<u>Welcome to On-campus Interviewing at WCU</u>

Welcome to the WCU Career Development Center's On-campus Interviewing program.
If you have any questions about your day, please feel free to contact our Recruiting Coordinator,
Jean Kingan at jkingan@wcupa.edu or by calling (610) 436-2501.

- On-campus Interviews run from mid-September through mid-November and then mid-February through end of April. Employers are welcome to conduct on-campus interviews for **full-time and internship positions only.**

- To request an OCI date, log in to your Ram Career Network account and click the "**OCI" menu option**.

- While Ram Career Network provides different scheduling models, the **top three most requested** by employers are listed below. If you need to discuss the best option for you, please contact Jean.

    1) **Preselect** – Candidates will submit their resumes online and only candidates you select will be 'invited' to sign-up for an interview time. The maximum number of preselected candidates is based on the number of interview slots available. This is the most frequently selected model by our employers.

    2) **Preselect to Alternate** – This model follows the same process as #1, expect alternates will also be selected. If pre-selected students do not fill up your interview slots (decline or fail to select a time), then alternates will be given access to sign-up for interviews. There is no set minimum or maximum as to the number of alternates. This is the second most frequently requested schedule.

    3) **Room Reservation Only**—Reserve an interview room in our Center. Creating and organizing your schedule will be up to you and not coordinated through Ram Career Network. You can post your position on the Once you have your schedule finalized, please email to Jean Kingan at least 2 days before your campus visit so that we are prepared for you.

- Once your OCI date is approved, your next step will be to **attach your position** to the schedule by logging into your Ram Career Network account. Your position and interview date become visible to students only if you attach your position to the schedule.

- All of the **important dates** associated with your schedule are provided within the OCI section of your account. You will also get email reminders about the resume deadline for your schedule and also when you need to make your candidate selections. It is a good idea to mark these dates on your calendar as well. If selections are not made in a timely manner, students do not have enough time to pick interview timeslots and we cannot prepare an optimal schedule for your day

- We will send you **directions and parking information** via email as you get closer to your interview date. Please make sure that your spam filters do not block any emails from recruit@wcupa.edu.

- We will **promote your OCI date** to faculty via a bimonthly faculty newsletter and periodic emails to students. In order to not over-email students, we cannot send emails specific to each OCI employers