Welcome to the Office of Career Services (OCS) Job and Internship Search and Campus Interview Program online tutorial. This tutorial will cover the Campus Interview Program, the job and internship search process in general, as well as OCS resources to help you be successful.
The mission at OCS is to educate, advise, and connect students. We offer a large suite of services to help you at any stage of your summer or full-time search.

While this tutorial focuses on the job and internship search and Campus Interview Program, we can also help you with:

- Harvard and national fellowships
- Graduate and professional school applications
- and more!

The easiest way to connect with us is through weekday **Drop-In Hours:**

- Monday – Friday
- 1 – 4pm.
The Campus Interview Program is a structured process for employer hiring. Applications and interviews are managed through OCS’s Crimson Careers database. Most organizations in the Campus Interview Program will host their first round interviews on campus, at the OCS interview facility at the Harvard SOCH in the Quad. They will have an application deadline ~2 weeks prior to the interview date and typically visit campus prior to the application deadline to meet candidates.

OCS works hard to find lots of ways to connect students to employers. The Campus Interview Program is just one way an organization might engage with Harvard. Not every employer has hiring needs that match the Campus Interview Program, which usually works best for employers with large and predictable hiring needs.
Students often report feeling like “everyone” gets their job or internship through Campus Interviews, but that is not the case. Last year about 20% of the senior class got a full-time job and about 15% of the junior class got a summer internship through the Campus Interview Program. Many students simply don’t find what they are looking for among the Campus Interview Program employers, but the process is also very competitive and time-consuming. Stop by OCS Drop-Ins to explore what you might really be most interested in or to tailor your strategy.
These are just a few examples of the organizations represented in the fall program. The main industries that are part of the program are consulting, finance, tech, and other sectors with business opportunities like consumer goods. Opportunities are added on a rolling basis to Crimson Careers and emailed out prior to the application deadline.

- As much as the Campus Interview Program tries to provide a structured process, there have been many updates to campus recruiting for Wall Street and tech in particular, and we are working with employers to incorporate their new processes. For example, many of the banks use pre-recorded video interviews in lieu of a first-round interview on campus. Some tech employers also use assessments like HackerRank prior to a first round interview. Many of these employers are still in partnership with OCS to recruit on campus through career fairs or by hosting networking and information sessions.
Application deadlines for Campus Interview Program opportunities are consolidated on specific days and managed through Crimson Careers. For example, the first application deadlines are Monday, September 9 and Thursday, September 12; application deadlines continue through October on Wednesdays at 11:59pm. Interview sign-ups are also managed in Crimson Careers. While these dates and details hold for the most part, there are some exceptions based on employer hiring requirements.
Access Crimson Careers from the OCS website. Your username is your Harvard email address and your password is your 8 digit Harvard ID number unless you have changed it. Use the Crimson Careers left navigation bar to view career fair participants, upcoming networking and information sessions, and RSVP to OCS programs and employer workshops from the events tab. Access all job and internship postings alongside campus interview program postings from the jobs and internships tab. Use the “more filters” option to search for position type “Campus Interview Program – Jobs or Internships” to see Campus Interview Program postings and sort your results by application deadline. Use the documents tab to upload resumes, cover letters, your transcript, and other application materials so that you can preview the documents and ensure that the formatting is correct. Manage your Campus Interview Program applications and scheduled interviews from the interviews tab.
The apply button and all the important dates and deadlines will be located along the right hand side of Campus Interview Program position descriptions. Find the contact information for the Harvard recruiter if they are making it available to students on the bottom right side of the position description.
• All “requested documents,” including anything in the notes, are REQUIRED.
• GPA, SAT scores, additional online applications, and any other special requirements will appear at the top of this box.

When applying to campus interview program positions, please note that employers can choose what materials they require from students. Check the “Note” area for other possible requirements, such as:
- an additional application to the company website, which must be submitted by the same date/time as the Crimson Careers deadline.
(Many employers ask that you apply in Crimson Careers AND on their websites.)
- GPA, SAT or other test scores are other possible requirements that can be listed on your resume

Documents (resume, cover letter, unofficial transcript, and/or writing sample) only appear on this application screen if they have been required by the employer.

*Note that in this example, the system will let you submit your application with only a resume selected even though cover letter & transcript are required by the employer. Make sure you submit all application materials.

The first test is whether you’ve followed directions!
MANAGE APPLICATIONS & INTERVIEWS

Scheduled Campus Interviews

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Interview Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Analyst (95755)</td>
<td></td>
<td>Oct 11, 2018</td>
<td>8:00 AM - 8:30 AM</td>
</tr>
</tbody>
</table>

Campus Interview Applications

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Interview Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative Analyst (95756)</td>
<td>Alternate</td>
<td>Oct 08, 2018 Through Oct 09, 2018</td>
<td></td>
</tr>
<tr>
<td>Research Analyst (95757)</td>
<td>Not Invited</td>
<td>Jul 25, 2018 Through Oct 09, 2018</td>
<td></td>
</tr>
</tbody>
</table>

Once signed up for an interview, you can reschedule or cancel from this screen until the Cancellations End Date. You can also click here for more logistical details about your interview.

