

UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW
OFFICE OF PROFESSIONAL DEVELOPMENT
2022 FALL RECRUITING INSTRUCTIONS

The purpose of this handout is to assist Brandeis law students with the 2022 Fall Recruiting process. It contains the following sections:

- I. 10 Simple Steps to Fall Recruiting**
- II. Frequently Asked Questions**
- III. Definitions**
- IV. Flowchart for OCI Submission Timelines**

Questions about any materials contained in this handout may be directed to Dean Donna Lee (donna.lee@louisville.edu).

I. 10 SIMPLE STEPS TO FALL RECRUITING

- Step 1:** Review this entire document and then log on Symplicity and review employers seeking bids.
- Step 2:** Research employers that interest you.
- Step 3:** Prepare application materials (e.g., resume, cover letter, and writing sample) *specific to each employer*.
- Step 4:** Upload documents for each employer on Symplicity under the OCI module and submit your applications (bids) by the deadline. Your bids, once submitted, will appear as “Pending” in Symplicity.
- Step 5:** Your friendly OPD staff will prepare and send your applications to the employers once the application period closes.
- Step 6:** Employers will review the applications and notify the OPD as to which students they have selected for interviews if recruiting on campus (OCI). If it is a Resume Collection (RC) or Direct Send (DS), the employer will directly contact those students it wishes to interview.
- Step 7:** Students selected for on campus interviews will receive an email from Dean Lee. In addition, the Symplicity homepage will indicate that the employer has made its selections, and the “Pending” application status in your Symplicity account for this employer will change to either “Accept Pre-Select” (received an interview) or “Not Selected” (not given interview).
- Step 8:** If selected for an on-campus interview, log into Symplicity to choose an interview time.
- Step 9:** Prepare for your interview by reviewing Interviewing materials provided in the *Brandeis Job Search Handbook* (located on the intranet and on Symplicity’s Document Library). Practice interviewing, know your resume, and prepare specific questions for each employer.
- Step 10:** Be confident and rock your interview!
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II. FREQUENTLY ASKED QUESTIONS

- 1. Can you give me a quick overview of Fall Recruiting and how it works?**
- 2. What happens after I submit my application materials?**
- 3. What does it mean when an employer lists preferred 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? 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 (e.g., I accept a job offer before my interview date) or need to miss an interview (e.g., illness, religious day of observance)?**
8. **What application materials should I prepare for fall recruiting?**
9. **Are there opportunities to interview on campus for paid public service fellowships for next summer? If so, how does the process work?**
10. **Will COVID have any impact on how recruiting will be conducted this fall?**
11. **Where should I go if I have questions?**

1. **Can You Give Me a Quick Overview of Fall Recruiting and How it Works?**

Fall Recruiting, also called “Fall OCI” is when employers recruit on campus, mostly for positions for next summer - 2022. OCI stands for “On Campus Interviews” and begins on Tuesday, August 9, 2022.

You may start applying immediately to employers listed in Symplicity. The first submission deadline is July 26, 2022 (14 days before August 9, 2022, the first day of interviews). There are typically about 30-35 employers from a variety of legal settings including private firms (large and small), government agencies and in-house legal departments that recruit on campus at the Brandeis School of Law. Most are from Kentucky, but a few are from surrounding states. In addition, there are many employers who either requested a Resume Collection (RC) or a Direct Send (DS) requiring students to directly send application materials to them.

Students interview during Fall Recruiting for summer associate, law clerk, or legal intern positions. Most positions are for the summer 2023. A handful of employers will also be hiring 3Ls for entry-level attorney positions but keep in mind that the on campus recruiting process is not the typical hiring vehicle for 3L post-graduate jobs. Some employers may be seeking 2Ls/3Ls to for part time law clerks to start immediately during the fall semester. Each employer will provide information about their position, qualifications they are seeking in candidates, and the duration of the position in the job announcement on Symplicity.

