On-Grounds Interviewing

Handshake How To Guide for Students

UVA Career Center
Thank you for your interest in applying to postings in Handshake!

When applying for positions, it is important to represent yourself and the University of Virginia in a way that demonstrates professionalism. While we recognize not all students will participate in UVA’s On-Grounds Interview Program (OGI), it is important to be aware of the process and recruiting best practices.

*Please remember OGI is a privilege and UVA Career Center reserves the right to revoke OGI eligibility on a permanent basis for repeat offenses of program policies.*
ON-GROUND INTERVIEWS (OGI)

• Jumpstart your career by participating in the University of Virginia’s On-Grounds Interview Program!
  • Employers from all over the United States want to hire UVA students and they conduct interviews on Grounds to offer exciting full-time and internship opportunities.

• To participate in OGI, you must complete the On-Grounds Interview Orientation survey and agree to all policies. Once completed, you will then gain access to the interview section of Handshake where you can browse and apply to OGI positions.
OGI ORIENTATION

Each academic year, all students must complete the **Online OGI Orientation Agreement** before using Handshake to find OGI jobs and internships and participating in the On-Grounds Interviewing program.

Handshake will grant access to OGI opportunities within 15 minutes of completing the survey.

If you see the “Access Restricted” pop-up window (shown here) when searching for OGI associated jobs and internships, then you have not acknowledged your understanding of UVA’s recruiting policies and guidelines.

*Please use the link above to complete the survey.*
STUDENT ELIGIBILITY

• All University of Virginia degree-seeking students and alumni that have graduated in the past 6 months who agree to the OGI Policy Agreement may participate in the On-Grounds Interview Program.
• May 2021 grads have access until December 31, 2021
• August 2021 and December 2021 grads have access until June 30, 2022
• UVA College at Wise, Darden School of Business, School of Law, and UVA Medical School Students are not eligible to participate in OGI and should seek opportunities in their respective career services offices.
APPLYING FOR A FULL-TIME OR INTERNSHIP ROLE
Handshake is the ultimate recruiting platform for students! Over 22 million students and young alumni from over 900 universities currently use the platform. It's where you can find UVA career resources, apply for jobs, schedule appointments and register for career events. To access Handshake, login via your NetBadge at virginia.joinhandshake.com.

Students can easily access exclusive job listings, including full-time, part-time, internships, and on-campus jobs by going to the 'Job Search' section on the top navigation bar.

We encourage you to complete your profile in order to get the job recommendations, messages, and events that matter the most to you.
PREPARE YOUR RESUME

Want instant feedback on your resume before applying to job or internship postings this Fall? We recommend that you upload your resume to VMock – a 24-7 online resume review tool, that leverages data science, machine learning, and natural language processing to provide instant personalized feedback. Other resume resources, including tips and best practices, can also be found on the Career Center website.

The UVA Career Center team is always available to help you with your application materials. Additionally, we encourage you to connect with your school's respective Career Services office to ensure that you are putting your best foot forward and personalizing your application for job and internship postings!
Once you have logged in to Handshake, you will be able to search for opportunities associated with the OGI program, under the “On-Campus Interviews” tab in the “Jobs” menu. You will be able to filter results based on a number of different criteria.

For more information on how to use the filtering options, watch these quick two-minute videos: How to Search for and Apply to Jobs and How to Save a Job Search.
Once you have clicked on a posting from the list of search results, you will be taken to the “Interview Schedule” page connected to the opportunity. On this page, you will need to apply through one of the associated jobs to be considered for the role. Please note that some interviews have several related jobs connected to the schedule.
LEARN MORE ABOUT THE POSTING

On this page, you will be shown more information about the job or internship opportunity. Please be sure to review this information prior to submitting your application.

REMINDER: some employers may require you to apply using an external platform in addition to applying on Handshake.

If you meet all of the posting qualifications (including major, year, US work authorization, etc., you will be able to “apply” to the opportunity.
Most Handshake postings will ask you to attach your resume and cover letter prior to submitting your application.

Please be sure to review the job posting description to ensure other application materials (transcripts, writing samples, etc.) are not required.

Before submitting your application, be sure to double-check you have uploaded the correct documents.
INTERVIEW SCHEDULE TIMELINE

Employer’s application window is open and you may begin applying for the role.

You must submit your application documents by this date and time.

Students are notified of their application status by employers.

Primary candidates may begin selecting interview slots.

Additional candidates may select an interview time (if slots are available).

You must select your interview time by this date.

Your virtual interview will take place on this date.

1. Current Status
   - Pre Application Period: 25 minutes remaining

2. Apply Start
   - Wednesday, July 1st 2020 12:00 am

3. Apply End
   - Friday, July 31st 2020 12:00 pm

4. Employer Deadline
   - Wednesday, October 21st 2020 6:00 pm

5. Primary Signup Start
   - Friday, October 23rd 2020 12:00 am

6. Alternate Signup Start
   - Wednesday, October 28th 2020 12:00 am

7. Signup End
   - Thursday, October 29th 2020 11:59 pm

8. Interview Date
   - November 4th 2020
WITHDRAWING YOUR CANDIDACY

If you would like to withdraw your application, you must do so prior to the “Apply End” date listed on the Interview Schedule Timeline.

