Notes:

● Please refer to this CareerNet OCI Terminology Cheat Sheet - it will help you interpret the language used in CareerNet.

● Get to know the “OCI Logistics” section of your CareerNet profile - that is where you will take all action in the OCI process and where information you need will be found.

● Contact careernet-haas@berkeley.edu with all OCI questions.
Before the Interview (Application Process)

OCI Must Do’s Before You Leave for Winter Break

OCI Certification
Communication Preferences in CareerNet
Complete Applications BEFORE the deadline
Be aware of all deadlines throughout the process
Update OCI Availability

Looking in CareerNet - OCI vs. Job Posting
Grades, Transcripts, GMAT Scores
International Students - Work Authorization?

After You Have Applied

Haven't Heard Back From Employer (Invite Lists)
Received An Auto-Email About An Interview, but I Can’t Accept/Decline in CareerNet
Interview Times and Conflicts
What does it mean to be an Alternate?
How and When do I Cancel an Interview I Already Accepted?

On the Day of the Interview

What to Wear
Who to Call If Running Late
Interview Locations
What Not To Bring on Interview Day

After the Interview

Thank You Email to Interviewer
Accepting Offers

Click here to return to Table of Contents
FAQ: How should I manage my OCI planning with Winter Break coming up?

Good question! Please see the five things we recommend you do before going on break:

1. **Complete OCI certification.** When you log into CareerNet, choose “OCI Logistics” from the left hand option bar. If you don’t see any OCI opportunities available, then it means you are either Ineligible or your certification is Incomplete. Email mbacareers@haas.berkeley.edu to find out why. If you're interested in participating in OCI and aren't sure what OCI Certification entails, check out Participation Requirements on the CMG Resources page.

2. **Set your communication preferences and create job search agents.** Doing these two things will help make sure you are always in the know regarding the areas you are most interested in.

3. **Complete your OCI applications before the deadline.** Don't risk having poor / no internet connection wherever you may be. CMG does not have 24/7 customer support to help you troubleshoot CareerNet application issues at 10:59pm. Please set yourself up for success and submit early.

4. **Review the invite dates and accept deadlines of all the companies you will or have applied to.** If a company’s accept deadline falls during a time when you will be on holiday, be sure to make a note of this so you do not forget to accept (or decline) your interview invitation by that date.
   - If for some reason you will not have internet access on the date of one of our accept deadlines, please reach out to us at careernet-haas@berkeley.edu and we can help come up with an alternative plan of action.
   - Know that these dates can vary, but most interviews fall within these deadlines. Always double check in CareerNet to confirm.

### Internship OCI Calendar

<table>
<thead>
<tr>
<th>Interview Week</th>
<th>Application Due by 11pm</th>
<th>Invited by 9am</th>
<th>Deadline to Accept/Decline by 12pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 6 - 8</td>
<td>Nov 27</td>
<td>Dec 6</td>
<td>Dec 11</td>
</tr>
<tr>
<td>Jan 13 - 16</td>
<td>Nov 27</td>
<td>Dec 6</td>
<td>Dec 11</td>
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<tr>
<td>Jan 21 - 23</td>
<td>Jan 2</td>
<td>Jan 8</td>
<td>Jan 10</td>
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<tr>
<td>Jan 27 - 30</td>
<td>Jan 8</td>
<td>Jan 15</td>
<td>Jan 17</td>
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<tr>
<td>Feb 3 - 6</td>
<td>Jan 15</td>
<td>Jan 22</td>
<td>Jan 24</td>
</tr>
<tr>
<td>Feb 18 - 20</td>
<td>Jan 29</td>
<td>Feb 5</td>
<td>Feb 7</td>
</tr>
</tbody>
</table>

*Click here to return to Table of Contents*
5. **Update your OCI Availability** as listed under your CareerNet profile. CareerNet works to find a best fit for the most people possible, so you increase your chance of getting a conflict-free interview time if you update this.

   ○ You can do this by going to “My Profile” > “Set OCI Availability”
   ○ Remember to continue to update this if your availability tends to change from week to week. This is most important before a Accept/Decline deadline passes for an OCI you've applied to as interview schedules are automatically run that day based on what students have inputted into their “OCI Availability”

**FAQ: How do I know the difference between an OCI Visit and a regular job posting in CareerNet?**

- If looking under “Opportunities” in CareerNet, you will see an “OCI” field. If Yes, this is a first-round On-Campus Interview. If No, it is a job posting and interviews are conducted at the employer's discretion. (CMG has no control or knowledge of the interview dates, location, etc).
- If looking under “OCI Logistics” in CareerNet, you will ONLY see OCI Visits that are currently scheduled to be on-campus and available to you.
  ○ Internship seeking students (1Y FT MBA and 2Y EW MBA) will only be able to see Internships.
  ○ Full-Time seeking students will only be able to see Full-Time (2Y FT MBA and 3Y EW MBA).
  ○ MBA/MPH dual degree students will be able to see both internship and full-time opportunities.

