

The OCR Program

On-Campus Recruiting (OCR) is the process by which employers recruit Johns Hopkins students for internships and full-time job opportunities. Through the OCR program, employers collect resumes and visit campus to conduct interviews or hold information sessions to help you learn about their organizations. They may also attend on-campus career fairs or career fairs held by one of the university consortia to which the Career Center belongs.

In many ways, OCR is no different from any other job or internship search tool: you submit your resume to be evaluated by the employer and the employer makes decisions about whom to interview and whom to hire. Employers often recruit at many universities. But the On-Campus Recruiting program is also unique. It allows you to interact with many employers without leaving campus, and employers commit significant resources to visit campus for the opportunity to meet you and your fellow JHU students.

Additionally, OCR is a process requiring particular attention to details. Advanced preparation, professionalism and organization are critical for success. (It's no accident that these are also the qualities that will help you succeed at your first internship or job.) This handout will help you succeed by introducing you to the program, explaining the technical details of OCR, showing you how to prepare, and finally, walking you through what to expect from your experience.

Introduction to OCR

Types of Employers

Employers that recruit on campus want to add the talent of Johns Hopkins students to their organizations. They are looking to fill entry-level full-time positions or internships. You will find that many employers visit JHU each year, but keep in mind that not every type of employer uses OCR as a tool to find candidates. Generally, organizations that recruit on university campuses are those that hire many college graduates every year, have significant recruiting budgets, and can predict their hiring needs many months in advance. Smaller organizations and those that typically only hire to fill immediate vacancies may use other methods of reaching candidates.

OCR Timeline

On-Campus Recruiting takes place throughout the fall and spring semesters. The fall recruiting cycle concentrates primarily on full-time positions and a handful of internships. The spring schedule offers more internship opportunities as well as additional full-time positions. Although the majority of OCR opportunities are for juniors, seniors, graduate students and recent alumni, there are often opportunities targeted at sophomores and freshmen as well.

The busiest OCR months are September, October, November, January, February and March. Interviews begin in October, but the first resume submission deadline typically falls in mid-September. To be considered for an interview, you must meet the resume deadline.

While OCR tapers off during Winter Break, Intersession, and after Spring Break, employers will still be recruiting. Their hiring needs do not always conform to the academic calendar. It's important to stay connected even when you are off campus so you do not miss any opportunities.

How to Participate in OCR

Participating in On-Campus Recruiting requires attention to details. Your account in J-Connect, the Career Center's online career system, will make the process easier for you. This section will show you how to get an account as well as how to use the features of your account that you will need for OCR.

Step One: Get a J-Connect account

Your J-Connect account is your means of working with the Career Center and keeping on top of the On-Campus Recruiting process.

Use your J-Connect account to:

- Find out which employers are coming on campus and when.
- Submit a resume, cover letter, and/or unofficial transcript.
- Find out if an organization is also hosting an information session.
- Find a recruiter's contact information if you need to contact them directly with questions.

You can access and manage your J-Connect account from the Career Center's website (www.jhu.edu/careers). You can do this on your own from any computer. If you are certain you do not have a J-Connect account, you can register for one on the login page. If you are not sure whether you have an account or you have lost your login information, contact the Career Center for help.

Before you can access any other part of your account, you must complete your account profile, which consists of 4 tabs: personal information, academic information, privacy information, and password/preferences information. This information will be used to screen you as you submit resumes for OCR. For example, if you indicate you are a sophomore in your profile, the system will not allow you to submit your resume to a full-time position for seniors only. For this reason, it is important to be very accurate (and honest) about your major, graduation date, GPA, and work authorization.

OCR Agreement:

Be sure to carefully read the OCR Agreement, which can be found in the first tab of your profile. This agreement outlines the policies and procedures of the OCR process, and only students who have read and agreed to these policies can participate. Once you have read it, be sure to check the box indicating that you have understood the agreement.

Tips...

- Fill out the form as completely as possible and provide as much information about yourself and your interests as you can.
- Make sure that you enter your email address completely and correctly. Your email address serves as your username for your account. This is also how the Career Center and employers will contact you with important information.
- Be sure to enter your GPA to avoid complications when dropping resumes.
- You can change your password in the Password/Preferences tab.
- You can update or change your profile at any time from home page (the first page you see when you log into your J-Connect account).

