On-Campus Interviews (OCI) Program for Accounting Recruitment

GENERAL TIPS

• Attend 1st Undergraduate Accounting Society (UAS) meeting on Tue, Oct 3, 2017 at 6:30pm, North Hall 1006
• Go to Undergraduate Accounting Society website for more details: www.ucsbaccounting.com
• Meet the Firms is Fri, Oct 13, 2017 from 5:00-8:00pm at Fess Parker DoubleTree Resort in Santa Barbara; $45 student registration handled by UAS
• Juniors/Seniors: Recruitment for Full-Time and Summer Internship occur in Fall
  › Tentative resume deadlines due on Sun, Oct 15, 2017 but check Handshake for specific, up-to-date details
  › Interviews are tentatively scheduled starting the week of Oct 16 so plan accordingly
• Sophomores/Freshmen: Recruitment for Leadership Program occurs in Winter

APPLYING THROUGH Handshake

• Go to career.sa.ucsb.edu. Log into Handshake. Enter your UCSB NetID and password
• UPLOADING documents
  › Make sure to name your resume and cover letter with specifics (ex: name of company resume or name of company cover letter)
  › Unofficial transcript: Go to GOLD (https://my.sa.ucsb.edu/gold) and log in. Type your UCSB NetID and password. Select Transcript/Verification button. Click Unofficial Transcript button. Click on Print with Name icon in upper right hand corner. Paste your unofficial transcript into MS Word doc and save
• To find Accounting OCI positions
  › Click on Jobs tab and then select On-Campus Interview
  › Select Accounting for Industry filter
  › Click on the name of the company you wish to apply for. Under Related Jobs, click on the On-Campus Interview position wish to apply for
  › Read job description thoroughly. Click Apply and follow instructions. Upload appropriate documents. When ready to submit, click Continue
OCI Interview Notification and Sign-Up

If you are chosen for an On-Campus Interview, it is important to understand there are different types of Interview Schedule Types to sign up for in Handshake:

**Pre-Select or Pre-Select to Alternate**
- You will receive a notification and email in Handshake (if you did not change your default Interview Notification Preferences)
- Under Applications, you will also notice that along the side of each job or interview title, your status will change from “Submitted” to either “Primary” or “Alternate”
- You can select the interview in order to see all available slots and Take Slot to reserve that time for yourself to interview

**Handshake Tip:** Interview slots are first come, first serve typically start at midnight

**Handshake Tip:** If you receive a separate email from recruiter to sign-up for interviews in Handshake, please be aware of Primary and Alternate Sign-up Date since this determines when you can select interview slot

**Open**
- Allows students who meet **ALL** qualifications to sign up for available interview slots on a first-come, first-served basis and interviews still held on campus

**Room Only**
- Recruiters handle coordination of OCI schedules and will be in direct contact with student regarding interview time; however, interviews will still be held on campus

For additional student resources for Handshake, go to https://support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni

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Good luck in the On-Campus Interview recruitment process!

ANY PROBLEMS, come to the Career Resource Room, Building 599 and talk to a Career Peer Advisor: Monday through Friday; 8:30am – 4:30pm