

What is the On-campus Interview Program?

- The On-campus Interview (OCI) Program provides employers with access to qualified candidates interested in full-time and internship career opportunities using a free, systematic and convenient tool for campus recruiting.
- OCI is managed through UBworks, our online job and internship search database. Through UBworks, you can reserve your interviewing date, request schedules, review resumes, and pre-select candidates.
- On-campus Interviews are offered every semester, Monday through Thursday, in our center.
- Employers are encouraged to give students and alumni at least three business days' notice of being invited to interview to ensure they have adequate time to respond and prepare for the interview.
- Employers are provided a private interview room and complimentary parking.



How to Request and Reserve an OCI Date

- Log in to UBworks using your username and password.
- From the home page under the QUICK LINKS section, select "Create New Schedule Request."

A screenshot of the UBworks homepage. On the left, there is an 'Announcements' section with a megaphone icon, a 'RESUME UPLOAD' section with a document icon, and a 'More Announcements' button. On the right, there is a 'QUICK LINKS' section with a list of links: 'Post a Job to Multiple Schools (Fee Based)', 'View Multi-School Job Postings', 'Post a profile', 'Create New Schedule Request' (which is circled in red), and 'View OCR Schedules'.

- This will take you to the "On-Campus Recruiting" page. Follow the instructions for a New Interview Schedule Request making sure to complete all sections of the form:

Recruiting session: Select which semester you will conduct your On-campus Interview.

OCR Models

> Preselect: Employer selects the candidates they wish to interview and students sign up after getting invited.

> Preselect to alternate: Once invited students select interview times and this deadline has passed, there are open and close dates for candidates chosen as alternates.

> Open: Once the invited and alternate candidates have chosen interview times, students who applied for the position but were not invited can sign up for an interview.

Interview Date: Select your desired interview day plus two alternatives dates.

Time slot: Time period you will be conducting interviews--either morning, afternoon or full day.

- We cannot approve your OCI request if any required field is left blank, especially the "Position Required" section.
- Once complete, click "Submit." Your request is sent to us for review and approval. Allow 1-2 business days to receive feedback on your request.
- You will receive an e-mail from us confirming your request has been approved.

Checking the Schedule and Selecting Candidates

- Once your OCI has been approved, UBworks creates your OCR schedule regarding resume submissions start and end dates, resume review and applicant selection. To view the scheduled dates, select “View OCR Schedules” in the QUICK LINKS section. This will bring you to the On-campus Recruiting page where you can click on “Date” to view your deadlines.

Announcements

RESUME UPLOAD

DOCUMENT SIZE: Each document must be under 200kb

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QUICK LINKS

- [Post a Job to Multiple Schools \(Fee Based\)](#)
- [View Multi-School Job Postings](#)
- [Post a profile](#)
- [Create New Schedule Request](#)
- [View OCR Schedules](#)
- [View OCR Interviews](#)
- [View OCR Applicants](#)

- We will contact you to review these dates and amend them according to your preferences.
- When candidates submit resumes for the position advertised, you can review and select suitable applicants from the “View OCR Applicants” QUICK LINK.
- Once the Resume Submission ends and Employer selection begins, a message will appear under the Alerts field (on the UBworks homepage) informing you that Employer Selection has begun for your schedule.
- Click on the link provided to see a full list of students who have applied for the position. You can review the information provided by each student by clicking on the document sign next to the student's name.
- To select or deselect a candidate for an interview, change the Status to "Invited" or "Not Invited."
- An e-mail will be sent to the applicant informing him/her of your selection. The student will then log into UBworks where they can select a suitable time to interview.

Please allow at least three business days between selecting candidates and the interview date to allow students and alumni time to receive your invitation, respond and prepare for the interview.

Frequently Asked Questions

Can I add more dates or interview times to an existing schedule?

Yes, you can do so only before the “preselect sign-up” starts. Once candidates are selected and can start responding with selected times, UBworks blocks any adjustments to the advertised dates and times to give all candidates a fair chance.

Can I add more jobs to an existing schedule?

Once the “Resume Submission” starts, UBworks does not allow changes to the jobs to give all candidates a fair chance.

Can I add a new applicant/interview to my schedule?

Yes, you can until the “Employer Select” ends. After this time, any amendments must be made by contacting us at 410.837.5440.

If the interview time is no longer convenient for me, can I change this in UBworks?

If you are no longer able to hold on-campus interviews on the date selected, please contact us at 410.837.5440.

University of Baltimore
Career and Professional Development Center
1420 N. Charles St.
Baltimore, MD 21201
410.837.5440
www.ubalt.edu/careercenter
careercenter@ubalt.edu