ON-CAMPUS INTERVIEWS

Hokies4Hire

Hokies4Hire Database

- Participate in the OCI process

- Apply to job openings posted by employers not participating in the OCI process.

- Employers can search the database of student resumes to identify potential candidates to fill their openings.

Hokies4Hire

We want your

on-campus interviewing process to be successful!

Hokies4Hire Steps to OCI Process

- Complete a profile

- Upload a resume

- Search for OCI Jobs

- Apply to OCI Jobs and sign up for OCI interviews

- View Calendar for Scheduled Interviews and Employer Information Sessions

Create/Update Your Profile

- Login to your Hokies4Hire account to create or update your profile. Once you have entered your username and password you will reach the welcome screen.

- Your Hokies4Hire profile contains personal information, academic information, career preferences, and academics

Hokies4Hire Welcome Page

Virginia Tech — Invent the Future

Division of **Student Affairs**
Career Services

KOHL'S | expect great things

Welcome to Hokies4Hire - Student Login Page

Your username is your PID followed by '@vt.edu'. If you've never used Hokies4Hire, your initial password is the last four digits of your student ID number - be sure to change it promptly by editing your profile.

Important: You should disable any popup blocker when using this site.

For more information about Hokies4Hire visit the link below:
http://www.career.vt.edu/H4H-OCI/H4HIndex.html

If you have problems logging into or questions about Hokies4Hire, please contact a member of the Career Services Staff by email at career.services@vt.edu or by calling (540) 231-6241.

Are you an Employer? **Employer Login**

getajob@vt.edu

User Name : _____ The User name field is required.

Password : _____ use the last 4 digits of your ORIGINAL student ID as your password

Login

Forgot your password?

Log Out

- Home
- Calendar
- Help/Career & Hokies4Hire Resources
- My Favorites
- My Partners ▲
- I want to ... ▼
  - CEIP Students: Report a Co-op/Intern Hire
  - View My Activity
  - Saved Searches ▲

INTERVIEWSTREAM
practice VIDEO interviews

Jane Demo

Change Password

View Profile   Edit Profile

Personal Information   Edit

All fields in your profile marked with an * are required.

Please review your personal information. Click on the [Edit] link to make any changes.

Salutation (Mr., Ms., etc.):			Allow text messages from office:
Ms.			No

First Name :	Middle Name:	Last Name:	Allow text messages for system emails:
Jane		Demo	No

User Name:
demo99@vt.edu

Allow text messages for job agents:
No

Password:
******

Email:
Lisa.boothe@VT.edu

Primary Phone:
555-555-5555

MY CAREER JOURNEY: What best describes your current need(s):
⑦
Choosing/Researching my major, Exploring career options, Interested in Health Professions as a career direction

Cell Phone:

Demographic Information   Edit

Please review your demographic information. Click on the [Edit] link to make any changes. NOTE: Ethnicity, Gender, Veteran Status and Disabled Status are not viewable by employers.

These are examples of the type of details requested/required for your Hokies4Hire Profile

Upload Your Documents

- Have your resume reviewed by a member of the Career Services Staff

- Upload to **Hokies4Hire**

- Other documents (cover letter, transcripts) can be uploaded if the employer requires these to request an interview

Document Manager

*INTERVIEW*STREAM
practice
VIDEO interviews

Documents you have previously uploaded are listed below.

- **To add a new document** - click on **Add**.
  NOTE: To upload a document it must be in either Microsoft Word, PDF or RTF format.

- **To view an existing document (PDF)** - click on **View**.
  NOTE: To view documents, you must have Adobe Acrobat Reader, available free at www.adobe.com.

- **To download a document (MS Word format)** - click on **Download**.

- **To upload a new document to replace an existing document** - click on **Update**.
  NOTE: To upload a document it must be in either Microsoft Word, PDF or RTF format.

- **To remove a document other than your default resume** - click on **Remove**.
  NOTE: If you only have one document it will automatically be the Default document. The Default document may not be removed.

Employment Related Categories

These are employment related categories.

