

UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW
OFFICE OF PROFESSIONAL DEVELOPMENT
2019 SPRING RECRUITING INSTRUCTIONS

I. 10 SIMPLE STEPS TO SPRING RECRUITING

Step 1: Review *this entire document*. Log in to Symplicity. Review employers seeking bids.

Step 2: Research employers that interest you and for whom you qualify.

Step 3: Prepare application materials (i.e. resume, cover letter, and writing sample) *specific to each employer* to whom you apply.

Step 4: *Upload documents for each employer* and submit your applications (bids) by deadline. Your bids for each employer will appear as “Pending” in Symplicity.

Step 5: Your friendly OPD staff will prepare and send your applications to employers.

Step 6: Employers review applications and alert OPD to which students are selected for interviews.

Step 7: Students selected for interviews will receive an email from Ms. Reh. In addition, the Symplicity homepage will indicate that the employer has made its selections, and the “Pending” status in Symplicity will change to either “Accept Pre-Select” (received an interview) or “Not Selected” (not given interview).

Step 8: If selected for an interview, log in to Symplicity to choose an interview time.

Step 9: Prepare for interview by reviewing documents provided to you in the *OPD Job Search Handbook* (also posted in Document Library on Symplicity). Practice interviewing, know your resume, and prepare questions for each employer.

Step 10: Be confident and rock your interview!

II. FREQUENTLY ASKED QUESTIONS

1. Can You Give Me a Quick Overview of OCI and How it Works?
2. What Happens After I Submit My Application Materials?
3. What if I Fall Just Outside an Employer’s Hiring Criteria?
4. How Do I Research Employers Not Recruiting on Campus?
5. What if I need to Make a Change to My Documents or Want to Withdraw My Application After I Submit? Is There any Advantage to Submitting My Materials before the Deadline?
6. How Do I Know If I Have An Interview?
7. What if I Want to Cancel an Interview or Need to Miss an Interview?
8. What Materials Do I Prepare For OCI Bidding And Interviews?
9. Do any Public Service Fellowship Employers Interview On Campus for Summer Interns? If so, How does the Process Work?
10. Where Should I Go If I Have Questions?

1. Can You Give Me a Quick Overview of OCI and How it Works?

Spring OCI is when employers recruit on Campus, mostly for positions for next summer - 2019. “OCI” stands for “On Campus Interviews” and begins on Tuesday, February 12th. You may start applying immediately and the first submission deadline is January 29th (14 days before February 12, the first day of OCI). There are typically about 30-35 employers from a variety of legal settings including private firms (large and small), government agencies (e.g. Public Defender’s Office) and corporations (e.g. Churchill

Downs) that participate in spring recruiting at the Brandeis School of Law. Most are from Kentucky but a few are from surrounding states.

Students interview during Spring OCI for summer associate, law clerk or legal intern positions. Most positions are for the summer (2019) but a few employers may want students to continue into the next school year (Fall 2019). Each employer will provide information about their position, what they are seeking in candidates, and the duration of the position in the OCI job announcement on Symplicity. To view individual OCI job announcements: Select “OCI” from the left-hand navigation menu on Symplicity, choose the “2019 Spring Recruiting” session from the drop down menu (if it does not default to this session), and then click the “Review” button to the left of each employer’s name.

You have until 14 days before the date the employer is scheduled to come on campus to submit your materials through Symplicity. Applications are always due by 10:00 a.m. on the due date. [See the *Submission Timeline Flowchart* at the end of this document for more information on submission timelines.]

NOTE: If you are unfamiliar with Symplicity, full instructions on how to use the system to apply to OCI are available in the document entitled *2019 OCI Symplicity Procedures*, which is available on the Document Library.

2. What Happens After I Submit My Application Materials?

After you submit your application materials, the OPD staff reviews, bundles, and submits your materials to the employer. Each employer selects which students they want to interview and those students’ sign up for interview times through Symplicity. On campus interviews normally last 20 minutes.

