

ON CAMPUS INTERVIEWING (OCI): STUDENT INSTRUCTIONS AND CHECKLIST

Important Dates & Other Guidelines

To keep on top of important deadlines for OCI, please refer to the Calendar feature in Symplicity. It will detail the beginning and ending dates for all relevant portions of OCI. This document set forth the steps necessary to apply for OCI in Symplicity. CPD also offers services to help you succeed in this process, such as Resume Reviews, Mock Interviews and the Employer Reception. We **highly recommend** you utilize these additional tools we are providing to support your efforts. There are also a few things you **must do to be eligible to participate** in fall OCI, such as signing the OCI agreement and returning it to CPD by August 17.

1. Perfect Your Resume.

While this is not required, it is highly recommended that you meet with a CPD career counselor by August 14 to review your resume before you upload it to apply to any of the firms or government offices participating in OCI.

2. Research Target Employers.

- What employers do you want to interview with? What are their hiring criteria? What materials do they require as part of the application process? We highly recommend you engage in some employer research to find out the answers to these questions. Employers that have registered will be listed in Symplicity starting June 1st. As employers continue to register, we will send out updates of those participating. Here are some research resources to find out more about many of the employers:

- The employer's NALP form (www.nalpdirectory.com)
- Review the employer's website
- Informational interviews and networking
- Legal directories, business directories, information provided by employer in Resource Room
www.martindale.com www.lawmoose.com www.mnbar.org
www.pslawnet.org www.careers.findlaw.com www.hoovers.com
www.vault.com www.business.com www.lawschool.westlaw.com

For more detailed information refer to handouts provided during OCI Orientation.

- After June 1, you will also be able to view lists of the application materials for each employer that are participating in OCI in Symplicity. To do so, log in to Symplicity at <https://law-stthomas-csm.symplicity.com/students> and select OCI from the top toolbar. Under **Session** make sure that "Fall 2009 OCI" is selected.
- On the far left of each employer there is a **Review** button. Select **Review** to enter a screen that summarizes the employer, interview length, and additional hiring criteria as indicated by the employer. The grey box to the right labeled **Bid/Application Details** will list the office, your bid status, and the required application materials.

3. Convert Documents

In order to ensure that Symplicity does not become backed up from overuse, please convert your documents to PDF files and review them for formatting and errors before uploading them.

To convert a document to a PDF file:

- Install a PDF converter. If you have Adobe Professional, this includes a PDF converter. (For your convenience this software is available on Computer #1 in the Resource Room). If you only have Adobe Acrobat Reader, then you can download the CutePDF Writer for free at www.cutepdf.com.
- Open the document you would like to convert.
- On the top toolbar, click on File. Select Print.
- When the Print Screen appears under Printer Name select CutePDF Writer (as opposed to whatever default printer normally is selected). Hit Print.
- The PDF file will generate. Name it and save it accordingly.

4. Upload Documents

To upload all documents into Symplicity:

- On the top toolbar, select **My Documents** and then click on the bottom button, **Add New**.
- Label the document (so you remember what it was), select a document type (i.e. resume, cover letter, references, etc.) and click **Browse** to upload.

Symplicity will convert all documents uploaded into PDF files before they are submitted to employers. It will take several minutes for the conversion to take place.

- **Resumes.** After August 1, you may upload your resume into Symplicity. After uploading, the document will be pending until approved by a manager. Be patient, approval may take a few hours. The status on your first resume must be “**ready**” before you will be able to upload additional documents.
- **Cover Letters.** We recommend that you create individual cover letters for each employer that requests one in which you carefully and clearly communicate why you are interested in that employer. If an employer does not request a cover letter you are not required to create one. You will not be able to submit a specific type of document as part of your Symplicity application unless it has been specifically requested by the employer.
- **Writing Samples.** If the employer does not specify, writing samples should be about 10 pages. It is preferable that a persuasive piece is used (i.e., a Brief in Support of a Motion). If you’ve written something for a legal job, you can use this piece with permission of your employer as long as all specific client information is removed. Include a cover page that includes your contact information (make this uniform to your resume and reference sheet – refer to examples included in this packet) and a brief description of where the writing sample is from.
- **References.** Several employers require a list of references. If not specified, provide three professional references. Previous employers are preferred, but professors are acceptable as long as the professor knows you. Make sure that all of your references *know* that you are using them as a reference. Your reference sheet should have the same name and contact information header as your resume. List each reference and include their title and complete contact information.
- **Transcripts.** You are only allowed to have one uploaded unofficial transcript at a time. To obtain a copy of an unofficial transcript from *Murphy Online* follow these steps:
 1. Install a PDF converter. If you have Adobe Professional, this includes a PDF converter. (For your convenience this software is available on Computer #1 in the Resource Room). If you only have Adobe Acrobat Reader, then you can download the CutePDF Writer for free at www.cutepdf.com.
 2. Once installed you’ll notice under your printer options “CutePDF Writer.”
 3. Log in to Murphy Online. (<http://banner.stthomas.edu/>)
 4. Select Student Services & Financial Aid.
 5. Select Student Records and Account Info.
 6. Select Academic Transcript.
 7. Transcript Level = All Levels; Transcript Type = Web Unofficial; Hit Submit.
 8. In the browser screen go up to File. Select Print.
 9. When the Print Screen appears under Printer Name select CutePDF Writer (as opposed to whatever default printer normally is selected). Hit Print.
 10. The PDF file will generate. Name it and save it accordingly.
 11. Login to Symplicity and upload the file you just saved.

