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IMPORTANT REMINDERS BEFORE YOUR BEGIN BIDDING.

1. ***Do NOT wait until the last day to begin submitting your bids***. The high volume of activity in the final days of bidding slows the system down significantly and you are more likely to experience technical problems. Avoid the drama – don't procrastinate!

2. You do NOT need to make all your bids at one time. We recommend you ***bid in stages***. You can always go back into HCO, add, delete, or change your bids and application materials up until the bidding deadline.

3. ***ALL BIDDING MUST BE COMPLETED BY THURSDAY, JULY 7TH, 5:00 PM PST.*** After that time, you will not be able to add, edit, or delete bids or application materials on HCO. ***Missing the bidding deadline because of a technical issue is still a missed deadline.*** The Career Office will not be able to help you!

4. ***Employers cannot see your rankings***! But it is necessary that you rank your bids for the computerized lottery system.

5. ***Resume Collection applications do not count toward your 35 bid max*** although they are assigned a ranking.

6. Pay attention to employers outside of San Francisco! We know you love SF but consider ***maximizing your opportunities by bidding on employers located in Oakland or the Silicon Valley***. Exclusively bidding on SF employers will reduce your odds of getting an interview because you're competing with a larger pool of candidates – be a big fish in a small pond!

7. Watch out for Career Office emails regarding ***underbid employers***! Almost every year, some employers do not receive enough bids to fill their interview schedule. The Career Office ***may*** re-open bidding for a few days after the bidding deadline to allow you to bid on these schedules.
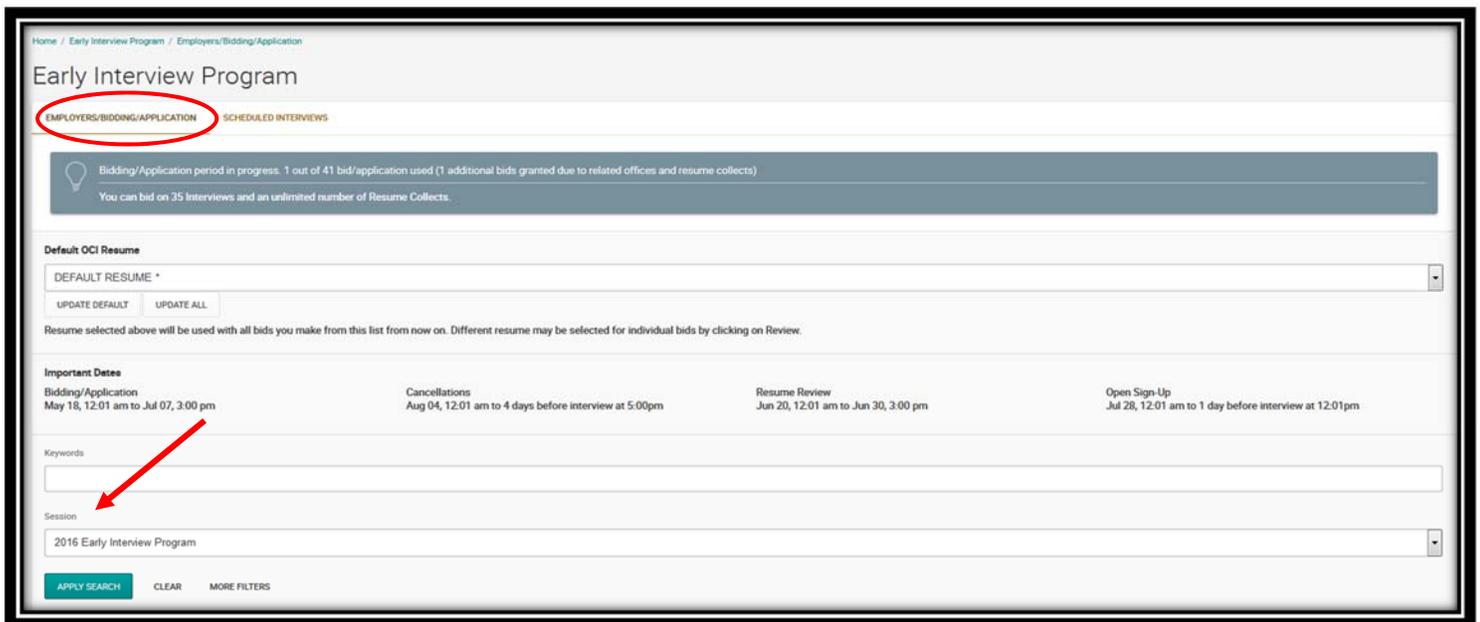
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1. **YOU MUST COMPLETE A SUMMER ON HCO BEFORE YOU CAN BID.** Please refer to the <u>Summer Survey section</u> of this Handbook for more information.