After the interview, the employer selects their “finalists”. These students will be invited to a second interview at the employer’s location where they will meet with more attorneys and compete with law students who are finalists from other law schools for an offer. A few employers may not require a second interview, but most OCI employers will require it. Each employer will notify students of their hiring procedures during the interview.

After callback interviews, normally within 1-2 weeks, the employers make their hiring selections and directly notify the students. Students are strongly encouraged to keep the OPD staff updated with your progress throughout the hiring season. This will allow the staff to better assist you as well as keep abreast of where employers are in their hiring processes. Therefore, please do your best to update the OPD staff as to your employment status.

3. What if I Fall Just Outside an Employer’s Hiring Criteria?

Class Rank Cut-offs:

Preferred Cutoffs: If an employer lists “**Preferred**” hiring criteria including a rank cutoff, the employer is trying to show students the criteria they normally use to hire but that they are flexible. Therefore, if interested, apply. The employer will accept applications from all candidates.

Required Cut-off with “Buffer”: If an employer indicates in their hiring criteria that they have a “**Required**” GPA or class rank cutoff, only application material from students who meet the employer’s required ranking criteria or fall within a 10% buffer will be submitted. For example, if an employer requires the Top 25%, the OPD will submit application materials from students who are in the Top 35% of the class -- but not in the top 45%. The OPD provides this “buffer” in order to encourage employers to consider excellent candidates who fall beyond their rank cutoff. Students who fall within this “buffer”

are consistently selected for interviews so if you have the opportunity, you are encouraged to use the “buffer” option and apply to employers.

1Ls, if you do not have a class rank at the time you submit your materials because the law school has not yet provided it to you, then you can disregard the above requirement since you cannot comply. Once ranks are available, these employers will likely request updated resumes from you. However, if you would like to roughly judge where you may fall in your class before official ranks are released, the OPD provides rank cutoffs from the previous semester on its website.

4. How Do I Research Employers?

Since most employers do not come on campus to recruit, students must apply to them by directly contacting the employer (this is appropriately called “Direct Contact” or “DC” since you initiative the contact rather than the employer). OCI should be seen as the “tip of the iceberg” and students are encouraged to work with the OPD staff to learn how to find employers in different markets around the U.S. A few helpful resources are listed below.

- **NALPdirectory.com:** The NALP directory is a “one-stop shop” for researching larger law firms hiring summer associates in the U.S. It provides law students with the expected number of 2018 summer associate positions available and salaries for all firms listed. It allows students to perform searches, download firms to spreadsheets, and create mail merges. As a Brandeis student, you have free access to the NALP directory resources and should use your UofL email address if prompted.
- **www.Martindale.com:** This site directs you to the names of law firms and alumni in different cities and provides you with information on the firms including attorney lists and practice areas. Although Martindale will not tell you whether the firms are hiring, it does provide links to the firms’ websites and is much more inclusive than the NALPdirectory.com, allowing you to search for small and midsized firms.
- **Lists of Larger Law Firms for Louisville & Surrounding Cities:** The OPD has lists of the largest firms in markets in Indianapolis, Cincinnati, Nashville, Atlanta, Chicago, Northern Kentucky, Southern Indiana and Lexington available to students via the Documents Library on Symplicity. There is also a full list of all Louisville firms, not just the largest, available in the Library.
- **USAJobs.gov, PSJD.org, the Government Honors & Internship Handbook and the Public Policy Handbook:** For federal government jobs, www.USAJobs.gov should always be your “go to” resource. In addition, the Government Honors & Internship Handbook, located at <http://arizonahandbooks.com/u/louisville> (password: *cardlaw*) is also an excellent resource for government jobs – federal as well as state and local positions. This Arizona Handbook website also contains a very useful job bank for public policy positions (Click “Public Policy Handbook” when you enter the site.). In addition, www.PSJD.org is the largest public service jobs database for law students and lawyers in the U.S. and should not be missed.

For all of the above resources, the OPD staff is happy to assist and answer questions.

5. What if I need to Make a Change to My Documents or Want to Withdraw My Application After I Submit? Is There any Advantage to Submitting My Materials Early? (Before the Deadline)?

