

## SECTION 1: How to Sign Up for an On-Campus Interview (OCI)

### Who can participate in the On-Campus Interviewing Program?

- Undergraduate students graduating in the current academic year
- Graduate students who have completed a minimum of 9 credit hours
- Any Mason alumnus(a)
- For selected internships and Co-op positions, undergraduate students graduating in the following academic year are eligible unless otherwise specified in the job description

### When does On-Campus Interviewing take place?

- Fall semester interviews take place from late September through November.
- Spring interviews generally occur February through March.
- It is very important to pay close attention to all [deadlines](#).

### How do you participate in On-Campus Interviewing?

1. **Register for PatriotJobWeb:** Pick up the **Registration form** at University Career Services or download a copy of the [Registration form](#). Complete and submit the form.
2. **Consult [Moving On](#) for resume tips** and sample resumes.
3. **Prepare a draft of your resume** and have it critiqued by your Career Counselor who will help you strengthen its effectiveness and appearance so that you make the best impression.
4. **Complete your PatriotJobWeb profile: \***
  - Access [PatriotJobWeb](#)
  - Enter your G# number “username” and your PatriotJobWeb “password.”
  - Select “Profile” (in the grey navigation bar) then complete **all required fields**.
    1. read about sanctions for misrepresentation of academic credentials\*\*
  - Select "Next" at the bottom of the page to scroll through each screen in your profile.
  - Select "Save Changes.”
5. **Upload your resume:\***
  - Select “Documents” (in the grey navigation bar). Select "Add New.”
  - Follow onscreen instructions to upload your resume.

#### \* Troubleshooting/Notes

- An **Incomplete Profile** will block your access to job listings and interview schedules.
- **Changing your resume:** Allow at least 24 hours before an OCI deadline to make changes and upload a new resume. Then, recheck your information by accessing PatriotJobWeb to verify that your new resume is in the system.

#### \*\*Sanctions for Misrepresentation of Academic Credentials

Career Services conducts regular checks of student accounts to protect both the accuracy and integrity of the information in PatriotJobWeb. Any attempt to misrepresent your GPA, work authorization/citizenship status, or other information will be considered a violation of the Judicial Code and will be referred to the Office of Judicial Affairs.

## Instructions for Submitting Your Resume and Signing Up for Interviews

| Action in PatriotJobWeb                          | Steps  |
|--|--|
| Submit your resume for consideration             | <ul style="list-style-type: none"> <li>• From the PatriotJobWeb homepage, select "Campus Interviews I Qualify For."</li> <li>• Select a job title.</li> <li>• Review the job requirements/description. If you meet the qualifications and are interested in the position then proceed to next step.</li> <li>• In the <b>Application Status box</b>, select which resume you want to submit by selecting the pull-down arrow.</li> <li>• Select "Submit."</li> <li>• On the next screen, in the shaded box, you will see confirmation that your resume has been submitted.</li> </ul>  |
| Sign up for an Interview                         | <ul style="list-style-type: none"> <li>• From the PatriotJobWeb homepage, select "Pending Campus Interviews." You will see the status of all the interviews to which you have applied.</li> <li>• Review the status column to identify interviews to which you have been invited.</li> <li>• To sign up for an interview time, select "Schedule Interview" button next to the appropriate job.</li> <li>• View the times that are available. Select a time.</li> <li>• Select "Submit."</li> </ul> <p><b>NOTE:</b> You will <b>NOT</b> be able to select a time slot until the <b>sign-up start date</b> listed next to the job description.</p>                                 |
| Review your interview requests                   | <ul style="list-style-type: none"> <li>• From the PatriotJobWeb homepage, select "Scheduled Campus Interviews."</li> <li>• This will give you a summary of your interviews.</li> </ul>   |
| Cancel or reschedule an interview                | <ul style="list-style-type: none"> <li>• From the PatriotJobWeb homepage, select "Scheduled Campus Interviews."</li> <li>• Select the date of interview (under Interview Date column).</li> <li>• If you're <b>canceling</b> the interview, simply select "Cancel Interview."</li> <li>• If you're <b>rescheduling</b> the interview, select "Reschedule," choose a different time, then select "Submit."</li> </ul>   |
| Check your selection as an ALTERNATE interviewee | <ul style="list-style-type: none"> <li>• From the PatriotJobWeb homepage, select "Pending Campus Interviews."</li> <li>• Under the status column, it will say "Alternate."</li> <li>• Once the alternate sign up date arrives, you will be able to schedule an interview by selecting the "Schedule Campus Interview" box that will appear.</li> <li>• The next screen will show the times that are available. Select a time by clicking the button. Then select "Submit."</li> </ul> <p><b>NOTE:</b> Available interviews will be filled on a "First Come, First Serve" basis. <b>Times are open until filled.</b> There are a limited number of alternate interview spots.</p> |