2. After you log-on to HCO, click on the "Early Interview Program" tab on the left navigation bar.
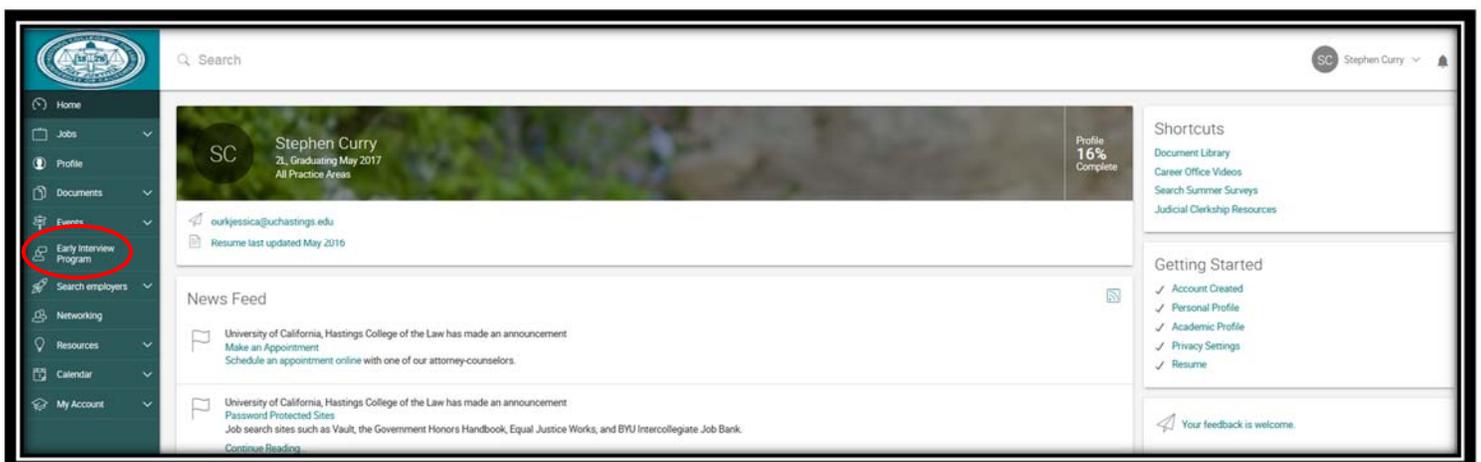
3. This should automatically direct you to the "Employers/Bidding/Application" page, which lists the employers participating in EIP. Please confirm you are in the "2016 Early Interview Program" session.

4. Click on the "Review" button to the left of the employer name you would like to bid on. You will be directed to the employer's "EIP Schedule" page.

5. You will submit your bids from the employer's "EIP Schedule" page by submitting the requested application documents under "Bid/Application Details" on the top right of the "EIP Schedule" page.

    a. Please pay careful attention to the "Additional Requests" section of the employer's "EIP Schedule." Employers often provide bidding instructions or make additional requests (e.g., students must select one office as a primary office of interest; students must bring a copy of their transcript to the interview; etc.) ***Please do not overlook this important information***.

    b. Rank your bid for the employer by selecting a number from the "Bid/Application" dropdown menu.

        i. ***Resume Collection applications do not count against your 35 bids, but you will have to rank them***. When you rank a Resume Collection, an additional ranking number (above 35) will appear in the ranking dropdown menu. For example, if you apply to two Resume Collections, you will see the numbers 1-37 when you go to rank another employer.

        ii. To a small degree, you can rank "strategically." You may want to give a high ranking to an employer that is a "reach" for you to increase your chances of being selected for an interview through the lottery system. Please remember, this is NO way to guarantee being selected for a lottery interview. That's why it's a lottery!

    c.   Select the requested application documents from the drop-down menu. Carefully review the application documents requested by each employer and, if you haven't already, prepare and upload those documents to HCO (see the "Uploading Application Materials on HCO" section of this Handbook for more information).

    d.   To successfully bid on an employer, you must upload all application documents required by an employer. You will only see dropdown menus for the documents required by an employer. For example, *if there is no "Cover Letter" dropdown menu, then the employer does not want a cover letter*. Do not submit other documents unless requested by the employer.

    e.   Enter your Preferred Location(s) if relevant.

    f.   Click on the teal "Apply" or "Update" button to submit/update your bid.

    g.   Remember: Use your "Back to List" button at the bottom of the employer EIP Schedule to navigate through HCO.

6.   How to Update or Delete Bids.

    a.   You cannot duplicate rankings (i.e., you cannot rank two employers #1). When you bid on an additional employer, the "Bidding" dropdown menu will show an * next to the number ranking you've already used. HCO will prompt you to update your rank for the other employer.

    b.   If you want to delete a bid: (1) simply change the ranking to "no bid" from the "Bidding" dropdown menu on list of the employers page; or (2) delete your bid from the employer's EIP Schedule page by changing the "Bid/Application" dropdown menu to "no bid."

BIDDING ON HCO