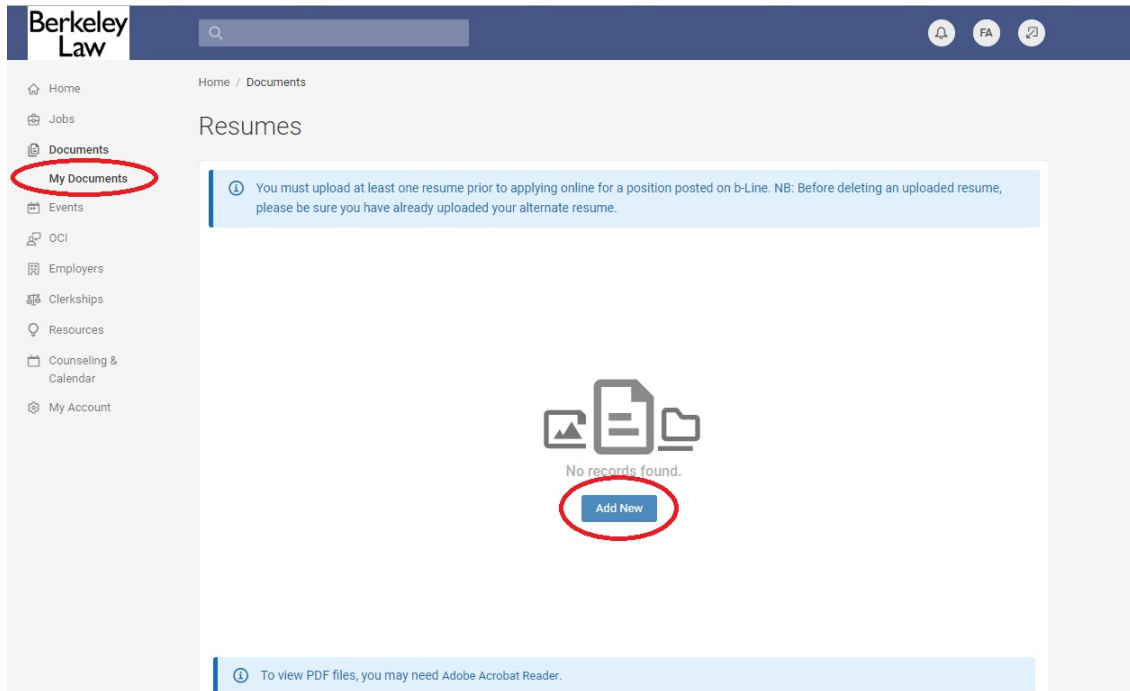
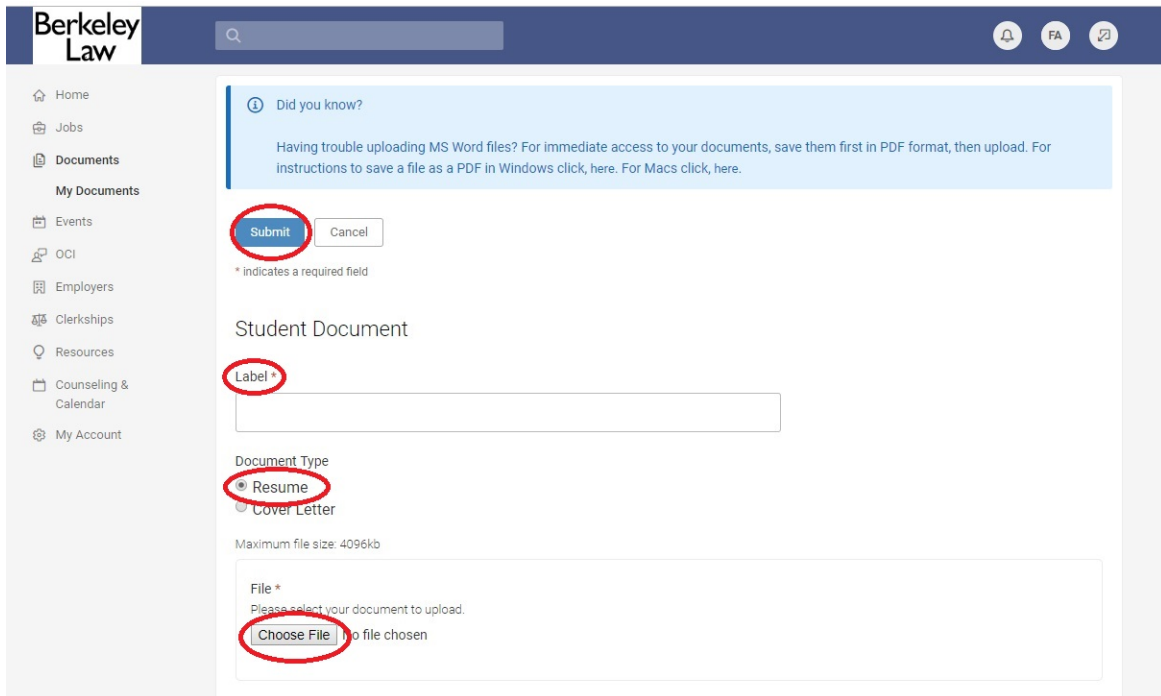


