2019 Spring Interview Program (SIP)
Employer Timeline and Symplicity Instructions

Spring Interview Program Timeline

Registration Period:	**Thursday, November 1 – Thursday, December 13**
Pre-select:	**Wednesday, January 16 – Wednesday, January 23**
Interview Schedules Available:	**Thursday, January 31**
OCI Dates:	**Monday, February 4 – Friday, February 15**

Registration Instructions

1. Logon to the b-Line.
- As a reminder, your email is your login. Click on **"Forgot Password",** if you forgot your assigned password.
- Click the **"Register"** button if you are a new user.

2. Click "OCI" on the left-hand menu and then on the "Schedule Request" tab. Click the "Request a Schedule" button.

3. Complete the "OCI Schedule Request" form and Click the "Submit" button. Below is an explanation of the fields included on the OCI Schedule Request form:

Mode
Select "Interview" if you plan on coming to campus to conduct interviews. Select "Resume Collect" if you do not plan on coming to campus to conduct interviews.

Locations Interviewing For
Check the cities where the positions you are interviewing for are located.

May students interview with multiple offices of the same organization
If different offices of your organization will be submitting individual schedule requests, indicate here if students can interview on more than one of those schedules. If your organization will not be submitting multiple schedule requests, click "no" here. ***NOTE: This option is not offered if doing Resume Collect.***

Days Required
Indicate the number of days you plan on coming to campus to conduct interviews. Typically, employers only select one day. ***NOTE: This option is not offered if doing Resume Collect.***

Class Years to Interview
Click on the class year you are interested interviewing. To select more than one, hold down the Control button on your keyboard and use your mouse to click on the class years.

Interview Length
You can indicate here that you will be conducting either 20 minute interviews or 30 minute interviews. ***NOTE: This option is not offered if doing Resume Collect.***

Rooms
Indicate the number of rooms you will need to conduct interviews while on campus. ***NOTE: This option is not offered if doing Resume Collect.***

Time Slot
Indicate if you would like to interview on campus for a full day, morning only or afternoon only.
NOTE: This option is not offered if doing Resume Collect.

Additional Requests/Information
This field is for additional information you would like to pass on to students. Please provide, at a minimum, the following information:

- description of the position
- any special requirements of the position (i.e., degree, language, background, etc.)
- salary
- any special materials students should bring to the interview (i.e. undergraduate transcript, cover letter, etc.)

Scheduling Notes
Enter any information you would like the Career Development Office to see, such as your preferred interview date. This information will not be viewable by students.

Policy Affirmation
In order to submit your request you will need to check the box to acknowledge that you have read and agree to the Policy statements.

4. After submitting your OCI Schedule Request, click on "Profile" from the main menu and make certain all information is complete and up-to-date.

5. You will receive a confirmation email when your registration request has been received.

How to View Students' Resumes

1. Click on "OCI" and select the "Applicants" tab to see the list of students who have applied for an interview.

2. Click the pen/paper icon in the second column of a student's record to view an individual applicant's attached documents.

How to Print Applicant Packets

From the list of students appearing on the "Applicants" tab, you can open and print an individual student's resume or you can print the resumes of all the applicants by generating a resume book.

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1. To create a resume book, click the plus [+] sign at the top of the first column to select all students.

2. Click the "Generate Resume/Application Packet" tab in the menu bar to generate a combined document file.

3. You will receive an email when the process is complete.

4. Click the "Resume/Schedule Packets" tab in the menu bar above. Use the "View/Download" tab to print all documents submitted by applicants.

5. Return to the list of students and click the [-] sign at the top of the first column to clear your selection.

How to Complete the Employer Pre-Select Process

1. From the list of interested students on the "Applicants" tab, make individual selections by using the drop down menu under "Invitation" in the last column of the applicant list.

2. If making batch selections, select multiple students by using the [+] sign at the top of the first column in the applicant list. Once selections made, click the [-] sign to clear your selection.

How to Generate and View Your Interview Schedules/Packets

1. Click on "OCI" and select the "Interviews" tab to access interview schedules. You can print individual schedules from there.

2. If you wish to print all your schedules, select the "Generate Resume/Application Packet" tab in the menu bar.

How to Indicate Interviewer Names

1. Click on "OCI" to see you schedule.

2. Click on your interview date to access the "OCI Schedule Data" screen.

3. Enter your interviewer name (s) under "Interviewer (s)."

NOTE: FOR THOSE EMPLOYERS COMING TO CAMPUS TO CONDUCT INTERVIEWS, THE DEADLINE TO HAVE ALL PRESCREENING DONE IS 5:00 P.M. PACIFIC TIME ON WEDNESDAY, JANUARY 23, 2019.