Step Two: Uploading Your Resume and Other Documents

You may browse through the On-Campus Recruiting employers listed in your account at any time, but to apply you will need to upload your resume and any other documents (cover letters, transcripts, writing samples, etc.) that the employer requires. You may upload up to 10 documents in your account. Documents may be word processing documents (such as Microsoft Word) or PDFs. The former is recommended since PDF documents occasionally encounter technical difficulties.

Instructions:

1. Log into your J-Connect account.
2. Click “Documents” tab at the top of the screen.
3. Click on the “Add New” button.

4. On the following page in the “Label” field, give your resume a descriptive name (for example, “First Name Last Name Date Banking”).
5. Select the document type.
6. Click on “Browse” to find your resume on your hard drive or on a disk and then double-click on the file to be uploaded.
7. Click on “Submit.”

Note... You still need to apply.

Creating a J-Connect account and uploading your resume does not mean that employers receive your resume automatically. To send your resume, view the available OCR opportunities and submit your resume for each individual opportunity in which you are interested. (See “Submitting a Resume” for details.)

Throughout your job or internship search, you will probably want to update, remove, or add new resumes. This can also be accomplished through the Documents area of your J-Connect account. If you have an updated resume, you can either add it or use it to replace an old resume in your account.

Tips...

- If you upload more than one resume, be sure to designate a general resume as your default resume. If you are interested in several fields, say Investment Banking, Software Development, and Consulting, create a default resume that would function well for all three fields. Your default resume is the resume that the Career Center end employers download for Resume Books (see below).
- Once you have uploaded your resume, you may want to view the PDF version of your resume to ensure that it looks right.
- “Delete” will completely remove your resume from the website.

Resume Books

The Career Center has a Resume Book service for employers. Employers that have immediate openings or that cannot visit campus can request JHU student resumes. The Career Center sends resumes that match the employers’ qualifications, or the employer can access the resume book themselves and search for the resumes of appropriate candidates. To participate, select “yes” in the “Include in Resume Books” field under the Privacy tab of your J-Connect profile. If you do not want to participate in this service, you must indicate

that by selecting “no” in this field.

Submitting a Resume

For organizations interviewing on campus, all resumes are submitted via your J-Connect account. Cover letters and other documents may also be required by employers and are also submitted the same way. In addition, employers often collect resumes at information sessions and at Johns Hopkins career fairs and will frequently select students for on-campus interviews from among those resumes.

How to Submit a Resume

1. Log into your J-Connect account.
2. From your Quicklinks on the homepage, click on the “On-Campus Recruiting Opportunities I Qualify For” link.
3. Browse through the list to find opportunities that interest you. If you choose to narrow your results by using the search criteria at the top, be sure to start with a broad search first; you can always narrow your search further later.
4. To see a full job description, click on the job title. Be sure to take note of the interview date and the resume deadline in the Schedule Details. The resume deadline is usually several days to two weeks before the actual interview date, and you must submit your resume before the deadline in order to be considered.
5. Hit the “Submit” button and proceed through the following pages to select the resume and other documents you’d like to submit.

Signing Up for Interviews

To participate in an interview, you must first submit a resume. Resumes are reviewed by the employer, who then selects candidates to interview. Students selected for interviews are often called “preselects.” If you are preselected, you can begin signing up on the date shown in the Schedule Details for the opportunity. Sometimes the employer is late in making selections so it’s important to be patient but to also check your J-Connect account often. You can check your interview status under the Interviews tab of your account. Preselects will be notified by the Career Center (via email) when the employer has made final decisions about which students to interview. The employer may also send a note

directly to you. However, these notifications are a matter of courtesy only. It is each student's responsibility to check his/her J-Connect account and sign up when preselected for an interview.

The employer chooses one preselect for each interview time slot available. The employer may also choose alternates. Alternates are not guaranteed time slots, but may sign up for any open interview time slots after preselects have had their opportunity. If you are preselected, you should sign up for an interview promptly so you do not forfeit your time slot to an alternate. You can view the sign-up start and end dates in the Schedule Details for the opportunity.

