



ON-CAMPUS INTERVIEWS (OCI) GUIDE



University Career Services
Division of Student Affairs

ON CAMPUS INTERVIEWS



On-Campus Interviews (OCI) is a term used for employers seeking to visit our campus to conduct interviews with selected UH students.

The **University of Houston** free On-Campus Recruiting service is provided through University Career Services (UCS) brings company recruiters to campus to interview UH students and alumni for full-time, part-time, and internship opportunities. The recruiters represent a broad spectrum of industries and fields including business, engineering, energy, government, non-profit, technology and more.

UCS' on-campus interview service is powered by the **Symplcity platform**, Cougar Pathway. With this system, you are able to post jobs, register for career fairs, participate in On-Campus Recruiting, and maintain an informational profile viewable by students and alumni.



This guidebook will provide you with instructions for using the online On-Campus Recruiting service.

Please refer to the recruitment timeline page that provides the lead time necessary in requesting your date(s). Below are the recruitment timeframes and a general overview of the process.

UCS Virtual & On-Campus Interviews

Fall Semester: August through December

Spring Semester: January through May

Summer: May through August

Request an Interview Date

Review Resumes

Select Interview Candidates

Conduct Interviews

If you have any questions, please feel free to contact us at 713.743.9816 or hire@uh.edu.



Recruiting timeline

Interview Date	Resume Submission Begins	Deadline to Submit Resume	Pre-Selection Open to Employers	Employer Deadline to Submit Pre-Selection	Schedule Close
	29 Days prior to OCI Date	20 Days prior to OCI Date	19 Days prior to OCI Date	5 Days prior to OCI Date	2 Days prior to OCI Date

On-Campus Recruiting is divided into a 12 week recruitment session each semester. Within the recruitment session, separate deadlines are required for establishing an interview date, deadlines for candidates to submit their resumes, and deadlines for selecting interview candidates.

Recruitment Tip:

If you are participating in a career fair or other on-campus event, please ensure the deadline for students to submit their resumes falls after the fair or event date. This will allow you to invite candidates you meet at these events to submit their resume through the UCS website for consideration.

UH Information Links		
UH Information	Description	Website
UH Fact Book	Facts about the University of Houston, such as enrollment and diversity	www.uh.edu/ir
Colleges and Majors	Listing of colleges, majors, and degree programs the University of Houston offers	Colleges & Schools - University of Houston (uh.edu)
Degree Requirements	Information on majors, minors and courses offered	www.uh.edu/academics/catalog/
Academic Calendar	View important dates, final exam dates, etc.	https://publications.uh.edu/content.php?catoid=55&navoid=20861
Student Organizations	Listing of over 400 student organizations	https://uh.collegiatelink.net/organizations



Registering for an On-Campus Interview

CREATING AN EMPLOYER PROFILE

- To create your account, go to www.uh.edu/ucs.
- Select Cougar Pathway Tab



- Scroll Down to Employer Portal

Under the Employer " box", click "Sign Up".

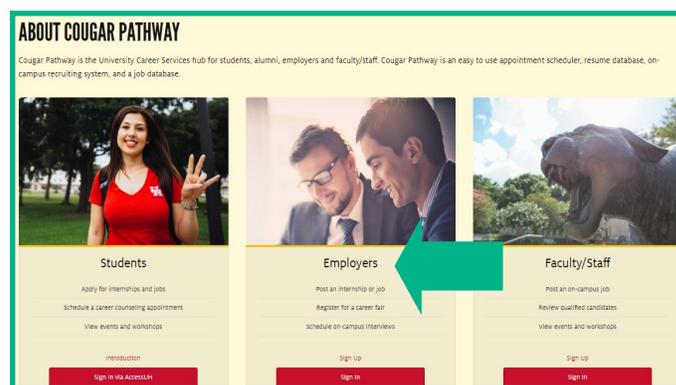
You will be directed to the Cougar Pathway registration page.

- Register

Click the [REGISTER] button and complete the profile page.

- We will review your account information within 24-48 hours.

Once your account has been approved, you will receive an email message with instructions for creating your Username and Password.



GETTING STARTED— If you have an existing Cougar Pathway account:

- To Access Your Account, go to www.uh.edu/cougarpathway
- Scroll Down to Employer Portal

*Under the Employer " box", click **Sign In**.*

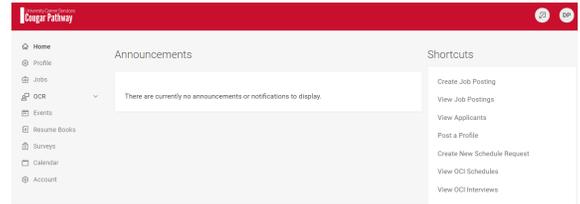
You will be directed to the registration page for Cougar Pathway.

Registering for an On-Campus Interview

Once you are logged into the employer portal, you will land on the Home Page.

1. Select “Create New Schedule Request” from the right hand Shortcuts Menu.

2. Select the **Recruiting Session** you would like to participate in from the drop down menu (**Fall or Spring**)



3. Select your **OCI Model**

- **Room Reservation Only** - The Room Reservation Only model allows you to request to use a room only. No position is attached. Students do not apply to a position nor sign up for an interview time. The employer will manage student applicants and interviews from your end.
- **Pre-Select**— The Preselect model allows students to submit application materials to the OCR job posting. You as the employers may then preselect (invite) students whom you would like to interview. Once invited, students will have the opportunity to sign up for an interview time during the signup period.
- **Pre-Select to Alternate**— The Alternate model allows you to select an alternate group of students in addition to preselected students. On the a pre-determined date interview signups are open to alternate students. As an example, the date may be set to begin a day after preselect signup begins.

4. Select your **Interview Date Choice 1** from the drop down date menu.

5. **Optional**—Select your **Interview Date Choice 2 and 3** dates

6. Select your preferred **Time Slot (Full Day, Morning or Afternoon)**

7. Enter the **Number of Rooms** needed.

8. Select the **Location** where the interviews will be held.

9. Choose the desired **Interview Length**.

10. Choose yes or no to **Allow Multiple Student Interviews**.

- **Yes** — Will allow a student to schedule multiple interviews on this schedule if more than one position is attached.
- **No**— Default Setting if only one position is listed.

11. Notes

- Included any special information regarding the interview schedule.

12. Choose Yes or No to **Receive Auto-Generated Resume Packet**



University Career Services
Division of Student Affairs

A large, stylized graphic of the words 'THANK YOU!' in a bubbly, hand-drawn font. 'THANK' is in red and 'YOU!' is in yellow. The text is set against a dark blue, cloud-like background with small yellow and red dots. The entire graphic is surrounded by yellow starburst shapes on a dark red background.

THANK
YOU!

Thank you for your
interest in recruiting and hiring UH talent!