

On-Campus Interviewing FAQs

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



Alumni &
Career Services

Q – What is OCI?

A – On Campus Interviewing – a form of on-campus recruiting that employers/organizations use to attract and interview students for internships and full-time employment opportunities.

Q – How do I know which opportunities posted in SpiderConnect are set up for OCI?

A – If the opportunity is for OCI only, the following note will be visible at the top of the posting, “This is an On-Campus Recruiting position”.

Q – How do I apply for one of these positions?

A – Within your SpiderConnect account, click on the job title to open the posting – the application instructions are listed in the upper right corner. If more than one set of instructions are listed, you must complete each set of instructions to successfully apply to the position.

Q—I tried to apply for a position in SpiderConnect and the system would not let me...what can I do?

A—Make sure you have uploaded your résumé into your SpiderConnect Documents bin. Once your résumé is uploaded, you should be able to apply for a position. If you are still unable to apply and you meet all of the application requirements noted in the posting, please contact Career Services.

Q – SpiderConnect indicates that I must upload a résumé – how do I do that?

A – You may upload a résumé, cover letter, unofficial transcript and other documents by clicking the Documents tab located on the top menu bar in your SpiderConnect account. Once documents have been uploaded, reopen the job description, choose the appropriate documents and click “**Submit**” to apply.

Q – SpiderConnect indicates that I do not meet application requirements for position – what next?

A – If you do not meet the requirement; i.e. major, GPA, graduation date etc., please contact Career Services to see if they can contact the employer on your behalf.

Q – How will I know if I have been selected for an interview?

A – Check the On-Campus Interviews tab in your SpiderConnect account frequently. If the status of your application is listed as “Invited” you have been chosen to interview. You will also receive an email notifying you that you have been selected to interview. These notifications may show up in your email spam account, therefore, please check accordingly.

Q – I have been “invited” for an interview. What should I do?

A – Pay close attention to the “Signups Start” date – you may signup beginning at 12:00 am on that date. When that date arrives, you will see a button that says “Select Interview” - click there to choose your interview timeslot.

PLEASE NOTE – Interview timeslots are selected on a first come, first serve basis – sign up early for the best chance of getting the timeslot that does not conflict with your classes and to avoid losing your spot to an alternate. Career Services does not condone missing class for an on campus interview.

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Q—I have been “invited” for an interview but do not want to interview with the organization. What can I do?

A—Please click “**Decline Interview**” in SpiderConnect when the “Signups Start” date begins.

Q – I am signing up for an interview timeslot—what does the “P” and “O” represent?

A – A “P” or “Pre-Select” means the employer will review the résumés submitted and pre-select (initial select) their candidates. An “O” or “Open” means there is no pre-selection process and you can select a timeslot immediately.

Q – My status is listed as “Alternate” – what does that mean?

A – Employers will often select a few extra students in case some of their initial choices decide to decline the interview. Alternates may choose any timeslot still available on the date their signups begin. There may be more alternates than slots available so check frequently to see if one is open.

Q – I have a class conflict at the timeslot that is available – what can I do?

A –If there is no alternate timeslot still available, contact Career Services to see if the employer will be able to add an additional interview time or to see if another student can switch their interview time.

Q – I cannot make my interview appointment – what can I do?

A – If you need to withdraw from an interview more than 2 business days before the interview, you may do so by clicking the “Cancel” button within SpiderConnect. PLEASE NOTE – You may not cancel an interview less than 2 business days before the interview date except for major illness or family emergency. If this situation arises, please contact Career Services as soon as possible to let them know the circumstances. If you cancel less than two business days before or are a “no-show” to the interview, **serious consequences will result.**

Q – How should I prepare for my interview?

A – Be sure to:

- Know and be ready to “sell” yourself: your skills, experiences, values, and be able to explain how these things can contribute to their organization.
- Know their organization: products/services, key people, structure, target markets.
- Know the position for which you are interviewing: job requirements, duties/responsibilities, etc.
- REHEARSE by participating in mock interviews, visit Career Services during walk-ins, and by using the online tutorials with InterviewStream through SpiderConnect.
- Wear professional business attire and arrive 5-10 minutes prior to your interview start time.
- If the company brings a “Greeter” to speak with you in the interview waiting area prior to going into the interview, consider this as part of the evaluation process
- Send an email thank you promptly after the interview and follow-up with a handwritten thank you note that afternoon/evening.