**FAQ: What do I do if a recruiter asks for my grades, transcripts or GMAT scores?**

We reiterate to recruiters every year that there is a student elected grade non-disclosure policy, but some company websites still ask for the info. In general, you can put N/A or 0 for this in the application. If a recruiter asks for your transcripts offline, remind them of the policy and let them know that you'd be more than willing to provide that information when you get called back for second rounds. More language can be found on the [CMG Resources site](#) under Grade Non-Disclosure Policy.

Feel free to reach out to the relationship manager who is in that company’s industry if you are getting any resistance on this, and he/she can reach out to the recruiter on behalf of the entire MBA class.

Regarding GMAT scores, we do not have any such policy, so we would suggest offering this information when asked. Some company recruiters have notified us that providing a strong GMAT score when asked carries weight in their hiring decisions.

**FAQ: Can I apply for a job if I’m international and it says US Work Auth Required?**

Unfortunately, you cannot. We recommend that you respect the company’s wishes and apply for jobs that are marked as “Open to All” or “All May Apply”. We update this information in CareerNet as soon as we have it available, so keep checking for “All May Apply” positions that come up.

*Click here to return to Table of Contents*
After You Have Applied

FAQ: I submitted my application in CareerNet, but still have not heard back, and the Invites Due deadline has since passed. What is going on?
Occasionally, firms need a little extra time to get us their invite lists, so no need to panic if your status is still "Applied" after the Invites Due deadline has passed. Rest assured that we are working to get the list of invited students inputted by companies as soon as we can! We will extend the deadline for you to respond if a company is late to input selections.
- Once the company finalizes its list, you will receive an automatic email notification and your status will change accordingly (Invited / Not Invited) in CareerNet under “My Applications”.

FAQ: I got an email in CareerNet letting me know that I have been invited to an interview. Yay! Now what?
Don’t delay! Respond to your interview invitation before the deadline by accepting or declining in CareerNet under “My Invites”. You will see an “Action” link under “My Status” in order to do so. The deadline is usually a Friday at 12pm (two days after receiving the invite).

FAQ: I got an email in CareerNet letting me know that I have been invited to an interview. However, when I log in to accept, there is no option to do so - am I doing something wrong?
Sometimes companies enter their interview selections prior to the “Invites Due” deadline (usually a Wednesday at 9am). Please be patient: after the “Invites Due” date/time passes, the system will switch over and the option to either Accept/Decline will appear under “My Invites” for you.

FAQ: How do I know what my interview slot time is? And how do I swap it if it doesn’t work for my schedule?
You will not know the time of your interview until after the Accept/Decline deadline passes and the schedule is run. It usually takes a couple hours after the deadline for you to receive that automatic email and view your assigned interview slot in CareerNet under “OCI Logistics” > “My Interviews”. (Tip: Sort your list by Visit Date to see interviews by date)

To swap your interview slot with another student, use the “Swap” function to request time changes with other candidates on the respective interview schedules. Note that after the Swap Deadline passes in CareerNet for each interview schedule, no changes can be made to your time slots, so put in your Swap requests early! Swap requests expire after 24 hours, and you can enter multiple swaps at a time--once

Click here to return to Table of Contents
one is accepted by your classmate, the other swap requests you entered will be canceled. So, you are encouraged to enter multiple swaps at the same time to maximize your chances and to limit back and forth swap requesting.

- Note that back-to-back interviews may appear as "conflicted" (end time of previous = start time of next), but it is fine for you to keep those interview times as all interviews will occur in Chou Hall and you will be able to make it to the next interview quickly.
- If no one is able to swap with you and you cannot interview at your assigned time, please contact the CMG via careernet-haas@berkeley.edu to help troubleshoot before approaching the Recruiter.

FAQ: What does it mean if I am an "Alternate?"
If a company marks you as an “Alternate”, it means they have placed you on the waitlist for an interview slot. As an alternate, you still need to respond by the accept/decline deadline, or you will not be promoted should a slot become available. Only alternates that have accepted can be added to the interview schedule.

- Example: If you're Alternate #2, that means two students on the list have to decline their interview invitations and/or cancel for you to be promoted to an interview slot.
- Once the Swap Deadline (i.e. Final Deadline) has passed on an OCI Visit, there will be no further changes and you should not expect to get an interview.

FAQ: What if I can no longer attend my interview date or am no longer interested in the role anymore?