If you need to revise a document after you have applied to an employer or withdraw your materials, Symplicity allows you to do so. Just click on the “Withdraw” button. However, you may only make

changes up until the submission deadline for the employer. After that, you may no longer adjust your documents. If you realize there is a problem after the submission deadline, contact Ms. Reh or Dean Hajek.

There is no strategic advantage to submitting your materials early. They will not be sent to the employer until after the submission deadline (see Submission Flow Chart below). The only advantage you may want to keep in mind for submitting early, other than getting it off your “to do” list, is that the OPD staff will have your documents early and may be able to review and notify you if there are any problems with your application paperwork. If you submit on the last day, the office usually cannot provide detailed review of your documents.

6. How Do I Know If I Have An Interview?

For On-Campus Interview Employers, students are notified three (3) different ways when employers make their interview selections:

- (1) Debra Reh, the OCI Coordinator, sends an e-mail to all students who are selected for an interview and notifies them to sign up for an interview time;
- (2) The original “Pending” status in Symplicity’s OCI module next to the employer’s name changes to either “Accept Pre-Select” or “Not Selected” based on whether a student receives an interview.
- (3) The OCI announcement on Symplicity’s homepage is updated to reflect that the employer has made their interview selections.

Employers have up until 2 days before the date they are scheduled to come on campus to identify which students they wish to interview. Most employers contact the OPD at least 4-5 days before the interview date with their list of interviewees. Check your e-mail often to see if the employer’s list has come in. If contacted by the OPD that you have an interview, you must go onto Symplicity to sign up for your interview time. Interview times are allotted on a first-come, first-served basis. Interview rooms will be noted on Symplicity.

It is your responsibility to check to see if you have received an interview and to sign-up for an interview time. As noted above, interview sign-ups are on a first-come, first-served basis. This means you will often not get your preferred interview time.

If you must miss class for an interview, please let your professor know ahead of time that you will be arriving to class late or leaving early. It is at the discretion of the professor if you miss class due to an interview whether to consider it an “excused” absence. You are strongly encouraged to notify your professor immediately if you must miss a class. If you continually miss the same class as a result of scheduling interviews, please contact Ms. Reh in the OPD to see if an alternate arrangement can be made.

For Resume Collect and Direct Contact Employers, once the OPD sends your application materials to the employer, they will contact you individually if they would like to set up an interview with you.

PLEASE NOTE:

- After bidding ends, (a/k/a the deadline closes and you have applied to an employer), the status of your application will display "**Pending**" in the Invitation column. If you have been invited to interview with an employer, it will change to read "**Accept Preselect**" under the Invitations section. Please check

Symplicity daily for an updated list of which employers have informed us of the students they would like to interview.

- If you are selected for an interview, you will receive an e-mail from Ms. Reh letting you know to login and select an interview slot for that employer and your invitation status will change to "Accept Preselect."
- If an employer is listed on the Symplicity homepage as having already informed the OPD as to which students they would like to interview and your invitation status changes to "Not Selected" it means you were not selected for an interview with that employer.

REMINDER: It is each student's responsibility to regularly review announcements on the Symplicity homepage and read emails from the OPD for changes to interview information. Throughout the Spring Recruiting season, there will be a number of changes communicated to you, so please stay current with announcements so you don't miss opportunities.

7. What if I Want to Cancel an Interview or I Need to Miss an Interview?

If you submit a resume to an employer for an interview, you are agreeing to interview with the employer if selected, unless you have accepted another job offer or an emergency arises. Failure to attend an interview for which you have been selected because you have "lost interest", have a "new conflict" that has arisen, will miss class, or have mistakenly scheduled an interview with another employer, are not acceptable reasons to cancel an interview. Employers get upset when students use these excuses and it reflects negatively on not only you, but on the Brandeis School of Law and other students interviewing with the employer. Therefore, if conflicts arise, please contact the OPD as soon as possible to discuss options and quickly resolve.

Students who miss an interview will also need to write a letter of apology to the employer and provide the Office of Professional Development a copy of the letter. Failure to comply with this policy will make a student ineligible to participate in OCI and possibly future recruiting activities on campus. Any exceptions to this policy will be made on a case-by-case basis.