# Spring Interview Program (SIP) Instructions for Students

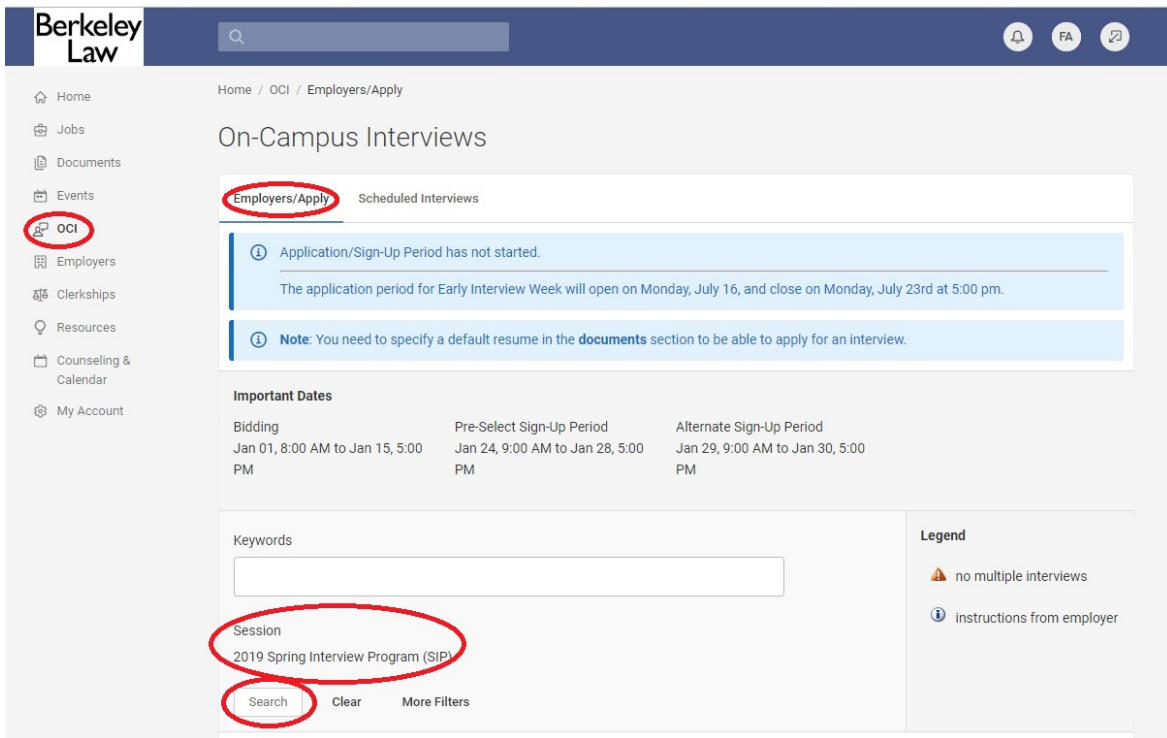
1. [Login to b-Line.](#)
2. Before you can start applying to employers in SIP, you will need to upload your resume(s) into b-Line, by going to the “Documents” tab on the left-hand menu. Select the “Add New” button either in the middle of screen or near the left-hand corner.