Employers who participate in Fall Recruiting have three different options they may use for recruiting students:

- **On Campus Interview Process:** Employers come on campus to interview students. This method is known as “**OCI**” for **On Campus Interviewing**.
- **Resume Collection Process:** Employers request that the OPD staff gather application materials from interested students and send to them in one packet on a certain date. Then, the individual employers will review the materials and select which students they wish to interview. Each employer will directly contact the students they wish to interview to schedule an interview time, either in person at their office or virtually. Under this recruiting method, the OPD staff is not involved with scheduling interviews. This method of recruiting is known as a “**RC**” for “**Resume Collection**.”
- **Direct Send Process:** Employers ask the OPD staff to advertise their summer job announcements to interested students through the Fall Recruiting process. However, students must directly send their application materials to the employer via email (the OPD staff will not collect and send the materials) or apply directly through a submission portal on the employer’s website. The employers will typically

review applications as they are received and contact those students they wish to interview directly. This method is known as **“DS” for Direct Send**.

To view individual job announcements in the 2022 Fall Recruiting session: Select “OCI” from the main navigation menu on Symplicity, choose the “2022 Fall Recruiting” session from the drop-down menu (if it does not default to this session), and then select “Scheduling”. The full list of employers seeking candidates from your class year will appear. Click the “Review” button to the left of each employer’s name in which you are interested.

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 *Flowchart for OCI Submission Timeline* at the end of this document for more information on submission timelines.]

NOTE: If you are unfamiliar with Symplicity, step-by-step instructions on how to use the Symplicity to apply for Fall Recruiting employers are available in the document entitled *OCI Symplicity Procedures for 2022 Fall Recruiting*, which is available on the Document Library in Symplicity.

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 any employer who requested a Resume Collection (RC) or an On Campus Interview (OCI).

- If you submitted your materials for a Resume Collection (RC), you must wait to hear from the employer as to whether you are selected to interview. Most employers will respond within 1-2 weeks, others take longer.
- If you submitted your materials for an On Campus Interview, the employer will review the application materials submitted by you and other students and notify the OPD as to which students they wish to interview. The OPD staff will notify those students selected to interview via email to sign up for an interview time through Symplicity. On campus interviews normally last 20 minutes.

After the initial interview, no matter which recruiting method, the employer normally selects their “finalists” who are invited to a second interview at the employer’s location. This second interview is called a “callback interview”, and students meet with more attorneys and compete with other law students who are finalists for an offer. A few employers do not require a second interview and make their offers after the initial interview. Each employer will notify students of their hiring procedures during the initial interview.

After callback interviews, normally within 1-2 weeks, the employers make their hiring selections and directly notify the students. Students must keep the OPD staff updated with your progress throughout the hiring season. This will allow the OPD 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.

3. What does it mean when an employer lists preferred hiring criteria?

If an employer lists preferred hiring criterion in their job announcement (e.g., a background in finance or accounting preferred), the employer is trying to show candidates the typical skills/backgrounds they typically seek but encourage all interested students to apply.

4. How do I Research Employers?

Since most employers in the U.S. do not recruit at Brandeis unless they are located near the law school, you must find their hiring details and apply directly to them. Fall Recruiting employers provided by the OPD are the “tip of the iceberg” in terms of job opportunities and you are encouraged to research and learn about the different job search tools and databases available to assist you with your job search.

A few helpful resources that law students regularly utilize are listed below. This is only a starter list and not exhaustive. Please contact the OPD for additional resources that may be helpful to your specific job search.

- www.nalpdirectory.com: The NALP directory is a “one-stop shop” for researching larger law firms hiring summer associates in the U.S. and Canada. It provides law students with the number of summer associate positions available, information about the law firm, and salaries for all firms listed. It also 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 enter your UofL email address if prompted. If you are interested in a summer associate program at a larger firm your second summer, you are encouraged to research them in the NALP directory and apply between late June and early August.
- www.Martindale.com: This site, managed by Lexis, 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 www.NALPdirectory.com, allowing you to search for small and midsized firms (not just large firms), and a few other types of employers.
- **Lists of Law Firms for Louisville & Surrounding Cities:** The OPD has lists of the largest firms in markets in Indianapolis, Cincinnati, Nashville, 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, which is located at <http://arizonahandbooks.com/u/louisville> (password: *cardlaw*) is an excellent resource for federal government jobs as well as state and local positions. This Arizona Handbook website also contains a very useful job bank for public policy positions both for summer and post-graduation (Click “Public Policy Handbook” when entering the site.).
- www.PSJD.org: This site is the largest public service jobs database for law students and lawyers in the U.S. and should not be missed. It has an extensive Resources Library and one of the largest job boards available to students. The law school must pay annual fees to be a member so Brandeis students must register the first time you visit the site and enter your law school to gain full access. The “Job Agent” which emails to you daily or weekly jobs that match your interests (i.e. geographic location, practice area) is very useful and lets you stay on top of new opportunities. Also, check out the lists of employers in the cities where you are seeking employment.
- **Brandeis Job Bank:** One of the best resources often overlooked is the Brandeis Job Bank, which is available via the Jobs module on Symplicity. Some employers need to fill a position quickly or simply prefer to use the jobs board rather than participate in Spring/Fall Recruiting. Many great jobs are posted