- Navigate to the “interviews” tab in Crimson Careers to manage applications and schedule interviews.
- Select the “three dots” icon to view more details.

Campus Interview Program applications are under the interview tab.

You can view your Interview Status under the “Campus Interview Applications” section.

Possible interview statuses are Pending, Invited, Alternate, Not Invited, and Signup ended.

Click on the position title to reference the list of dates on the right hand side of the position description to find the sign-up start date. This is the date by which students should be notified whether they have been selected as invited, alternate, or not invited. If invited to interview, you will be able to click the three dots below the “invited” interview status to see the Schedule Interview option beginning on the Sign-up Start Date. For alternates, the Schedule Interview option will not appear until 12:00am on the Alternate Sign-up Start Date. Alternates are not guaranteed an interview slot, however, interview times frequently become available to alternates in Crimson Careers starting on the alternate sign up date. The Campus Interview Program team frequently contacts alternates by email or by phone to schedule an open interview time. Avoid scheduling interviews back to back as interviews frequently run late. Crimson Careers does not prevent you from scheduling interviews back to back. We recommend arriving 10-15 minutes early to an interview. Scheduled interviews will appear under the “Scheduled Campus Interviews” section.
Throughout the Campus Interview Program process, clear and timely communication is very important. Interactions with employers, while some may be more casual than others, should always be professional and demonstrate that you are someone who is ready for employment and the responsibilities that go with it.

**ON THE PHONE**
Remember to return phone calls with phone calls. Check your voice mail message to make sure it is appropriate and set-up.
Second and final round interview invitations and offer notifications frequently occur over the phone.

**ON EMAIL**
Make your emails business-like, check grammar, spelling, and format so that there is no evidence of cut and paste.
Use an email signature for communications with employers.
Note that employers may extend offers by phone or email. While you do not need to decide right away, it is important to acknowledge the offer and say thank you right away.

**ONLINE**
Edit what you have on Facebook, Twitter, etc. Make sure you know what would happen if a recruiter Googled you. Set up or update your LinkedIn profile for a professional online presence.

**IN PERSON**
Make sure to arrive on time, which means 10-15 minutes early for interviews. There is no Harvard time. For dress, OCS recommends business casual for career fairs and other employer events, and corporate attire for interviews. See the OCS Pinterest pages for tips on dress.
**Interview Policy**
Only students that have applied to employers through Crimson Careers can interview with employers on campus.

**Cancellation Policy**
Students can cancel an interview in Crimson Careers until 9am two calendar days before the interview (prior to the cancellations end date listed on the position description in Crimson Careers).
Students cannot cancel a 1st round interview to attend a 2nd round.

**2nd Round Interview Policy**
Employers must give students a minimum of 72 hours notice to leave the Cambridge area.
Students cannot cancel a 1st round interview to attend a 2nd round.

The Campus Interview Program has policies and procedures to maximize the opportunities for students while ensuring fairness among students, among employers, and in their interactions with each other. Make sure you are cognizant of these policies as you participate.

If you have a conflict regarding a second round interview, you should have a conversation with the employer about your other options. Although students are concerned that this is an awkward request, employers are expected to give you a second option for your second round interviews. Campus Interview Program policies and staff are here to support you through this process.
No Show Policy
Not showing up for an interview can result in removal from the Campus Interview Program, including inactivation of your Crimson Careers account.

CONTACT US:
617-495-2598
ocsrec@fas.harvard.edu

You are responsible for all interviews in “Scheduled Interviews” on Crimson Careers.

Not showing up for an interview can result in removal from the Campus Interview Program, including inactivation of your Crimson Careers account.