How to Sign Up for an Interview

1. Select the Interview tab from the homepage of your J-Connect account.
2. At the next page, select the Interview Requests tab. Interviews for which you have submitted resumes will be listed here. If you have been preselected for an interview, your status will be displayed as "Invited." Note the Signups Start and Signups End dates; you must sign up for an interview during this date range.
3. Click on Schedule Interview. At the next screen, select the interview time you would like and click on Submit.
4. Your scheduled interview will now appear in under the Scheduled Interviews tab,

To Change or Cancel Your Interview Time Slot

1. You may also remove yourself from the schedule or change your time slot at any time during the signups date range. From the Interviews section of your account, select Scheduled Interviews.
2. To change your interview time, click on Reschedule. At the next page, select your desired interview time and click Submit.
3. To cancel your interview, click on the Cancel button. A pop-up window will appear asking if you are certain you want to cancel. Click on Yes. NOTE: If you cancel your interview, the employer will be notified that you have declined their offer, so do not cancel unless you are certain you are no longer interested.

If the sign-up deadline has passed, you will need to contact the Career Center to cancel or change your interview time. If canceling, you also will need to let the employer know directly that you are no longer interested so the employer can add an additional student to the interview schedule.

The Career Center's recruiting policies require that interviews be cancelled no later than two business days in advance of the scheduled interview. If you cancel an interview with less than two business days notice (or fail to show up on the date of your interview), you

will need to meet with a Career Center staff member. This is a serious inconvenience for employers and may result in exclusion from the On-Campus Recruiting program. (Read the OCR Agreement for details on the no-show policy)

Signing Up for Information Sessions

You can use your J-Connect account to find out about information sessions held by employers. Many OCR employers conduct information sessions before their interviews in order to educate potential candidates about their opportunities and the interviewing process. It is in your best interest to attend these sessions.

How to Sign Up for Information Sessions

1. From your J-Connect account homepage select the Events tab.
2. At the next screen, select the Information Sessions tab. Browse the list of sessions to find the ones that interest you.
3. For more information, click on the date.
4. At the next screen you'll find details about the session time, location, and topic. To RSVP, click on the RSVP button.

It is not required that you RSVP for an information session, but it is highly recommended. This shows the employer that you are interested in their opportunity, and RSVPing means the event will appear on your J-Connect calendar, making it easier for you to keep track of these important dates.

How to Prepare for OCR

So far this handout has covered the technical details of getting ready for On-Campus Recruiting. However, successful preparation includes additional efforts. Deciding what you want out of your job or internship and researching potential employers and career fields will make the difference.

Learn about Yourself

Make an appointment with a career counselor to talk about your personal goals and take assessments like the Myers-Briggs and the Strong Inventory to explore your personality and your interests. There are multiple reasons for taking the time to reflect about what you truly want. Self-knowledge will help you choose a job that will be satisfying and challenging. Moreover, knowing about yourself will help you convincingly articulate to interviewers why you want the job or internship.

Learn about Employers and Career Fields

The next step in your research is to find out as much about potential employers and your career field as possible. Start with the Internet: browse employer websites and look for information about industry trends, products and current events. However, don't stop there. Internet research will only give you the basic information about an employer; you want to learn more so you can distinguish yourself from all other applicants. The number of resumes an organization receives from Hopkins students varies from 5 to 100, so the competition for interview slots for many organizations can be very high.

Continue your research so you can create a targeted resume for each employer and/or type of position. Meet with a MSE librarian for assistance researching employers and your target fields in detail. A librarian can lead you to information that cannot be found with Google. Lastly, search for alumni working at your target employers in InCircle and contact them. They can give you invaluable advice and information. If you are hesitant about networking, see the Networking handout and/ or a career counselor for advice.

To prepare for interviews, attend a Career Center interview workshop, conduct a mock interview with a career counselor, and participate in Interview Labs (visit the Career Center's website for details). If the employer is holding an information session or attending the Career Fair, make sure to participate to introduce yourself and learn valuable information.

What to Expect

Job searching and all that it involves – writing resumes, networking, interviewing, etc. – can be an intimidating process. Juggling your job or internship search with academics can also be difficult. The right preparation and knowing what to expect can help alleviate stress and help you achieve success. This section will cover many of the aspects of On-Campus Recruiting and what you can expect from each of them.

Interviews

Recruiters will draw the natural conclusion that you will put as much effort and care into representing their organizations as you put into representing yourself. Follow these guidelines for a friendly and professional first impression.

