On-Campus Interview (OCI) Frequently Asked Questions

What is OCI and how can I participate?
- The Career Center is pleased to offer employers the opportunity to meet with USC students and conduct interviews in our facility. We have 8 interview rooms available for reservations in the main Career Center and 6 in the College of Engineering and Computing Career Center satellite office.
- Employers must meet the Employer Eligibility for Career Center Services requirements and hold an active account in JobMate in order to schedule an interview room. Please refer to USC – On-Campus Interview Policies for additional details.

How do I schedule an OCI visit?
- Login to JobMate.
  Select My On-Campus Interview Schedules/My Interview Schedules from the top menu bar.
  You can register via the link above if you do not currently have a JobMate account.
- Please see the JobMate Employer User Guide for additional details.

What are the recruiting dates for fall and spring semesters?
- Please review the OCI and Information Session Schedule as a guide. Our heavy recruiting period each semester is the 6 – 8 week period following our job fairs.
- Schedule as soon as possible to insure the best date for your travel needs.
- Try to avoid recruiting dates that occur directly before or after student holidays or breaks.

What is the time frame from job posting/interview request to interview date?
- Plan on a month to complete the process. For each interview schedule, there will be structured timelines for students to submit their resumes, for the employer to make selections, and for students to select their interview timeslot.

What jobs qualify for an on-campus interview?
- An employer must have an active full-time, internship, or co-op posting in JobMate in order to conduct interviews.

What is the time frame of a typical interview day?
- The Career Center is open for interviews 8:30 am – 5:00 pm.
- Interviews typically run 30 minutes, 45 minutes, or 60 minutes.
- Morning, lunch, and afternoon breaks are included in the schedule.

Is there a fee to use the Career Center interview rooms?
- No, there is no charge to use our interview rooms.
If I am unable to schedule a campus visit but still interested in interviewing USC students, what are my options?

- Remote interviews – There is a dedicated remote interview room in our office which students may use. Students will use their personal Skype or WebEx account to connect to the meeting per the employer’s designation and instructions. Please request an interview date via JobMate as indicated above and contact Kristin Knopf, knopfk@mailbox.sc.edu or 803-777-7560, directly to discuss.
- Phone interviews – A room may be reserved for students to use during a phone interview. The Career Center interview rooms do not have phone lines, so students will need to use their personal phone. Please request an interview date via JobMate as indicated above and contact Kristin Knopf, knopfk@mailbox.sc.edu or 803-777-7560, directly to discuss.

What other logistical information will I need?

- When your interview date is confirmed, you will receive an email with details about your visit including driving directions, a parking pass, off campus and on campus dining options, and recommendation of Columbia area accommodations.

What else can I do to make my visit successful?

- Make your position description thorough. Details are important to students.
- Consider hosting an information session or information table at least a week prior to your interview date. This will give you an opportunity to discuss your company and the current openings with students. These events will help the students decide if they want to interview – make it interesting! Ask alumni or recent grads to participate.