

## On-Campus Interviewing (OCI) at Seton Hall University

The On-Campus Interview (OCI) Program is an opportunity for students to interview with employers for internships and full time jobs at The Career Center, located in Bayley Hall, Suite 209. The job and internship postings are linked to an interview schedule managed in Navigator, which can be found via the SHU Portal. This OCI Program attracts employers from accounting, finance, business, technology, non-profit organizations, communications, media, government agencies, and more.

### Student Tips for Participating in OCI

#### *Preparing for your OCI*

- A 'Documents' tab needs to be present on the left side of your Navigator profile in order to submit your resume to apply for positions. Call The Career Center to schedule an appointment regarding this tab.
- Create your Navigator profile and upload your resume.
- Attend interview and resume skills workshops offered by The Career Center.
- Make a note of all application deadlines. Employers typically begin reviewing application materials the day after an application deadline. Allow the employer a few business days to select which students they will be interviewing.
- Invitations to interviews may arrive via your SHU email through Navigator or directly from recruiter and / or to your personal email address. Make sure to check both email accounts frequently.
- Respond to all interview invitations promptly as a courtesy. **You represent yourself and Seton Hall University.**
- Apply often and early to OCI and non-OCI positions. Do not wait until the last minute!
- If you apply to a position, you are stating intent to interview.

#### *During your OCI*

- Arrive for your interviews 10-15 minutes early. If you're on time, you're late.
- It is not advised that you disclose to an interviewer you are a candidate with another employer.
- If you are unable to attend your interview for a legitimate emergency or personal conflict, contact The Career Center **by phone** to see if an alternate arrangement can be made. If all other options have been spent, decline the interview through Navigator and thank the recruiter for their time by email.
- If you have been offered an interview and fail to attend, you are unnecessarily denying an opportunity for another student who could have interviewed in that slot. You will also lose your access to Navigator.
- If you are given an alternate interview date but the time does not work for you, advise the recruiter and thank them for their time. Please keep your career advisor up to date.

#### *After your OCI*

- After the interview, ask for a business card and write a thank-you email within 24 hours to each professional you met.
- Refer to the current [Offer Acceptance Policy](#) when considering any offers. If you are being asked to make a decision outside of these parameters, or accept an "exploding offer," contact your career advisor immediately to discuss your options.

### Frequently Asked OCI Questions

#### *How do I upload my Unofficial Transcript onto Navigator?*

Log onto **Piratenet>SHU Portal>Academics tab>View Your Unofficial Transcript**

- Use the Print Screen button on your computer / take a screen shot on your phone
- Paste [Ctrl V] the copy of unofficial transcript into a Word document
- Save the document
- Upload your document into Navigator under document tab to submit as part of your application
- Take multiple screen shots to capture your entire document. If you have further questions, contact the Office of the Registrar in [Enrollment Services](#).

#### *What are additional methods to obtain an on-campus interview?*

- Attend a career fair or networking event. Many organizations use career fairs and networking events to meet and schedule students for an interview.

- Attend an employer-hosted event / walk-in / office hours. By attending employer events, you will learn more about the company and may have the opportunity to sign up for an interview.
- Contact the employer or alumni employee directly via email or LinkedIn. Through networking, there is an additional possibility that you will obtain an on-campus interview.

*What can I do if I miss the application deadline date?*

Organizations rarely grant extensions to their resume submission deadline. Review jobs in Navigator on a regular basis and monitor the application deadlines closely.

*How do I find out if an organization has selected me for an interview?*

Login to Navigator. Navigate to the Interviews > Interview Requests tab to sign up. Here you will see your status for all of the applications you have submitted. This status may be “Invited,” “Not Invited,” “Alternate,” or “Pending.”

- **Invited:** If you’ve been selected for an interview, you will receive an email prompting you to log into Navigator to select an interview time. You may be able to see that you have been invited in Navigator but unable to select a time-slot. You must wait until the system sends an email notifying you that you may go into Navigator to select your time.
- **Not Invited:** Unfortunately, the employer has decided to move forward with other candidates.
- **Alternate:** Pay close attention to when alternate interview selection starts. At that time, you can sign into Navigator to secure any remaining time slots. You are not guaranteed an interview if selected as an alternate.
- **Pending:** The organization has not made selections yet.

*I can't make my interview. How do I cancel the interview?*

**Cancellation Policy:** You are required to contact The Career Center to cancel an on-campus interview as least 2 business days before the scheduled date. For example, if the interview is scheduled for Monday, you must cancel by 5:00 pm on Wednesday. If the interview is scheduled for Thursday, you must cancel by 5:00 pm on Monday. If a situation arises after the cancellation deadline that requires you to cancel the interview, contact the Career Center immediately, at 973-761-9355.

*What happens if I miss my on-campus interview without canceling?*

**No Show Policy:** You are considered a "no show" when you fail to cancel an interview with sufficient notice. Sufficient notice is deemed as 2 business days prior to the scheduled interview. The Career Center takes professionalism very seriously. **Failure to make a scheduled interview appointment will result in temporary termination of all Navigator privileges and future on-campus interviews until necessary steps have been taken.**

*Seton Hall University is closed / has a delayed opening. Does this affect my OCI?*

Please check [shu.edu](http://shu.edu), your school email, text messages, and official SHU social media in relation to campus closures. In the event Seton Hall University has a delayed opening, please monitor your email for instructions and next steps from The Career Center and / or the employer regarding the status of your interview. **If Seton Hall University is closed, the OCI is cancelled.** You may call The Career Center the following business day to receive an update on the status of your OCI.

*What should I do once I accept a job offer?*

Once you have accepted an offer, the ethical course of action is to stop interviewing with other organizations and honor your commitment to work for the organization hiring you. Also, immediately notify The Career Center as well as any employers with whom you have already interviewed in order to withdraw your name from their consideration.

*What should I do once I accept an internship offer?*

Seton Hall University requires all students to report their internships; for credit, not-for-credit, via OCI or if found outside of SHU. **Without exception, all internships and summer leadership opportunities are to be reported by completing this form:** <https://blogs.shu.edu/internships/required-forms/internshippart-time-job-form/>

*After I graduate, can I participate in OCI if I haven't found employment?*

Alumni can participate in OCI. Create your Alumni Navigator account and apply to relevant positions.