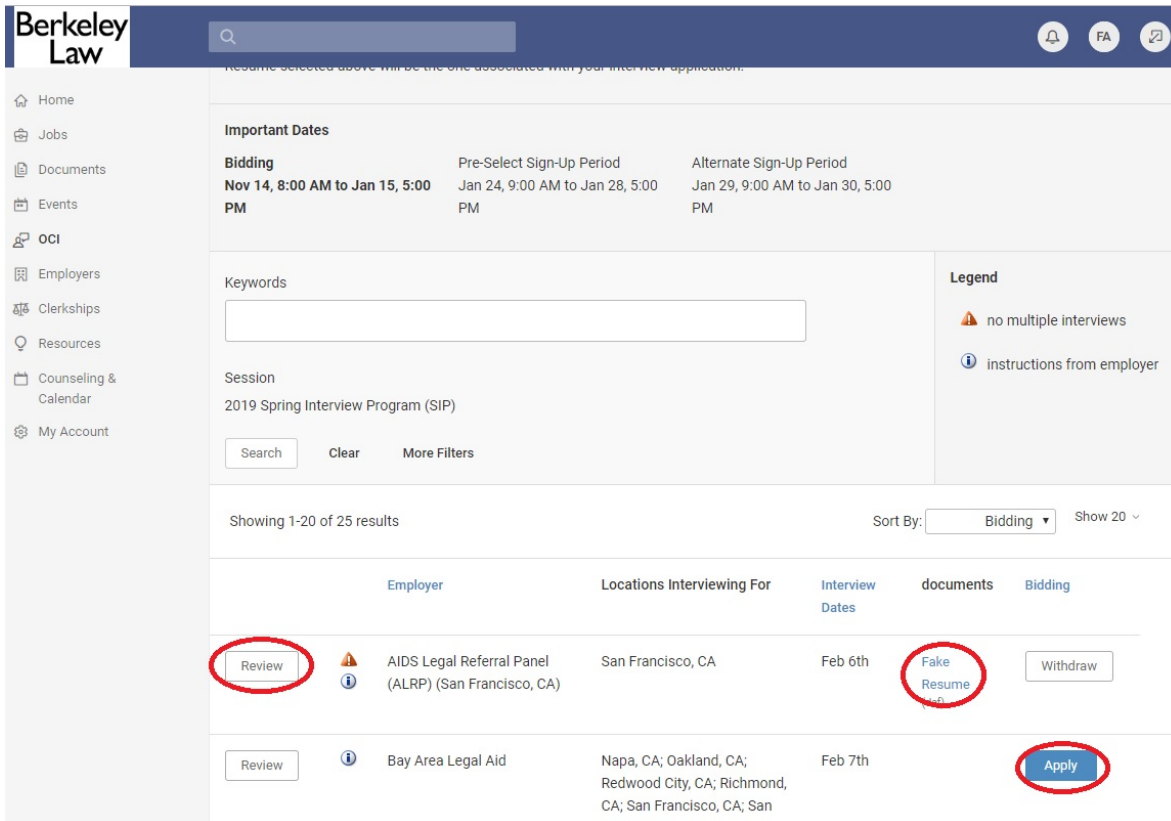
3. After you hit “Add New”, you will be taken to a new screen where you need to label your document, select the resume document type, and then browse for your saved resume. Select the “Submit” button when you are finished.



