

## About On-Campus Interviewing

The On-Campus Interviewing program (OCI) is a nine-week program, held each Fall and Spring semesters, that connects employers to students and alumni to conduct interviews for internships and full-time job opportunities.

## Location

*Virtual Interviews* are conducted online through various platforms including, Zoom, Skype, Teams, etc. or by telephone. Zoom is the preferred web conferencing tool at LSU to help ensure a smooth connection for the student and employer. All students have [LSU Zoom accounts](#) which can be accessed at [zoom.lsu.edu](https://zoom.lsu.edu) and are familiar with the platform through their virtual courses. Phone call or other online platforms can be utilized if the employer is unable to utilize Zoom.

*In-Person Interviews* are conducted in our state-of-the-art Recruitment Center that is located in Suite 258 of the Student Union. The Recruitment Center has 22 interview rooms including a space to conduct video interviews,

## Interview Schedule Types

Employers may choose to conduct a Room Only, Open, or Preselect schedule.

### Room Only Schedule

The Room Only schedule allows employers to interview students with the following guidelines:

- *For virtual interviews*, only the space is reserved. *For in person interviews*, only the physical interview room is reserved in the Recruitment Center in the LSU Olinde Career Center
- Employers must collect resumes, create an interview schedule, and contact students directly to set up interviews outside of Handshake.
- Only LSU students/alumni are allowed to interview in our facility.

### Open Schedule

The Open schedule allows employers to interview students with the following guidelines:

- The employer must create an interview schedule and attach a job to their interview schedule in Handshake.
- Any LSU student and alumni that meets the requirements listed in the job posting can sign up for interview slots on the interview schedule on a first-come, first-served basis.

### Pre-select Schedule

The Pre-select schedule allows employers to interview students with the following guidelines:

- Employers must reserve an available interview date, post/attach job to their OCI schedule, and create interview schedule in Handshake.
  - For OCI, job postings must end 14 days prior to the scheduled interview date.
- Students/alumni must apply through Handshake.
- Employers must pre-select applicants to interview through Handshake.
  - After the job has closed, employers must make pre-selections during the period after the job posting has closed and student sign ups begin.
- Pre-selected applicants are notified and must sign up for interview slots through Handshake.
  - Students sign-ups begin 9 days prior to the interview date. Student sign-ups end 5 days prior to the interview date. Sign-ups are based on a first-come, first-served system and are **not guaranteed**. Should timeslots remain six days prior to the on-campus interview date, alternates may select a slot on a first-come, first-served basis.
  - The final schedule closes five days before the interview date and is viewable to employers four days before the interview date.