

ON CAMPUS INTERVIEW (OCR) GUIDELINES

What are On Campus Recruiting Interviews?

Employers and agencies hiring for internship and full-time positions often visit campus in person or virtually to interview students. Campus interviews are coordinated using the Career Connections on campus recruitment (OCR) tab for resume submission, resume screening and scheduling interviews. To find which organizations are recruiting on campus, login to your Career Connections and click on the *Calendar* tab, read the *News Feed* or search OCR jobs in the *Jobs* tab.

Campus Recruiting Interviews - How to Prepare

- Submit a resume for review to resumes@clarion.edu at least two weeks prior to your campus recruiting interview or schedule an in person appointment to review your draft resume by calling 814-393-2323.
- Update your account profile at [Career Connections](#).
- Upload your reviewed resume to your Career Connections account. Note: The Career Development Center will be alerted that your resume has been submitted for approval. If you had a resume review and made the recommended changes, your resume will be approved in 24-48 hours. If you did not have a resume review, you may receive an email with suggestions for improvement. Once your resume is approved, you will receive an e-mail to proceed to the next step.
- Submit your approved resume for consideration by following the instructions on Career Connections. Note: resume submission does not guarantee an interview.
- Schedule a live or virtual practice (mock) interview with a career coach by calling 814-393-2323. This is optional but highly recommended.
- Check your professional interview clothing and shoes to ensure a good fit, cleanliness, and wrinkle-free attire.

Campus Recruiting Interviews - How to Apply

- Follow instructions on the Career Connections or the OCR Job Posting. Recruiting organizations may 1) request that you apply through career connections, 2) apply online directly at their company site, 3) submit your resume directly to the recruiter, or 4) a combination of these options.
- Career Connections User's Guide - [How to Find and Apply for Campus Interviews](#).