If due to emergency or illness you are unable to keep your scheduled interview, you **MUST** inform Debra Reh (dkreh@louisville.edu or (502)852-6368) or Dean Hajek (laurel.hajek@louisville.edu or (502) 852-6096) as soon as possible.

8. What Materials Do I Prepare For OCI Bidding And Interviews?

- **Resume:**
All employers will require an updated resume. Students are expected to follow the rules for resumes outlined in the *Job Search Handbook*. More than one version of your resume may be uploaded to Symplicity. When applying, Symplicity will show you all the versions you have uploaded and you may select the version you would like to submit for each employer. The Office of Professional Development staff is available to review your resume and provide feedback.
- **Transcripts:**
When you upload your transcript to Symplicity it must be a PDF. To obtain an unofficial copy of your transcript, which is sufficient for all employers recruiting through OCI, go to ULink and select Student Services. Scroll down until you see "Transcripts". Select "View/Print Unofficial." Contact the Registrar's Office if you have trouble. Some employers, especially ones in Intellectual Property, may

request you submit an undergraduate transcript in addition to your law school transcript. If so, please order it as early as possible from your undergraduate institution, since it may take your school a number of weeks to send it to you.

REMINDER: If you attended UofL for your undergraduate degree, you must print out your entire transcript and then **scan only your law school transcript**. ULINK will automatically provide a transcript listing all classes and grades from all schools you attended at UofL. Therefore, you need to manually remove everything from your transcript except your law school classes and then rescan it to a PDF. Unfortunately, there is no easier way to resolve this issue.

- **Cover Letters:**

For on campus recruiting, most employers will require cover letters as part of your application materials. You will be able to view employers' required hiring criteria and application materials under the OCI Tab. Symplicity allows students to upload multiple cover letters under the Documents Tab. When you upload your cover letters, you should label each letter the name of the employer to which you are applying (e.g. "DPA Cover Letter"). The employer does not see the label you give to the cover letter submitted on Symplicity. Similar to resumes, the OPD staff is available to assist you if you have any questions or would like your cover letter to be reviewed.

- **Writing Samples:**

Employers generally prefer writing samples demonstrating your best legal analysis in 7-10 pages. Writing samples uploaded to Symplicity that are substantially longer than 10 pages will not be submitted. If you have a writing sample you would like to use but it is longer than 10 pages, you must take an excerpt from the writing sample and prepare a cover page notifying the reader what you have done. A chapter in the *Job Search Handbook* (also available in the Document Library on Symplicity, called "Guide: References & Writing Samples") covers writing samples and cover sheets in more depth. Also, please note that your writing sample should be your own writing. If you want to submit a work that is co-authored, (i.e. memos from Professor Walker's class) you must speak with Dean Hajek or Ms. Reh prior to submitting the document.

- **List of References:**

If an employer requests references, you will need to prepare a list of 3-4 individuals and contact information (preferably at least one law school professor and one employer). For more information on preparing a list of references, see the References & Writing Samples chapter in the *Job Search Handbook*.

- **Letters of Recommendation:**

It is not common for employers to request letters of recommendation during OCI. Most employers request only Reference Lists. However, be sure to read the employer criteria carefully to see if any employers to which you are applying require letters of recommendation, as you need to contact your recommenders as soon as possible.

9. Do any Public Service Fellowship Employers Interview On Campus for Summer Interns? If so, How does the Process Work?

The Greenebaum Public Service Program was proud to offer 50+ students fellowship funding last summer through endowments and federal work study. This spring the Greenebaum Program will again allow 1L and 2L students to apply for summer funding. While most of the funding goes to students who secure their

own summer positions, three fellowships place students with specific employers through the OCI process. These employers are:

- Metro Public Defender's Office (Louisville)
- Legal Aid Society (Louisville)
- Kentucky Department of Public Advocacy (Public defender offices throughout Kentucky)

These employers will be coming on campus to recruit students in late February/early March. If you are interested, you may apply through the Spring OCI process. Each employer has at least one to two summer funded fellowships for 1Ls or 2Ls through the Greenebaum Program for \$3,750. If you are hired by one of these agencies, you will be paid over the summer through Greenebaum funding or federal work study from the Greenebaum Program. These funds are processed by the Financial Aid Office (FAO) so you cannot take a summer course if you wish to receive this funding. This is due to the procedures for awarding funding through the FAO.