Interview Dos

- Use a firm handshake, make eye contact and smile.
- Repeat names of people when they introduce themselves. Then use their names in conversation.
- Dress professionally for all interviews.
- Switch off cell phones or beepers or leave them at home.

- Demonstrate you have done your homework in learning about the company.

Interview Don'ts

- Cancel the interview minutes before it was supposed to take place.
- Mistake the date, time, or place of an interview.
- Use poor eye contact and posture.
- Dress unprofessionally.
- Arrive unprepared to demonstrate you know about the organization and job in question.
- Talk about personal or private matters.

Some employers will bring “greeters” when they interview on campus. They will be eager to chat with you prior to your interview. Act professionally (even if the greeter is a former classmate), since their comments may be used to help make selection decisions.

At the end of the interview, be sure to (a) ask the interviewer for a business card and (b) ask the interviewer what happens next in the process and when you'll hear from them. If you do not hear back from the employer within that time, it is appropriate to follow up and reiterate your interest. Mail a thank-you letter within 24 hours of your interview. An email thank-you can precede your letter when you know the recruiter will make a decision in the next day or two. Remember, email is a professional and formal correspondence.

Keep in mind that the recruiting process is not usually over after one interview. Second-round interviews (and more) are often held on campus and/or on site at the organizations.

Canceling an OCR Interview

Canceling an interview requires several considerations. First, if the sign-up deadline listed in your J-Connect account has not passed, you can simply remove yourself from the schedule. If the sign-up deadline has passed, you will need to contact the Career Center to remove yourself from the schedule. You also will need to contact the recruiter by email or telephone to apologize for any inconvenience. Again, remember that your email should be a professional, formal correspondence.

The Career Center's recruiting policies (see Appendix A) require that interviews be cancelled no later than two business days in advance of the scheduled interview. If you cancel an interview with less than two business days notice (or fail to show up), you will need to meet with a Career Center staff member. In addition, you will need to send a letter of apology to the recruiter. This is a serious inconvenience for employers and could result in your exclusion from the On-Campus Recruiting Program.

Receiving an Offer

Make an appointment to see a career counselor if you need advice on how to handle accepting, negotiating, or declining an offer. Even though at the bachelor's level you sometimes cannot negotiate salary, you may want to ask for decision extensions before accepting the offer or to negotiate your start date.

When you accept an offer, withdraw from all other employers to which you have applied. In addition, please update your J-Connect account to reflect that you are "not searching." This will take your resume out of the Resume Referral Program and prevent the Career Center from sending emails to you about new job opportunities. Also, notify the Career Center that you have accepted an offer and stay tuned for the Graduating Student Survey, which is emailed to graduating seniors

Dress for Success

You never get a second chance to make a first impression. It is essential that you are appropriately dressed for every career event. Unless otherwise stated, business attire is expected at employer information sessions. Business attire is always expected at interviews and career fairs. It is never appropriate to wear jeans, sandals, sweatshirts, t-shirts, sneakers, or hats at recruiting events.

Different industries have different dress codes, but it is better to be safe than sorry. Beware of fashion trends that may not be appropriate or recognized by your interviewer as fashionable. If you are dressed appropriately, recruiters should not take much notice of your clothes.

Men's Business Attire

- A suit in a dark color, a long-sleeve dress shirt and a tie
- Black or dark brown dress shoes with dark socks that complement your suit
- Belt should match shoes (e.g. black shoes, black belt)
- Minimal jewelry and no cologne

Men's Business Casual

- Neat slacks or trousers
- Button down, tucked in shirt
- Professional shoes
- A jacket is optional

Women's Business Attire

- A skirt suit in a dark color, no shorter than two inches above the knee. Black, charcoal, navy and other dark colors are appropriate. Pantsuits and other styles may not be

appropriate in some interview settings.

- Conservative blouse
- Mid-heel, closed-toe dress shoes and hose
- Minimal jewelry and makeup and no perfume

Women's Business Casual

- Skirt or pressed slacks
- Blouse or sweater
- Low-heeled professional shoes
- A jacket is optional

FREQUENTLY ASKED QUESTIONS ABOUT OCR

Q: I got a message from an organization that I was preselected, but I cannot sign up in my account.

A: Employers generally have a week to review resumes after the student resume submission deadline. If an employer finishes early and emails students early, preselects still cannot sign up until the signup period has begun. You can view the signup dates in your J-Connect account under the Schedule Details for the interview in question.