If there is an emergency, contact the Campus Interview Office as soon as possible at 617-495-2598 or ocsrec@fas.harvard.edu.
Offer decision timelines. If you received a full-time return offer from a Campus Interview Program summer internship, you should have until October 10th to make a decision. If you receive a return summer-internship offer from a Campus Interview Program summer internship, you should have until October 24th to make a decision. If you receive a full-time or summer intern offer as a result of the fall Campus Interviews, then you should have until November 7th or three weeks from the date of offer, whichever is latest, to make a decision. We encourage students to be active decision makers. OCS is here to help with offer questions and decision making.
Keep in mind that most students are really only looking for their next 1 or 2 year experience as opposed to their lifelong career. We have pretty much retired the “career” word at OCS. When we look at the Senior Survey data, we can bust a lot of myths about students’ next steps after graduation. For example, last year 23% of students entered Finance and Consulting, which means that 77% of students did not. Note that the largest group of Harvard students go directly to graduate or professional school. When considering your next steps, OCS has many resources to help you be successful. The following applies both to a Campus Interview Program search and job or internship searching in general.
OCS programs in 19 different cluster areas ranging from Architecture to Global Health. Navigate to the Career Pathways section of the OCS website to learn more and explore diverse career options at over 100 programs planned for this fall. Edit your preferences on your “This Week at OCS” email to indicate your interest areas and receive additional notifications regarding your interest areas. While our advisers specialize in many areas, they are also happy to speak with undecided students and help you explore opportunities broadly.
At OCS we often refer to the job and internship search as a contact sport, because you have to meet people in order to learn what is out there and what might be a good fit for you.

Take opportunities to demonstrate your interest and your “soft skills,” like your communication skills and your poise under pressure.

Do everything you can to get your resume to the top of the pile
  Show your interest in-person or connect with an alum through LinkedIn or by using the Harvard Alumni Association directory

Don’t do things that take your resume out of the pile
  Watch out for typos, misspellings, and other errors
The networked approach is the most effective way of finding summer and post-graduate experiences. We recommend that students take initiative and be proactive. Be resilient and adaptable if your first plan doesn’t work. Make professional connections that will help you land a summer internship, first job and other opportunities later on. Connect online through LinkedIn, OCS Firsthand Advisers, and the Harvard alumni association directory.
OCS hosts nearly 20 career fairs and industry expos each year, bringing over six hundred employers to campus. Events are scheduled to reflect employer hiring periods—several non-profits and start-ups that use “just-in-time” hiring will be on campus in the spring semester.
OCS also arranges many other opportunities to interact with employers at networking & information sessions, panels, and other programs and events. Always check our Calendars for the most accurate and up-to-date information. Note that there are two calendars, the OCS Panels & Workshops Calendar and the Employer & Graduate School Calendar.

Remember - Career events and employer sessions are not limited to Campus Interview Program employers, nor do students have to be registered with the Campus Interview Program in order to attend. Many employers only visit campus ONCE, perhaps as part of a panel, fair, or expo. Look ahead on the calendars and don’t miss your chance!
Crimson Careers is where you will find jobs and internships specifically for Harvard students. Note that the vast majority of opportunities are not part of the Campus Interview Program.
Access UCAN for additional summer internship postings.
OCS has many resources to help students prepare application materials. Our resume template, available on the OCS website, is a great place to start. Employers have indicated that the format of your resume should not be a distraction. Use the template or a similar clean format so the content of your resume can be easily accessed. Stop by OCS drop-ins to get a resume or cover letter review from an adviser before submitting your applications.
OCS also offers many resources to help students prepare for interviews. Access online tools that OCS has licensed free of charge from the OCS website such as Vault, which has guides and interview tips by sector, InterviewStream, which allows you to practice an interview any time using a webcam, OCS Firsthand Advisers, which makes it easy to connect with an alum over the phone for a career chat, resume review, or mock interview, and CaseQuestions Interactive, Marc Cosentino’s case interview preparation site.
APPLICATIONS & INTERVIEWS

• “Unofficial Transcript” must be Unofficial Transcript from my.harvard.edu/registrar or copy of Official Transcript only
• Misrepresenting yourself can be an Ad Board/Honor Council offense

OFFERS & NEGOTIATIONS

• Don’t need to disclose all information, but information you provide needs to be accurate
• Do need to negotiate in “good faith”

While you don’t always need to “show all your cards” when you interact with employers (like revealing to a consulting firm that you are also interested in Procter & Gamble), you do need to be acting in “good faith” and providing accurate information. For applications & interviews, note that misrepresenting yourself can be an Ad Board/Honor Council offense. For offers, the first step is to acknowledge the offer by saying thank you. For offers extended over the phone or in-person, ask for additional details in writing. For offers extended by email, write back as soon as you receive the message and inquire about setting up a phone conversation to discuss your offer. Connect with an OCS adviser for help evaluating your offer or contact us via ocsrec@fas.harvard.edu if you have a time-sensitive concern.
To complete registration for the Campus Interview Program you must take and *pass* the online quiz with a score of 80% or better. Find the Quiz by clicking or copying the link on this slide (https://harvard.az1.qualtrics.com/jfe/form/SV_0BsefGE2FQm3PJr). Please note it will take approximately one business day to activate your Campus Interview Program access in Crimson Careers. Although Campus Interview Program application deadlines are at 11:59pm, our hours are 9am-5pm. Do not wait until the last minute to test your account.

Contact the Campus Interview Program office with any questions at ocsrec@fas.harvard.edu or by calling 617-495-2598.