Interested students should apply through the OCI process described in this document. Detailed information about each fellowship is listed for each employer under the OCI menu option in Symplicity. Questions may be directed to Dean Hajek or Jina Scinta.

10. Where Should I Go If I Have Questions?

All members of the OPD Staff are happy to answer questions and assist you with Spring OCI. However, if you have specific questions about the following, you may want to try the listed person first:

- **Using Symplicity and uploading documents for OCI:** Debra Reh at dkreh@louisville.edu (room 184)
 - **Preparing a strategy for OCI/Selecting employers:** Dean Hajek at laurel.hajek@louisville.edu (room 182)
 - **Public Service Employers hiring timelines and hiring criteria:** Dean Hajek at laurel.hajek@louisville.edu or visit room 182; Jina Scinta at jina.scinta@louisville.edu (room 180)
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III. DEFINITIONS

- **Bidding:** Bidding is the process of applying to employers. Please review the class year and location for which the employer is hiring in addition to hiring criteria. To make a bid, click on “Apply” for each employer and upload the requested documents.

Student applications are sent to employers at the close of application period in a packet prepared by the OPD. The employers review the resume packets and determine which students they would like to interview when they come to UofL to recruit.

- **On-Campus Interviewing (OCI):** OCI is the process through which employers, predominantly large and mid-size law firms, visit law schools in August/September and again in February/March nationwide to interview and hire students. Employers typically want to interview students to work as “summer associates” or “summer law clerks” the following summer. However, some employers’ interview 3Ls for permanent employment following graduation and a few employers may also seek students to work as law clerks during the school year.