Q: Why can't I submit a resume to an employer?

A: If there is no "Submit" button on the job description page for an on-campus recruiting position in your J-Connect account, this means that (a) you do not meet the criteria set by the employer for the position, (b) the resume deadline has passed, or (c) resume submission has not yet begun. You can resolve the problem by reviewing the resume submission dates and the requirements. If you feel that you meet all the requirements listed, please make sure that your J-Connect account user information is current (for example, your major, graduation date or GPA). The most common reasons for not being able to submit a resume are work authorization status, graduation date, and major requirements set by the employer.

Q: Why are only certain types of organizations coming to campus?

A: You may find that few or none of the OCR employers interest you. This is normal. OCR employers are only those that have recruiting budgets, the ability to plan hiring needs months into the future, and the need to hire several entry-level people each year. Many organizations do not fall into this category. Students interested in these types of organizations may need to use other search methods. In fact, no student should rely solely on OCR for finding a job or internship. Talk with a career counselor about how best to approach your unique job or internship search.

Q: I don't know what I am interested in... Should I drop resumes to every employer?

A: Applying for jobs that don't interest you may not bring much success. To explore what might truly interest you, make an appointment with a career counselor.

Q: *What's a Resume Book?*

A: This is a service that allows your resume to be sent to employers even when they are not visiting campus. With a resume book, the Career Center or an employer searches for students that they think would be a good fit for their position and then downloads their resumes from J-Connect. To participate in this, you need to select "yes" in the "Include in Resume Books" field under the Privacy tab of your J-Connect profile.

Q: *What do I do after I submit my resume?*

A: Instead of just waiting passively, you will want to stay active after you have dropped resumes. There are many things you can do to enhance your chances: contact JHU alumni at the organization, attend the employer's information session, speak with them at a career fair, and continue learning about the organization and the field. If you are uncertain how to proceed, meet with a career counselor to discuss strategies.

Q: *What is a preselect? What does it mean to be an alternate?*

A: If you are selected as a preselect that means that an employer has chosen you for an interview. Employers choose one preselect for each interview slot. Alternates are chosen to fill any slots not filled by preselects, which means that alternates are not guaranteed interviews.

Q: *Is there anything I can do if I am really interested in a company but didn't get an interview?*

A: Keep in mind that OCR is just one way of finding a job. Furthermore, employers that participate in OCR generally also utilize other means of finding candidates. If OCR is not working for you, try alternative strategies. Most jobs are found by networking, so checking InCircle for alumni that work at your target organizations is a great place to start. Networking is not easy, so you may want to talk it over with a career counselor.

Q: *Why do OCR employers cancel?*

A: Each recruiting season, a few employers plan to conduct interviews at JHU but later decide to cancel. Here are the two most common reasons for this: (a) In a poor economic period, hiring needs can drop and cause employers to cancel plans to interview on campus. This rarely impacts just one university. (b) The employer did not receive enough resumes from JHU students that meet their needs. If there does not seem to be adequate interest at the school to merit a visit, the employer will make a financial decision not to come. You should not assume that the employer is no longer

hiring at all simply because they are not coming to JHU. It is appropriate to follow up with the employer to inquire about an alternative application/interview process. Networking with alumni within the organization is a useful tool in this case.

OCR CHECKLIST

Create a J-Connect account.

Register for On-Campus Recruiting. (Sign the Recruiting Services Agreement, which you can get from the Career Center or download from our website at www.jhu.edu/careers.)

Browse the types of organizations participating in On-Campus Recruiting and begin researching those that interest you most.

Meet with a career counselor to talk about your overall goals and to narrow your focus (target industries, positions and locations).

Create a polished resume.

- Read the Career Center's resume handout.
- Use the Career Center's library resources.
- Attend a resume workshop.
- Have your resume critiqued by a career counselor.
- Participate in Resume Labs to have employers critique your resume.
- Ask for resume tips from alumni and faculty.

Work on your interviewing skills.

- Read the Career Center's interview handout and library resources.
- Attend an interview workshop.
- Conduct a mock interview with a career counselor.
- Participate in Interview Labs to get feedback from employers.
- Practice at home.

Meet with a MSEL librarian for assistance researching employers and your target fields in detail.

Search for alumni working at your target employers in InCircle and contact them (see the Networking handout and/or a career counselor for advice)