on the jobs board. It contains both local and national positions. Log in regularly and to save time, use your smart phone or iPad to check for jobs using the *Symplicity Jobs App*.

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 10:00 a.m. on the submission deadline for the employer. After that, Symplicity will no longer allow you to withdraw or adjust your application materials. If you realize there is a problem after the submission deadline, contact Dean Lee.

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 at the end of this handout). 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 of the application process, the office usually cannot provide a 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) Dean Lee sends an e-mail to all students who are selected for an interview and notifies them to sign up for an interview time on Symplicity.
- (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 selection 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 or virtual platforms will be noted on Symplicity.

It is your responsibility to check to see if you have received an interview and to promptly 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. You cannot cancel an interview just because you don’t like your time slot. Use the Symplicity App to sign up for interviews to allow you quick access when interview schedules become available.

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 Dean Lee in the OPD to see if an alternate arrangement may be made.

For Resume Collect (RC) and Direct Send (DS) Employers, once the OPD sends your application materials to the employer, they will contact you individually if they wish to set up an interview with you. Keep in mind that since the OPD staff is not normally informed by the employers when they make their selections, your status will remain "Pending" in the Symplicity system if you apply since the OPD staff does not have the information to update it.

PLEASE NOTE:

- After bidding period ends and the employer has received your application materials, the status of your application on Symplicity will display "**Pending**" in the Invitation column. If you are invited to interview with an employer on campus, 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 Dean Lee 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 on campus.
- Direct Sends (DS) and Resume Collections (RC) always stay in "**Pending**" mode since the OPD staff is not informed when students receive interviews so it cannot properly update the status in the system.

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 recruiting season, there will be several changes/additions communicated to you, so please stay current with announcements so you don't miss opportunities.

7. What if I Want to Cancel an Interview (e.g., accept an offer) or I Need to Miss an Interview (e.g., illness, religious days of observance)?

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/illness 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 cancel interviews 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 continue to participate in Fall Recruiting and possibly future recruiting activities on campus. Any exceptions to this policy will be made on a case-by-case basis.

Emergency/Illness:

If due to emergency or illness you are unable to keep your scheduled interview, you **MUST** inform Dean

Lee (donna.lee@louisville.edu or 502-852-6096 as soon as possible. The OPD staff will immediately cancel your interview and work to reschedule your interview for when you are feeling better. It is the decision of the employer whether to allow you to interview at a future date. However, most employers work with students in these circumstances if their timetable allows and this has been especially true this past year due to COVID.

Observed Religious Holiday:

If you are unable to interview with an employer due to a religious day of observance, please notify Dean Lee as soon as possible. The OPD staff will work with the employer to reschedule your interview date.

8. What Materials do I Prepare for OCI Bidding and Interviews?

- **Resume:**

All employers will require an updated legal resume. Students are expected to follow the rules for resumes outlined in the *Brandeis Job Search Handbook*, which is available both on the law school's intranet (under Professional Development section) and in the Document Library on Symplicity. 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 as well as select a version to serve as your "default" resume. 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 the Brandeis Recruiting process, go to ULINK, the online port for UofL, and select "Student Services". Scroll down until you see "Transcripts". Select "View/Print Unofficial." Contact the Registrar's Office if you have trouble downloading your transcript.

Some employers, especially firms hiring for Intellectual Property summer associate positions, may request that you submit an unofficial undergraduate/graduate school 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 several weeks to send it to you.

REMINDER: If you attended UofL for your undergraduate or graduate degree, **the transcript you upload to Symplicity must only contain your law school transcript.** ULINK will automatically provide a transcript listing all classes and grades from all schools you attended at UofL. Therefore, you will need to shorten the PDF to just your law school information or print your law school transcript and scan it. 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 module. Symplicity allows students to upload multiple cover letters in the My Documents module. 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. The OPD staff is available to assist you if you have any questions or would like your cover letter to be reviewed before you submit it.

