

On-Grounds Interviewing

Student Orientation

UVA Career Center

INTRODUCTION

Thank you for your interest in applying to jobs 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 know that UVA strongly encourages employers to follow our [Employment Offer Guidelines](#). You can refer to these policies to better understand recruiting practices. However, these guidelines only pertain to employers who come to Grounds to interview.

IMPORTANT NOTE ABOUT STUDENT PRIVACY

In recent semesters, Handshake has added functionality for employers to search student accounts and for students to search one-another's account profiles. If you want to maintain your account privacy in Handshake, it is important you select "private" as your privacy setting in the account information section under "settings and privacy" of the platform.

The screenshot displays the Handshake user interface. At the top, there is a search bar and navigation links for Jobs, Events, Q&A, and Students. On the right, there are links for Messages, Career Center, and a user profile icon with a notification badge. A dropdown menu is open from the user profile icon, listing options: My Profile, Documents, Applications, My Interviews, My Reviews, Career Interests, Notifications (with a badge), Settings & Privacy (highlighted with an orange box), Switch Users, Help, and Sign Out. An orange arrow points from the 'Settings & Privacy' option to a larger, detailed view of the privacy settings. This view shows three options: 'Community' (Recommended), 'Employers', and 'Private' (selected with a blue dot). Below the 'Private' option, a red text warning states: "By setting your privacy to 'private', over 300,000 employers will not be able to search for you or message you about job or internship opportunities."

ON-GROUNDS INTERVIEWS

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.
- 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.

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.

STUDENT GUIDING PRINCIPLES

- To participate in the University of Virginia's On-Grounds Interview Program (OGI), students must agree to abide by the following:
 - provide accurate information about my education, experience, grades, and qualifications on my Handshake profile
 - confirm that any application materials submitted are honest, accurate, and abide by the UVA Honor Code
 - understand that by choosing to list my Handshake profile as public, all employers registered in the system may view it
 - only interview with On-Grounds employers that I have researched and who interest me
 - claim only fair and reasonable reimbursement from employers for off-Grounds interview expenses

CANCELLATION & NO SHOW POLICY

- 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.

ACCEPTING OFFERS

- Students should only accept an offer with the full intention of honoring the commitment.
- If an offer has been accepted, students should immediately withdraw from the recruiting process.
- Before backing out of a previously accepted job offer, students will contact the UVA Career Center. Not honoring my commitment to an accepted job offer is called "reneging" and students who do not abide by this policy will lose their OGI privileges for reneging on a job or internship offer.
- If an employer rescinds a job offer, students should immediately contact the UVA Career Center.
- Students will report career outcomes in Handshake or the First Destination platform (McIntire School of Commerce students only).

OGI REINSTATEMENT POLICY

- 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.
- A student's OGI privileges will be suspended following:
 - a second on-Grounds interview no show
 - a misrepresentation of student's credentials
 - reneging on a job or internship offer

OGI REINSTATEMENT POLICY

- To have OGI privileges reinstated, students must:
 - immediately schedule a meeting with a career services representative to discuss on-Grounds Interviewing policies
 - craft a written letter of apology and send to the employer
- Following your meeting with a career services representative and confirmation that an apology notes has been sent to the employer, your OGI privileges will be reinstated within two weeks
- 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.

INCLEMENT WEATHER POLICY

- If the University of Virginia is closed due to inclement weather, **interviews will not occur.**
- If the University is open, assume that your interviews will take place as planned unless you are notified otherwise by the UVA Career Center.
- If you believe that you are placing yourself at considerable risk by traveling to UVA Career Center, please speak with someone in the Career Center office by calling 434-924-8900 on the day of the interview or call the recruiter directly.

BEST PRACTICES

HOW TO PREPARE

- Before an On-Grounds interview, students should do the following:
 - Thoroughly research the organization and industry to demonstrate your knowledge and interest, and to allow more time to discuss specifics of the position.
 - Practice your interviewing skills
 - Schedule an appointment with one of our career counselors

Additional interview preparation resources can be found [here](#).

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 tips on [How to Write Thank You Letters](#).

ADDITIONAL REMINDERS

SECOND ROUND INTERVIEWS

- Second Round Interviews (sometimes referred to as a Super Day) gives students an opportunity to interview at an organization's location off-grounds and/or meet with more company representatives in a virtual format.
 - Students must honor already scheduled first-round interviews, even if invited to a second round or Super Day for a different organization that conflicts with that first round interview

If a schedule conflict arise between a first-round interview and a second-round invitation, please contact the Career Center.

OPPORTUNITIES POSTED IN HANDSHAKE

UVA acts only as an intermediary between employers posting job opportunities and candidates searching for part-time employment opportunities. All hiring and compensation for work performed by student employees is handled directly between the student and the employer.

UVA does NOT vet employers in Handshake due to the volume that request access to UVA although the Career Center attempts to screen based on basic criteria to reduce risk of fraudulent employers. The Career Center does not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender.

UVA does not guarantee or take responsibility for the truthfulness or accuracy of employer information, position listings or the hiring, recruiting or other practices of any private employer entity. It is ultimately the student's responsibility to make carefully informed decisions about the information you choose to share with employers.

Feel free to reach out to us at CareerCenter@virginia.edu or check out our blog posts for additional details on how to best perform due diligence when researching potential employers.

SAFEGUARDING YOUR JOB SEARCH

How do I safeguard my job search?

The Career Center does the best they can to vet employers hosted for On-Grounds Interviews, however, thousands of employers engage with UVA students through our 3rd-Party Recruiting Portal, Handshake. It is very important for you to educate yourself about potential scams. If you suspect that a Handshake position or employer is fraudulent, please send an e-mail to careercenter@virginia.edu and handshake@virginia.edu. If you believe you are the victim of fraud resulting from a job listing, please contact the local police as well to report the incident.

Does Handshake ask for personal information?

Handshake will never ask for sign-in credentials or personal payment through email. If you receive an email requesting these or containing unusual phrases, spelling, or grammar, please don't click on any links or reply. Forward any suspicious emails to phishing@joinhandshake.com.

Is Fraud common on Handshake?

We currently use a wide range of fraud detection methods including automatic checks, blocking known suspect email domains, and utilizing internal alerts for mismatched domains, which has helped ensure fraudulent activity is very rare on the platform (0.006% or only 1 in every 18,000 employers). We remain vigilant in our efforts to keep Handshake a safe place for students.

THANK YOU!

Thank you for completing the University of Virginia's Recruiting Policy Agreement!

Please do not hesitate to reach out to the UVA Career Center if you have any questions regarding the information found in this survey.

Wishing you the best of luck with your job or internship search this year!