5. Apply to your Target Employer/s

- Return to the main **OCI** page and click on **Review** next to the employer of your choice.
- The gray box on the right side of the screen **Bid/Application Details** will list up to five required documents (resume, cover letter, unofficial transcript, writing sample and other documents) to be submitted to that employer.
- To apply, first indicate a document for each requirement by using the pull-down menu. Select **Apply** once all the requirement fields are completed.
- You will return to the main screen and will be able to review your selections. You will know you have successfully applied when the button under the Bidding/Application column says Withdraw, as that is now your only option.
- To change the documents submitted, simply return to the **Review** screen and **Update** accordingly. Please note that if you need to make changes to the documents already submitted, you will need to re-upload them and possibly await approval from CPD. You can make changes to your documents up until the bidding close date on August 20th.
- Before the bidding closing date, you can also withdraw your application. Go to the main OCI screen and select **Withdraw** under **Bidding/Application**. After the bidding closing date, you will not be able to withdraw from the bids you have submitted. However, once you have been pre-selected by employer, you can withdraw by declining the invitation.
- **The Bidding process ends at 5:00 P.M. on August 20.**

Bid/Application Details	
Office:	AAAA Law Firm
Bid/Application:	not applied
Resume:	Main Legal Resume*
Cover Letter:	Main Cover Letter
Unofficial Transcript:	Main Transcript
Writing Sample:	Main Writing Sample
Other Documents:	<input type="checkbox"/> Main References
<input type="button" value="Apply"/>	

Contact Information	
Employer:	AAAA Law Firm
Name:	Alice Abbott
Address:	1111 12th Street Minneapolis, MN 55401 United States

*Note: Some employers will opt to collect resumes from students during OCI without a planned visit to campus. If you view an employer and an interview date is not listed, then they are participating in **Resume Collect** rather than the traditional on-campus interviewing. The application process is identical for Resume Collect; you will upload your documents into Symplicity and apply to your target employer. CPD will send all applications to the employer for review. Following that, all follow-up is done off line. The employer will contact you directly (or contact CPD who will follow up with you) to schedule an interview if you have been selected.*

6. Review the Status of your Application


- After the bidding process ends on August 20th, employers will have access to your application, and will begin extending invitations to interview.
- The OCI main screen will show the status of your application under the **Invitations** section. It will either say: *pending, not invited* or *accept preselect*
 - *Pending* means that the employer still has not reviewed your application.
 - *Not invited* means that the employer has chosen not to interview you.
 - *Accept Preselect* means that the employer would like to interview you.

7. Schedule Interviews

- To set up an interview, click on **Accept Preselect**. You will be taken to another screen which provides interview date and available times. *Select the time which works best for you.*
- You also have the opportunity to indicate which documents you would like to submit for the interview. You have already submitted these documents during the bidding process. However, you will need to re-indicate which materials you would like to be used for the interview. This provides you with an opportunity to update your resume, etc., with anything that may have changed since you submitted it (e.g., you joined a student organization, started volunteering with MJF, got a fall internship).

- Note: You will only have the opportunity to change these documents up until 2 days before your interview. After that the documents you have selected will be the final documents used for your interview.
- Select **Signup** to submit your interview time and documents. You will then be able to view your interview date, time, and location. You will only be able to change your interview times up until 2 days before the interview, as long as other time slots are available.

8. Reminders About Your Interviews

- Once you have scheduled an interview, the interview will automatically appear on your Calendar in Symplicity. You can view all events on the calendar by selecting **Calendar** from the top toolbar.
- For your convenience, when viewing the **Scheduled Interview** tab, you have the opportunity to download the interview directly into your Outlook calendar. This can be done by clicking the  icon on the far right.
- An email will be sent to remind you of the interview one day prior to it.

9. Cancellations

If you need to cancel an interview, you must give the CPD at least **2 full business days** notice. Cancellations can only be made in case of an emergency, and you must write an explanation and apology letter to the employer. Not attending a scheduled interview or canceling an interview with less than 48 hours notice may jeopardize your eligibility to continue to participate in OCI.