

Fall OCI Student Prep

2009

Career Development Office

First – Summer/Fall Fairs

- Handout
- Notices will be on the Daily Lex and in Symplicity Announcements

What is OCI?

- Campus interviews
- Usually over 100 employers
 - Predominantly large – but government and smaller firms too
- 20 or 30 minute interviews located
 - In career interview space or
 - Finnell Rooms
- All students can participate

Symplicity

- Meet with career office to gain access
- Completely fill out your profile
 - Especially your year in school and grad date
 - OCI is not the only purpose for Symplicity.
- Must have documents uploaded to bid
- Watch for deadlines, announcements, and added/deleted employers

Interviews – August 17 – August 21 & August 31 – September 4, 2009

■ Important dates to remember:

- 7/14-7/20/09 Bidding Period
- 7/31-8/04/09 Accept/Schedule Period
- 8/05-8/06/09 Alternate Sign Up
- 8/17-09/04/09 Interviews

* There may be late add employers w/ later interview dates.

Resume Collection

- 8/31-9/04/09 Drop Period
- Employers contact you at their discretion

Before You Bid

- Get your documents ready
 - Resume (request review from counselor by 7/07)
 - GPA/Rank
 - Truncate, do not round
 - Summer School not included
 - Do not calculate between the percentiles
 - Writing Sample
 - Transcript (unofficial)
 - References (rarely)
- Upload on Symplicity & **Review**



Before You Bid

- Research Employers
 - Vault
 - NALP Form
 - Martindale Hubbell (web or Lexis)
 - Firm Website
 - News Articles (use Lexis/Westlaw)

Number of Bids*

*Subject to Change

- All documents must be uploaded before bidding
- Max Bids/Interview Fall OCI
 - Bids: 25 Interviews: 17
 - But no cancellations once you have accepted an interview!

Bidding

- Check employer's hiring criteria
- Submit an OCI bid by clicking the "Apply" button
- Can withdraw/apply until deadline (11:59 PM) on 7/20.
- Selection is not based on time of bid - but don't wait until the last minute

Selection/Scheduling

- If selected for interview
 - Will see “**accept preselect**” in the invitation
 - Choose a time and hit “signup”
 - Interview times are on a first come basis
 - If you don’t accept or decline, you are deemed declined at the end of the sign up period
- Considerations
 - Is this an employer that really interests you?
 - Class

Cancellation

- Please don't
 - schedule holes leave a negative impression of the school
- If you absolutely must, to remain in good standing in our office
 - We require 48 hours notice and
 - A letter of apology delivered to our office for our forwarding **before you can continue interviewing or have access to Symplicity.**
- If you have an emergency, please call.

Before Interviews

- Get your interviewing clothes together
- Have documents on hand for interviews
 - Obtain and carry original/sealed copies of transcripts
 - Have resume and writing sample with you
- Purchase thank you notes

Proper Attire

- For interviews – Professional Attire
 - Dark colored suits for men
 - Dark colored skirt suits for women with pantyhose
- Business Casual – if firm requests for reception
 - Khakis, polo, or button down shirt for men
 - Slacks or skirts with nice shirt for women

Thank you Notes

- We recommend you write TY notes to the people you meet at the firm
- Personalize them
- Should be handwritten

Firm Receptions

- Who gets invited?
- If you are serious about the firm you should attend
- If you RSVP you must attend
- Remember a reception is a part of the job interview

Things to Remember

- Request a resume review early
- Check Symplicity daily for updates
 - Especially during bid and signup cycles
- Schedule your interview through Symplicity as soon as you find out you have been awarded the interview

Things To Remember

- Be prompt (remember parking will be very limited so arrive early)
- Be courteous
- Be prepared, research, research, research