Cover Letters Add

No Documents Found

Resumes *required Add

Default	Document	Date Submitted	Action
Default	resume2sillyfilename	3/15/2013	View | Download | Update

Transcripts Add

No Documents Found

We recommend that you upload your resume ONCE it has been reviewed by a career advisor in our office. Other documents (cover letter, transcripts) can be uploaded IF the employer requires these to request an interview.

Identifying Employers Participating in the OCI Program

- There are deadlines associated with EACH week of OCI interviews; be sure to refer to the Dates and Deadlines chart provided or review it on Hokies4Hire or Career Services website

- To identify employers interviewing through the On-Campus Interviewing Program, click on "Search OCI Program Jobs" under the On-Campus Interviewing Program Jobs menu and then click the Advanced Search option.

On Campus Interviewing Program Search

Below is the list of available jobs/schedules for which you meet the minimum requirements.

- **NOTE: Use the Advanced Search option to provide you with more filtering options to narro**
- **View jobs/schedule information** - click the job title for job/schedule details.
- **Sort the list of jobs/schedules** - click on any column heading.

Note Highlighted Search Criteria

Sidebar
- 🏠 Home
- 📅 Calendar
- 📁 Help/Career & Hokies4Hire Resources
- ⭐ My Favorites
- 👤 My Partners ▲
- 🛠 I want to ... ▼
  - CEIP Students: Report a Co-op/Intern Hire
  - View My Activity
  - Saved Searches ▲

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Keyword:

🔍 Search   Basic Search   Clear

Organization Name :

Academic Level:

Grad Range:
January ↓ 2017 ↓
August ↓ 2018 ↓
Clear

Applicant Type:

Major(s):

On-Campus Interview Date:
[ ] to [ ]

Add/Remove

Save Search

Viewing records 1 - 15 of 77 Prev | 1 2 3 4 5 6 | Next

Sort By: On-Campus Interview Date ↓ Ascending | Expand All

6194 / Software Engineer, New College Graduate
Accenture

Current Timeline Status: On-Campus Interview Date:
Request Period Open   9/21/2015

6226 / Accountants - Entry Level
Kositzka, Wicks and Company

Current Timeline Status: On-Campus Interview Date:
Request Period Open   9/21/2015

6232 / Audit Internship (Spring)
GreerWalker, LLP

Current Timeline Status: On-Campus Interview Date:
Request Period Open   9/21/2015

Requesting An Interview

- Click on a particular job to view the job description. **Important: Read the job description before requesting an interview to determine interest in the position**

- Click on "Request Interview" and select the resume you would like to submit for the job for which you are requesting an interview.

Job Details

Log Out

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Help/Career & Hokies4Hire Resources

My Favorites

My Partners ▲

I want to ... ▾
CEIP Students: Report a Co-op/Intern Hire
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Schedule 6232
GreerWalker, LLP
66711 / Audit Internship (Spring)

You qualify for job: Audit Internship (Spring)

Request Interview

Posting Information
Details of this job can be viewed by clicking job title(s) shown under "Linked To Jobs".

Schedule ID:
6232

Organization Name :
GreerWalker, LLP

Linked Contact:
Eliza Abercrombie

Linked To Jobs:
Audit Internship (Spring)

REMINDER: Read the job description to determine your interest in the position BEFORE on request interview.

Sessions

Once you have been invited to schedule an interview, click on the Interview Date you prefer below and a list of available time slots will be displayed.

On-Campus Interview Date	Additional Interview Information	Status
9/21/2015		Active

Timeline

Request Period Open:
8/12/2015 12:01 AM

Request Period Closed:
9/11/2015 11:59 PM

Accepted Students Sign-up Open:

Request Interview

Log Out

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Schedule ID:
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Organization Name :
GreerWalker, LLP

Linked Contact:
Eliza Abercrombie

Linked To Jobs:
Audit Internship (Spring)

Sessions

Once you have been invited to schedule an interview, click on the Interview Date you prefer below and a list of available time slots will be displayed.

