go wrong. But many offices don't have written standards and it's up to you to get it right. So, here's a rule of thumb: Understated beats flash and trash five days a week.

For men, traditional attire includes:

- A button-down shirt.
- Polished black shoes.
- A blue, black or gray jacket.
- Slacks that complement the jacket.
- You can't go wrong with a conservative tie. (This means no pink flamingoes or hula dancers.)

P.S. Don't forget the socks--buy several pairs of black socks so you can pick two at random from your drawer each morning and always have a match.

There is some wiggle room in this framework. Blue and white shirts have been around since time began, or so it seems, but there's also room for the occasional, yellow, pink or if you're an aspiring poet, black shirts. Tread lightly here because if you don't know what you're doing, you're likely to step in it.

For women, the traditional look includes:

- A skirt that hits just above the knee, slacks and pantsuits.
- Simple jewelry.
- Just a hint of makeup. It's probably wise to skip the perfume during a job interview.
- Polished flats or moderate heels.
- Sweaters.
- Pantyhose.

Remember that you're not dressing to attract attention -- you're dressing to underscore your professionalism and competence. Some don't understand the difference, or mix the two to the detriment of their careers. Getting it right is especially crucial when interviewing for a job or sitting down to a new one.

Write this down, gentlemen: If you borrow a jacket for an interview, make sure it fits. If it's three sizes too large, you'll look like a miniature person. Non-verbal cues can speak volumes, especially to a job interviewer.

Appearance can create credibility. You know this from your own experience watching TV interview shows. Think of the number of times experts from opposing sides of an issue have made good points, but you remember what one said simply because that person was better dressed and looked better on the screen.

Okay, kiddo, knock 'em dead.

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