- **Writing Samples:**

Employers generally prefer writing samples demonstrating your best legal analysis in 5-10 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. However, if you want to submit a work that is co-authored, you may do so, but you must speak with Dean Lee prior to submitting the document since you will need to explain to your reader in the Cover Sheet that your sample was co-authored, and only submit the section of the document authored by you.

- **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. Are there opportunities to interview on campus for paid public service fellowships for next summer? If so, how does the process work?

During the spring semester, the Greenebaum Public Service Program allows 1L and 2L students to apply for summer funding if they will be working in a legal volunteer capacity for a legal employer (nonprofit, government agency or judge). While most of the funding goes to students who secure their own public service positions for the summer, 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 come on campus to recruit students in late February. If you are interested in a position with one of these agencies for next summer, you may apply through the OCI module on Symplicity during the spring semester.

NOTE: If you are hired by one of these employers, you will be paid over the summer with funding through the Greenebaum Program. These funds are processed by the University of Louisville Financial Aid Office (FAO). Therefore, if you take a summer course, it may cause problems or delays with your summer funding. Students who take one or more summer classes and have no unmet need in your summer financial aid package will not be able to receive the Greenebaum summer stipend. Instead, it will be applied to your student loans. If you plan to take summer classes and have questions, you are encouraged to contact the Financial Aid Office to discuss. The OPD staff cannot answer questions regarding this matter.

10. Where Should I Go If I Have Questions?

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

- **Using Symplicity and uploading documents for OCI:** Dean Lee at donna.lee@louisville.edu
- **Preparing a strategy for OCI/Selecting employers/All Recruiting Questions:** Dean Lee at donna.lee@louisville.edu
- **Public Interest Employers hiring timelines and hiring criteria:** Dean Lee at donna.lee@louisville.edu or Jina Scinta at jina.scinta@louisville.edu

In addition, please review the following policies and principles for helping ensure a fair and ethical recruitment process:

- **Brandeis Recruiting Policies & Non-Discrimination Policy:** <http://louisville.edu/law/careers/policies>
 - **NALP Principles - Fair & Ethical Recruitment Process:** https://www.nalp.org/fair_ethical_recruitment
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III. DEFINITIONS

- **Bidding**: Bidding is the process of applying to employers during the recruiting season. To make a bid, go to the OCI module in Symplicity and select the “2022 Fall Recruiting Session”. There will be a list of employers recruiting students in your class year. Click on the “Review” button next to any employer in which you have an interest and read the materials provided about the employer. Select those documents you wish to submit for each employer and click “Apply”.

Student applications are sent in an PDF packet to employers after the close of the application period. Once received, the employers review the resume packets and determine which Brandeis students they wish to interview.

- **On-Campus Interviewing (OCI)**: OCI is the process through which employers, predominantly large and mid-size law firms, visit law schools in the early fall and again in the spring 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 some 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 for employers planning to interview on campus 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 these students 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 application materials from interested students and email them on a designated date (application deadline). Students selected for interviews are contacted directly by the employer who will schedule the initial interview (rather than the OPD scheduling the interview).
- **Direct Send (DS)**: Students who are interested in Direct Send employers will submit your cover letter, resume, and any other required documents directly to the employer – not through the OPD. While some employers contact the OPD to share their hiring requirements for Direct Sends, many do not. Those employers who do notify the OPD of their hiring needs and deadlines for summer positions will have a Direct Send Job Announcement placed in the OCI module. You must then prepare your application materials and directly submit them to the employer either via email or through the submission portal on the employer’s website.

It is each student’s responsibility to research employers in which you are interested to find when they will begin taking applications. 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. The OPD staff is available to assist, provide guidance, and review student materials before submission.