## Your Qualifications and Employer Needs

- You will only be able to submit your resume to those employers for whom you meet the qualifications including: **Major, GPA, Degree Level, Class Standing, and Work Authorization**. You are reminded that any attempt to misrepresent your GPA, work authorization/citizenship status, or other information will be considered a **violation of the Judicial Code** and will be referred to the Office of Judicial Affairs.
- If you do not meet the requirements for an OCI position, consider meeting with your Career Counselor to discuss job search strategies.
- Only submit your resume to those companies that match your interests, abilities, and career goals. If selected by an employer for an interview, you are expected to sign up for an interview time.

## Interview Locations

- Unless otherwise stated in PatriotJobWeb, all interviews are held in University Career Services.
- **Employers Interviewing Off-Campus:** Some employers will be collecting resumes to invite selected students for interviews at their organizational offices rather than on-campus. An off-campus interview location will be noted in the job description as appropriate.

## Failure to Keep a Scheduled Interview Appointment

- You must cancel appointments at least 48 hours prior to your interview time so other Mason students can benefit from the open interview time.
- If you fail to keep a scheduled interview appointment with an employer, you will be blocked from **PatriotJobWeb**.
- To regain your status in the Program, you **must** make an appointment to meet with your Career Counselor **and** send a letter of apology to the employer.
- Refer to the [No-Show Policy](#) for details.
- **If you miss more than one appointment, you will be dismissed from the On-Campus Interviewing Program permanently.**

## Preparing for Your Interview

- **Interview Workshop and Practice:** It is strongly recommended that you attend an [Interviewing workshop](#) and participate in practice interviews.
- **Watch [Module 2](#)** of the On-Campus Interview Program Training.
- **Research the employer:** The most common interview mistake identified by employers is lack of knowledge about the organization. Research is critical to competing effectively for the position and will help you to translate how your qualifications match the job requirements. Your research will be a significant factor in attaining a second interview and getting hired.

## Employer Events Required

- **Information Sessions:** Employers will often hold events or information sessions prior to their interview date. These events provide you with the opportunity to gather more details about the company and speak with representatives in a more informal manner.
- **If you have been selected to interview with a company, attendance at an Info Session is required and considered a part of the interview.**

## The Day of the Interview

- **Timely Arrival:** Arrive at University Career Services 10 - 15 minutes before your interview time. Sign in on the interview schedule at the OCI sign-in table in the lobby.
- Promptly inform Career Services at (703) 993-2370 of any reasons you would be delayed. Employers will be waiting for you.
- **NEW - Students are now required to bring an unofficial transcript to all on-campus interviews.** Please be sure to download a current copy of your unofficial transcript from [Patriot Web](#) and bring it to your interview.
- **Copy the name, title, and address** of the interviewer from the schedule for follow-up purposes
- **Greeters:** Some organizations may bring a "greeter." Often the greeter is a Mason alumnus(a) who will offer a personal perspective **prior** to your interview.
- **Thank You Notes:** Send a thank-you note to your interviewer no later than 48 hours after your interview. Sample thank-you letters can be found in [Moving On](#).
- **Allergy Sensitivities:** Please note that the scent of perfume and the smell of tobacco smoke on clothes can result in an allergic reaction for some people and may detract from your interview

## Additional Information

- **Employer Evaluations:** Employers are asked to complete confidential interview evaluations of students. After you have completed at least three on-campus interviews with different employers, you may meet with your Career Counselor to get general interview feedback. **SOM students** may schedule an appointment to meet with a Career Consultant in School Of Management Career Services for feedback.
- **Concerns about Interviews:** If you feel that an employer has asked you illegal questions, (questions relating to age, gender, birthplace, etc.) or treated you in a disrespectful manner, please contact your Career Counselor or a Career Services staff member immediately.
- **Submit Resumes Independently:** If you are not able to submit your resume to an employer because of screening qualifications or missing a deadline, you may personally send your resume directly to that employer with a cover letter that states your interest in being considered for an on-campus interview. If an employer accepts your direct request, and notifies the On-Campus Recruiting Coordinator, you will be given access to sign up for an interview time through the PatriotJobWeb.
- **F-1 or J-1 Visa Holders:** If you are attending Mason on an F-1 or J-1 visa and seeking Optional Practical Training (OPT) experience, you are only eligible to interview with OCI employers who have indicated they will consider students for practical training.