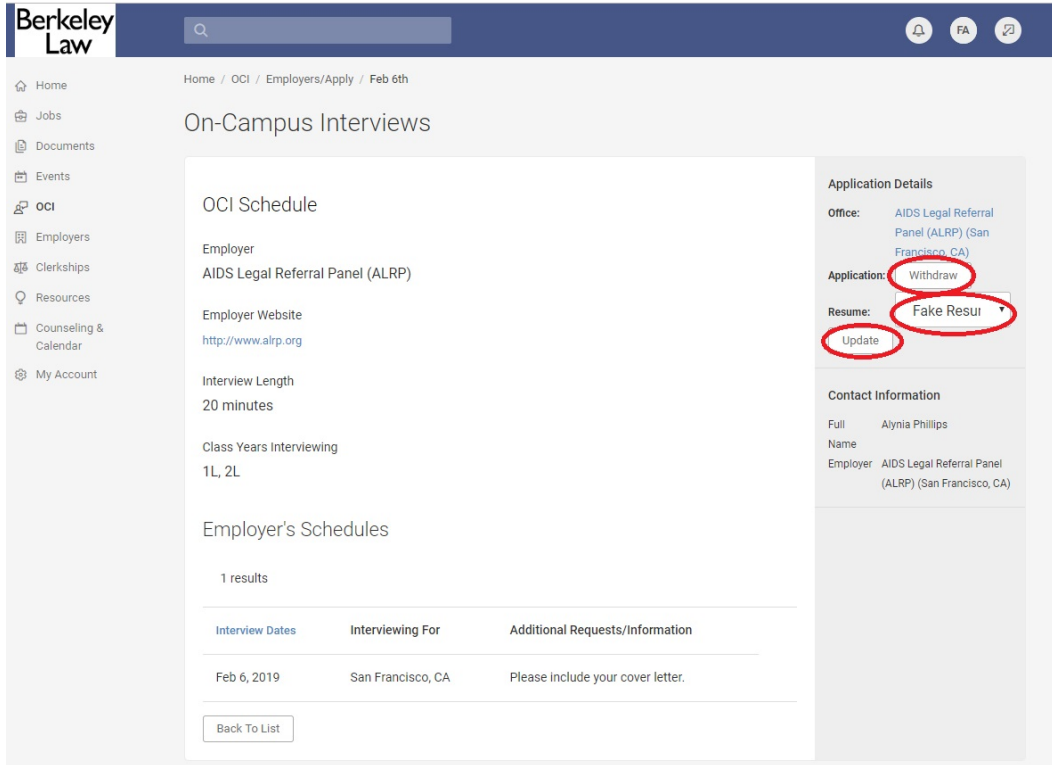
- Once your documents have been uploaded, click on the “OCI” tab on your left-hand menu. Once you arrive on the OCI page, make sure you are on the “Employers/Apply” subtab. Select that year’s “Spring Interview Program” in the “Session” drop-down menu. Then hit the “Search” button and a list of participating employers will be displayed below.



- Once the page has refreshed with the participating employers, you will notice a column that says “Bidding” on the right-hand side of your screen with a drop-down menu of numbers. To apply to an employer you will need click on the “Apply” button. Once you have hit “Apply”, your default resume will show up in the “documents” column. If you have a specialized resume for a particular employer then hit the “Review” button on the left-hand side of your screen.



6. After you hit the “Review” button, you will be taken to a new screen where you can update your application materials or withdraw your application. To withdraw your materials click on the “Withdraw” button on this page or the main page. If you would like to update your materials use the “Resume” drop-down menu to select your application materials and then click on the “Update” button. **PLEASE NOTE: your new materials will need to be uploaded in b-Line before you can make the change. You can also apply to an employer by selecting the “Review” button and selecting your materials in the “Application Details” section as well.**



**IMPORTANT SIP DATES TO REMEMBER**

12/14/2019	Review list of participating SIP employers in b-Line
12/20/2019	SIP Applications open
1/10/2020 at 5:00 PM	SIP Applications close
1/20 – 1/22/2020	If preselect, review, accept/decline interview SIP invitations and choose interview time slots in b-Line
1/23/2020	If alternate, review, accept/decline SIP interview invitations and choose interview time slots in b-Line
1/23/2020	Last day to cancel scheduled SIP interviews
1/27-2/7/2020	Attend scheduled SIP interviews

***Please let us know if you have any questions about the application process!***

***Best of Luck!***