

The HIRE System on www.hireosugrads.com allows subscribers to sign up for on-campus interviews. Check your calendar on the HIRE System to find upcoming interviewing dates, career fairs and other events. Also, be sure to prepare for interviews by participating in Mock Interview Days, interviewing with a career consultant and/or by using Interview Stream, an online mock interviewing system.

Signing up for On-Campus Interviewing

1. Log in to the HIRE System on www.hireosugrads.com. If you need help with this process, please see the Ready Reference "About the HIRE System."
2. Select On-Campus Interviewing from the toolbar.
3. Click on Sign Up for Interviews I Qualify For.
4. After the list comes up, you must apply for the position in order to be considered.
5. You will then receive an e-mail notifying you of your status. You can be accepted to interview, declined to interview or chosen as an alternate. If the employer responds with a yes, you must choose an available time slot to interview.

Interviewing On Campus and No Show Information

- Dress appropriately. Ladies: a nice suit with pants or a longer skirt, neutral-colored blouse, closed-toed shoes, minimal jewelry and natural makeup. Gentlemen: a professional suit, button-up shirt, professional tie, and dress shoes.
- Act professionally. You can learn how to act in an interview by reading our Interviewing Ready References, participating in Mock Interview Days, or practicing interviewing with a Career Consultant and/or using Interview Stream, an online mock interviewing system.
- Plan ahead. If at all possible, avoid canceling interviews. If absolutely necessary, you may cancel an interview through the Applications section by 4:00 p.m. two business days prior to the interview.
- If you know you are not going to be able to make an interview, please call OSU Career Services at (405) 744-5253 to notify us of your decision.
- Late cancellation, which is less than 24 hours notice in advance of the time of the interview, or failure to appear for a scheduled interview will result in restriction from the on-campus recruiting program. A stamped letter to the employer explaining the absence must be brought to OSU Career Services, along with a copy for OSU Career Services' files, within one week of the cancellation. Access to the HIRE System will be blocked until a copy of the apology letter is received.
- After two no shows or cancellations, a meeting with OSU Career Services administration will be necessary to determine eligibility for continued participation in the program.
- If an employer must change or cancel a campus visit, OSU Career Services will notify students as quickly as possible via e-mail or phone. Please ensure that your current e-mail address and phone number are listed on your HIRE System profile at all times.