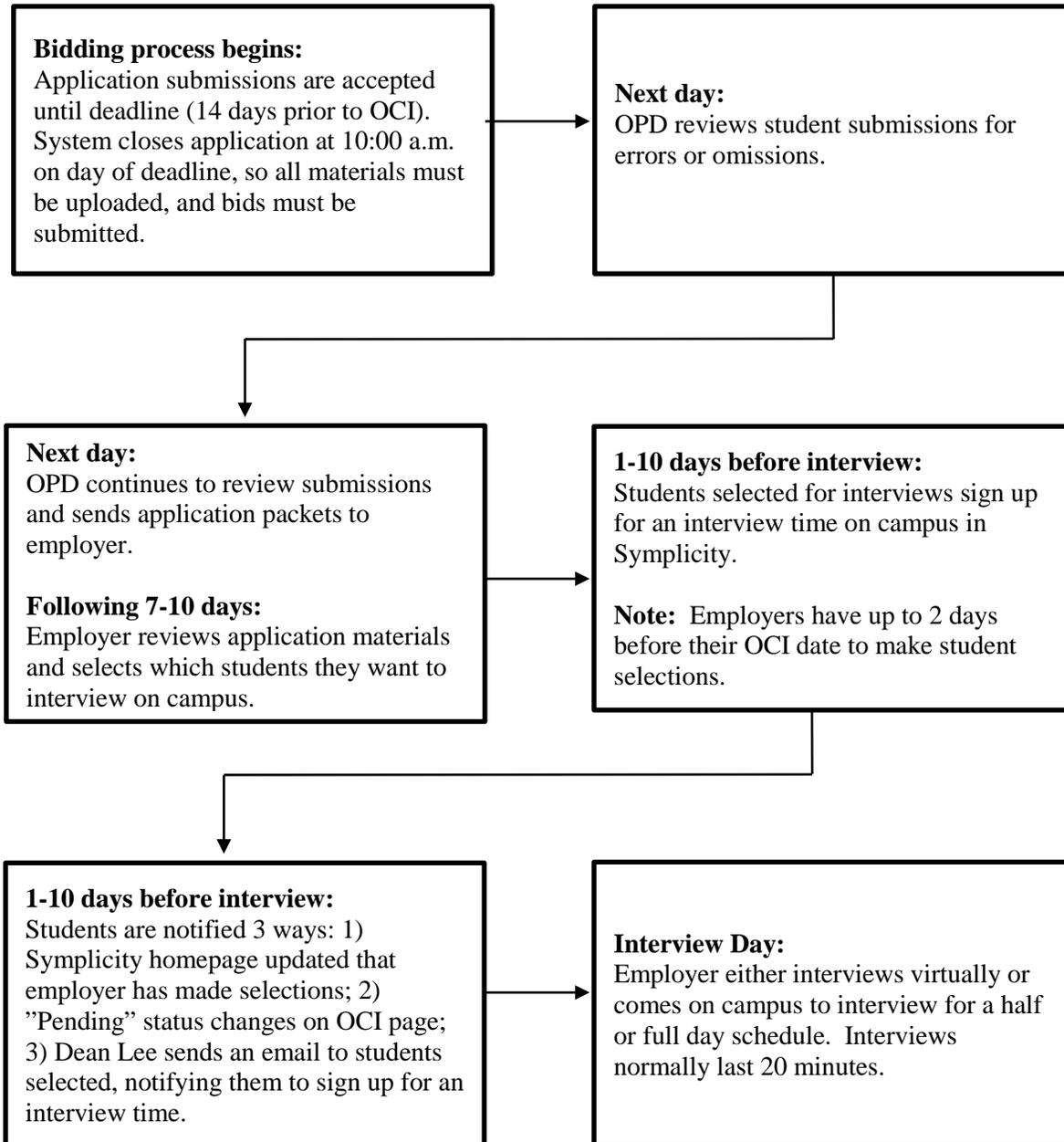
Summer Associate: Some law firms (mainly large firms) recruit students to work in full-time positions during the summer to provide them a sense of what it would be like to work at the firm as an associate. These firms observe and review each 2L summer associate’s work to decide whether to offer that student a full-time associate attorney position. Summer associate programs allow both the student and the firm

to get to know one another and see if the student would be a good fit for a post-graduation opportunity. Although summer associate positions are most often given to students after their second year, some law firms have a small number of summer associate positions open to 1Ls. Summer associate positions are extremely competitive, and firms usually hire students with strong academics.

Most 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. Students may search the NALP Directory by location and class year to find opportunities that fit their career goals.

IV. FLOWCHART FOR OCI SUBMISSION TIMELINES

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 Application due date listed in Symplicity**.* See the OCI flowchart below.



HINT: The OCI module on Symplicity will show application deadlines and interview dates for each employer.

*The first deadline date to submit materials for Fall Recruiting is July 26, 2022.