On-Campus Interview Date	Additional Interview Information	Status
9/21/2015		Active

Timeline

Request Period Open:
8/12/2015 12:01 AM

Request Period Closed:
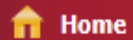
Submit Resume

Select Documents to Request Interview   **« Back**

Home

Calendar

Help/Career &
Hokies4Hire Resources

My Favorites

I want to ... ▼

CEIP Students: Report a Co-op/Intern Hire

View My Activity

Add Activity
Your request will not be submitted until you select documents and save.

Schedule: 4918

Employer: Schlumberger

Job: 42376 / Field Engineer

Category Document

* Resumes: [▼]

Transcripts: [▼]

[Request Interview]   [Cancel]

Home

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Hokies4Hire Resources

My Favorites

I want to ...

CEIP Students: Report a Co-op/Intern Hire

View My Activity

Schedule 4918
Schlumberger
42376 / Field Engineer

You have successfully submitted a request to interview. If you are selected as accepted or as alternate for this interview your status will change under "My Activity" and you will receive an email from oci@vt.edu. If you are not accepted for this interview your status will change under "My Activity" but you WILL NOT receive an email from oci@vt.edu.

You qualify for job: Field Engineer

Cancel Request

NOTE: You have submitted your request

Posting Information

Details of this job can be viewed by clicking job title(s) shown under "Linked To Jobs".

Schedule ID:
4918

Organization Name :
Schlumberger

Linked Contact:
Kathryn Orem

Linked To Jobs:
Field Engineer

Sessions

Once you have been invited to schedule an interview, click on the Interview Date you prefer below and a list of available time slots will be displayed.

Searching for Employers

- To determine whether a particular employer has scheduled an On-Campus Interview Date click on **Employer Directory**

Sign Up for Interview

- You will receive an email from oci@vt.edu (generated by our office) when an employer accepts you for an interview

- Click on the link provided in the email to log into Hokies4Hire. Click on MY ACCOUNT; MY ACTIVITY; Select schedules and click on the appropriate JOB TITLE to sign up for your OCI interview.

Interview Sign-Ups

- Once you have selected your interview time you will see a confirmation on the page indicating that you have successfully signed up for your interview time.

- After you have signed up for an interview time your "interview activity" will be moved from Pre-selection Activity to Interviews (indicating a confirmed interview). You will find Interviews under **My Activity**.

Interview Cancellations

Should you need to cancel an On-Campus Interview you can do so through the Hokies4Hire database through midnight, Thursday, prior to the next week of your interviews using the **My Account** menu tab.

Step 1: Click on **My Activity**.

Step 2: Under Activity Information, click on the **Schedules** tab; to cancel your interview click on the appropriate **Job Title**.

Step 3: Click on **Cancel Request**.

Calendar

- Click on Career Events to view all employer information sessions

  Learn more about the organization and meet employer representatives in a less formal situation than an interview. You have the opportunity to ask questions in advance of the interview.

Event Search

Event Date: **Category:**

[   ] to [   ]   [Employer Info Session ▾]   [🔍 Search]   Advanced Search   Clear

Results

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General Services Administration Information Session

Smith Career Center Meeting Room B

Start Date/Time:	End Date/Time:	Category:
10/26/2015 7:00 PM	10/26/2015 8:00 PM	Employer Info Session

Expand

Missile Defense Agency (MDA) Information Session

Smith Career Center Meeting Room B

Start Date/Time:	End Date/Time:	Category:
10/19/2015 5:00 PM	10/19/2015 6:30 PM	Employer Info Session

Expand

Halliburton Information Session

Smith Career Center Meeting Room A

Start Date/Time:	End Date/Time:	Category:
10/14/2015 6:00 PM	10/14/2015 7:00 PM	Employer Info Session

Expand

Summary

- Use **Hokies4Hire** to participate in the OCI process.

- Interviews for Fall Semester begin late September; Spring Semester interviews begin at the beginning of February

Summary

If you have questions regarding the OCI process please refer to the

Student Guide to the
On-Campus Interviewing Program
Available on your home page
under the Help/Career & Hokies4Hire Resources section

Contact the Career Services
Employer Relations staff
if you have additional questions regarding
the OCI process by calling
(540) 231-6241 or by email to careerservices@vt.edu