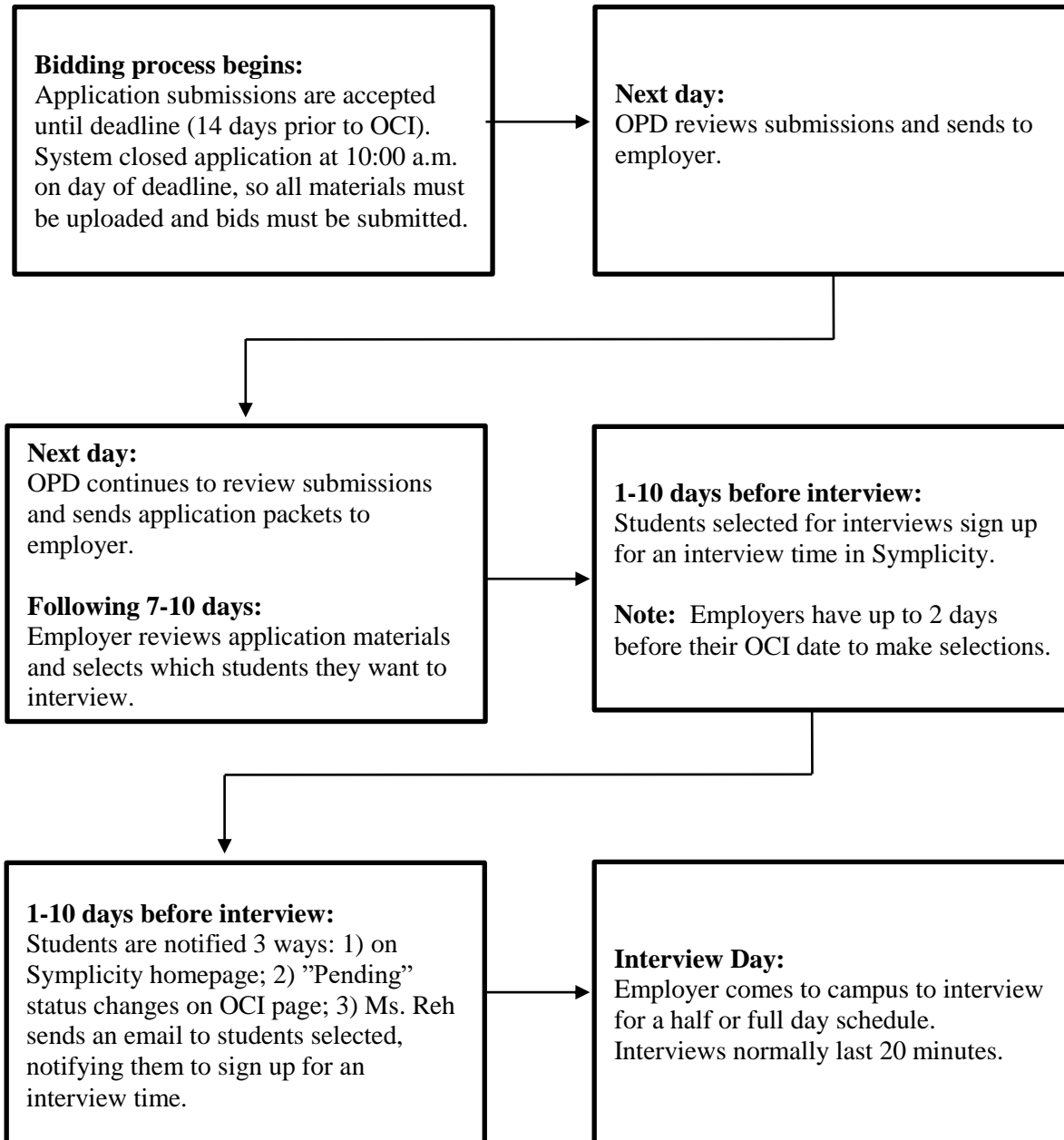
At UofL, students submit their application materials for OCI via Symplicity, the career services on-line database. The deadline to apply for each employer is 2 weeks (14 days) before the date the employer will be coming on campus.

The Office of Professional Development (OPD) forwards application materials submitted by students to the employers, who in turn review the materials and select the students they wish to interview. The OPD notifies the students who were selected to interview and then they are able to schedule an interview through Symplicity.

- **Resume Collection (RC):** The Resume Collection service is offered to employers who are unable to visit campus to recruit UofL students. These employers have asked the OPD to collect resumes from students and send them on a designated date. Application materials must be submitted via Symplicity by the deadlines announced in Symplicity. Students selected for interviews are contacted directly by the employer and will be asked to go to the employer’s location for their initial interview.
- **Direct Contact (DC):** Students who are interested in Direct Contact employers will submit their cover letter, resume, and any other required documents directly to the employer. While some employers contact the OPD to let us know their hiring requirements, many do not and it is the student’s responsibility to research employers to find when they begin taking applications. Materials are not submitted to the Office of Professional Development for processing, but the OPD staff are available to assist, provide guidance, and review materials. Keep in mind that most employers outside of Louisville will expect students to take the initiative and directly contact them if you are interested in employment.
- **Summer Associate:** Some law firms (mainly large firms) recruit students to work in full-time positions during the summer. These firms observe and review each summer associate’s work to decide whether to offer that student a full-time associate attorney position starting after graduation. Almost all firms offering summer associate positions are listed in www.NALPdirectory.com which provides extensive information on large law firms including number of positions open with firms, salaries, numbers of attorneys at each firm practicing in different practice areas, and diversity statistics. Summer associate positions at these firms are extremely competitive and firms usually hire students in the top of the class.

IV. SUBMISSION TIMELINES FLOWCHART

OCI deadlines are 2 weeks (14 calendar days) prior to the actual on campus interview date. Materials must be uploaded for the employer under the OCI menu option on Symplicity by **10:00 a.m. on the due date**. See the OCI flowchart below.



*The first deadline date to submit materials for Spring OCI is January 29th.

HINT: the OCI page on Symplicity will show application deadlines interview dates for each employer.