

On-Campus Interviews (OCI) for Accounting Recruitment



Applications for Exploration Programs, Summer Leadership Programs (SLP), Internships, and Full-Time Employment are submitted through Handshake.

- Make sure you have a complete Handshake profile and update as needed.

Uploading Documents

- Resume/Cover Letter: Under your name, go to Documents and click on Add New Document. Make sure to select either Resume or Cover Letter as Document Type on the drop-down menu.
 - » Name your resume and cover letter with specific details (ex: name of company resume or name of company cover letter). Make sure to avoid sending a customized resume or cover letter to the wrong firm.
- Unofficial transcript: Go to GOLD (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. Under your name, go to Documents and click on Add New Document. Make sure to select Transcript as Document Type on the drop-down menu.
 - » Transfer students: upload your community college transcript and make sure to add community college information into your profile under Education.
- Upload your resumes, cover letters, and unofficial transcript before deadlines.
 - » Internships and Full Time Hiring – beginning of fall
 - » Exploration and Summer Leadership Programs – winter quarter

Searching for OCI Positions

1. Go to career.ucsb.edu and log into Handshake by entering in UCSB NetID and password.
2. Click on Jobs tab and then select On-Campus Interviews.
3. Under Filters, select Accounting for Industry.
4. Research which firms and positions for which you would like to apply.

Applying for OCI Positions

5. When ready to apply, repeat steps 1–4. Click on the company for which you wish to apply.
6. Under Related Jobs, click on the On-Campus Interview position for which you wish to apply.
7. Read the job descriptions and qualifications thoroughly.
8. Click Apply and follow instructions exactly. Sometimes companies want students to also submit an application on their company website and a Step 2: External Application button should be displayed.
9. When ready, click on Submit Application button.
10. You should receive a notification and email indicating you successfully submitted your application (if you did not change your default Interview Notification Preferences).

On-Campus Interview Notification + 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 participate in:

Pre-Select or Pre-Select to Alternate

- Pre-Select: provide definition and Pre-Select to Alternate: provide definition
- You will receive a notification and email in Handshake (if you did not change your default Interview Notification Preferences) to sign up for an interview.
- 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 you would like to interview.
 - * TIP: Interview slots are first come, first serve typically start at midnight and fill up quickly.
 - * TIP: If you receive a separate email from a recruiter to sign-up for interviews in Handshake, please be aware when Primary and Alternate Sign-up Start Date begins since this determines when is the first day you can select your interview slot.
- You will receive notification and email in Handshake 24 hours before your scheduled interview (if you did not change your default Interview Notification Preferences).

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.

Tips

- Review On-Campus Interview Guide prior to your upcoming interview.
- Arrive 15 minutes prior to your scheduled time slot.
- Dress appropriately (typical attire is business professional).
- Prepare follow-up questions to ask employer during your interview.
- After your interview, email a thank you letter to your interviewer within two days (See sample in the career manual).
- Firms often conduct multiple interviews. If you pass first round interviews, be prepared to be invited for an on-site visit to the company location you applied to.
- For additional student resources for Handshake, go to:
support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni

Good luck during the recruitment process!

*ANY PROBLEMS, come to Career Resource Room, Building 599 and talk to a Career Peer Advisor:
M through F; 8:30am-4:30pm*