**WANT** to interview, but can’t be on-campus the date the company is on campus:
If you realize that you cannot be on campus for the interview date specified in CareerNet, then you should reach out to the company contact to see if they are open to virtual interviews or possibly rescheduling your interview to another day. Please cc the careernet-haas@berkeley.edu email so that we can remove you from a schedule and/or know that you are interviewing virtually at your assigned time.

**DON’T WANT** to interview and it is BEFORE the Swap/Final Deadline
If you withdraw from an interview schedule prior to the time that it is finalized for the recruiter (as published in CareerNet), there is no penalty for canceling. Decline your interview slot in CareerNet and email the company contact immediately to let them know as a courtesy and benefit to your own reputation. This helps ensure that companies have positive interactions with students at Haas and want to continue to recruit here.

**DON’T WANT** to interview and it is AFTER the Swap/Final Deadline
Canceling after the schedule is finalized is not acceptable. A warning will be issued for the first offense and additional offenses will result in revocation of your OCI privileges for the duration of the academic term. Please make sure to make an appointment with a CMG Coach or Relationship Manager to talk through your reasons before you make a final decision.

**RECEIVED A JOB OFFER** from another company and it is AFTER the Swap/Final Deadline
You may not cancel on short notice because you have received a job offer; you must have accepted and reported an offer in CMG BEARS in order to be removed from future interview schedules without penalty.

*Click here to return to Table of Contents*
Please make sure to make an appointment with a CMG Coach or Relationship Manager to talk through your reasons before you make a final decision. Once you have reported, please contact careernet-haas@berkeley.edu to ask to be removed from the schedule. Once CMG acknowledges this change, you will also want to email the recruiter to apologize and explain your reasons for removing yourself.

We recommend following through on scheduled interviews for several reasons:
1. Safeguards against verbal offers falling through for a multitude of reasons.
2. Keeps your options open - Companies that aren’t your top choices might surprise you and competing offers can be valuable for negotiation as well.
3. Protects reputation - both yours and Haas’. Dropping off an interview schedule days before it happens not only impacts a company’s relationship with Haas, but also reflects poorly on your reputation with that company and in some cases - that industry.

More language can be found on the CMG Resources site under Policies & Professionalism

On the Day of the Interview

FAQ: What should I wear for my interview?
Dress code should match what you know of the company culture. Business formal (suits) are normal for all Investment Banking and Consulting roles. Business casual is usually appropriate for Tech/CPG roles unless otherwise specified by the company or Relationship Manager. If you are interviewing with a CPG company like Levi’s or Nike, it is usually recommended to wear their brand. If you are ever unsure what to wear, please reach out to the respective Relationship Manager.

FAQ: Who do I call if I’m running late for the interview?
The best thing to do is send a quick email to careernet-haas@berkeley.edu with an update of how late you are going to be and the best phone number to reach you. The CMG staff member managing OCI that day will be checking that email and can respond quickly.
• The individual CMG staff managing the schedules each day changes and we are not at our office desks when this is happening, so there is no one phone number that is best to reach someone. Please make sure to read any pre-interview logistics emails from CMG as they may include a cell phone of the person assigned that day, but know that emailing the inbox above will always get a response during business hours - and especially during OCI season.

FAQ: Where are interviews held?
All OCI will be happening in Group Study Rooms in Chou Hall, unless there is a major exception (that you would be emailed directly about). We ask that all students check-in with a CMG staff member on Level 3 of Chou Hall before being directed to the exact floor/room.

Click here to return to Table of Contents
• It is important you allow plenty of time for your commute so you have time to settle in. It can take up to two hours to get to Haas from the South Bay.
• If any previously scheduled on-campus interviews switch to Virtual, you will be notified via email and arrangements will be made directly with the recruiter.

FAQ: What should and shouldn’t I bring with me on interview day?
• Do bring pen & paper, as you might need them for case interviews.
• Do not bring copies of your resume, as we will provide them for recruiters.
• Do not bring bags you won’t want in the interview room. Please take advantage of the lockers on campus or kindly ask the CMG staff member when you check-in if you can leave your bags with them.

After the Interview:

FAQ: How do I get the contact info for my interviewer after I have been interviewed? Should I ask him/her for a business card?
No need to ask for his/her business card. On interview day, we will email you a spreadsheet with the interviewer’s contact information. Remember to write a thoughtful thank you note as soon as possible.

FAQ: I got an offer from a company and I have accepted it! What now?
Congratulations, you’re hard work has paid off! First, report your offer into BEARS! (Along with any other offers you received but didn’t accept!)

If you have other on-campus interviews scheduled that you need to remove yourself from because you have accepted an offer (not just received!), please do so in CareerNet before the Swap/Final Deadline. If after the deadline, please refer to this section.