If an employer has already reviewed your application documents, you will not be able to withdraw your application.
CONGRATULATIONS,
YOU’VE BEEN INVITED
TO INTERVIEW
If you have been selected as a primary or alternate candidate by the employer, you will receive a notification from Handshake detailing next steps and information on how to signup for an interview time slot.
After navigating to the “Jobs” section, you will also notice that a new badge reminder has also been added to the header. Once in the “Applications” tab, you can review your application status for each interview schedule.
SELECTING AN INTERVIEW TIME

After clicking on the company’s interview from your list of applications, you will be taken to the schedule’s main page where you will be able to view your candidacy status (“primary” or “alternate”), review your application documents, and select your interview time.
SELECTING AN INTERVIEW TIME

During the Interview Signup Period, you will be able to select any of the available time slots associated with the interview schedule.

Prior to the “Signup End” date, you are able to switch your interview time to any available time on the schedule by selecting “switch to slot” or request a “swap” with one of your classmates. If the swap request is accepted by another student, you will be notified via Handshake.

Additional instructions on how to sign-up for your interview time slot can also be found on Handshake’s support website.
SIGNUP PERIOD REMINDERS

Please pay special attention to the “Primary Signup Start” date, the “Alternate Signup Start” date, and the “Signup End” date. If you were a selected as a primary candidate and did not select an interview time prior to the “Alternate Signup Start” date, you are no longer guaranteed an interview time as additional candidates will now be able to select a time slot.

Please be sure to select your interview time and make and slot swap requests prior to the “Signup End” date.
ON-GROUNDS
INTERVIEW LOGISTICS
Once you have been selected to interview virtually with a company through the On-Grounds Interview program and have taken a slot on the organization's interview schedule, you will be sent the virtual log-in information and details via email **no later than 2 business days** prior to the scheduled interview date. Please be sure to check Handshake to confirm your interview time.

Good Morning –

Congratulations on your invitation to interview with the University of Virginia.

Your VIRTUAL interview is scheduled to take place on Wednesday, November 4th - please be sure to check Handshake for your interview time. Prior to the start of your interview, you will log in to the company's virtual interview platform using the information (weblink, meeting ID, and meeting password) provided below.

**COMPANY Video Interview Information**

- **Weblink:** [https://virginia.zoom.us/j/1234567890](https://virginia.zoom.us/j/1234567890)
- **Meeting ID:** 123 456 7890
- **Password:** HireHoos2020
- **Recuriter Name:** Jane Smith
- **Recuriter Email:** jane.smith@company.com

*You should log-in to the platform, using the information provided above, at least 5-10 minutes prior to your interview start time shown in Handshake. The interviewer will admit you to the virtual room as soon as the previous interview has concluded.*

If you have any questions prior to your interview, please do not hesitate to reach out.

Good luck with your interview!
On the day of your interview, you should log-in to the specified platform, using the information provided in your confirmation email, at least **5-10 minutes** prior to your interview start time shown in Handshake. The interviewer will admit you to the virtual room as soon as the previous interview has concluded.

Some virtual platforms that you might be expected to use include **Zoom**, **Microsoft Teams**, **WebEx**, or **Adobe Connect**.
PREPARING FOR YOUR INTERVIEW
HOW TO PREPARE

• Before an On-Grounds interview, students should do the following:
  • Thoroughly research the organization and industry
  • Practice your interviewing skills
  • Schedule an appointment with one of our career counselors

Additional interview preparation information can be found here.

To prep for the upcoming recruiting season, please be sure to review our resources for how to “Navigate a Virtual Interview”.
DAY-OF PREPARATION

While knowing your resume, researching the company, and practicing common interview questions are important in preparing for an interview, they aren't all that counts – what you wear, how you communicate, and the questions you are prepared to ask your interviewer all matter as well.

Be sure to visit our “Day of Preparation” webpage for additional information on how to best prepare.
AFTER THE INTERVIEW

After you interview with a recruiter, the company will take some time to determine whether or not you'd be the best candidate. In the meantime, there are a few things you can do to properly follow-up. Not only can following up with your interviewer and sending a thank you note set you apart from other candidates in some situations, these extra steps also show your interviewer that you are grateful for the chance to interview and enjoyed your experience.

Check out our website for more suggestions on How to Write Thank You Letters to employers.
ADDITIONAL OGI REMINDERS
HANDSHAKE NOTIFICATIONS

To guarantee that you are notified of any status updates to OGI applications and receive your interview schedule invitations, please be sure that your Handshake notifications are up-to-date.

*We recommend that you select “email” and “notification” for all interview schedule related announcements.
• Why does the UVA Career Center have a Cancellation Policy for on-Grounds Interviews (OGI)?

  • UVA as invested time and resources cultivating partnerships with these employers. When you honor your interview commitments, you strengthen the relationship between UVA and employers, and build your reputation as a reliable candidate. Students who cancel or no-show take spots from other students and waste valuable time of recruiters and alums.
CANCELLATION & NO SHOW POLICY

• Students must honor their commitment to interview with companies. If a student needs to cancel their interview, it must be cancelled no later than 5:00pm no later than 3 business days before the scheduled interview date.

• Please arrive (log-on) 5-10 minutes prior to the start of your interviews so that you do not take the opportunity away from another student who would have signed up for your time-slot.

• If a student is reported as a “no show” two times for a scheduled On-Grounds interview, their OGI privileges will be revoked.
CONGRATULATIONS!

Congratulations on receiving an invitation to interview with one of our partner employers!

Please do not hesitate to reach out to the UVA Career Center if you have any questions or would like to set up an appointment with one of our career counselors.

Wishing you the best of luck with your interview!