PREPARED BY
University of California, Hastings College of the Law
OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT

Includes the
2013 Fall OCI Guide,
Other Recruiting Programs, Beyond
Fall Recruiting, and Professionalism Tips
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Welcome

This Handbook provides an overview of the diverse Fall Recruiting Programs, Fall On-Campus Interviews (OCI) instructions, and tips for a private sector, public interest, or government job search.

What Is “Fall Recruiting?”

Many employers recruit for both summer and post-JD positions during the summer and fall months the year before the position start date. In previous years, much of this recruitment activity was conducted in the fall months, hence it has been known as “Fall Recruiting.” However, as you will see from this Handbook, much of what students need to do to participate in employer’s “Fall Recruiting” cycle happens in the summer months of June, July and August. In this Handbook we refer to this summer/fall recruitment cycle as “Fall Recruiting.”

BE AWARE!

Much of the “Fall Recruiting” activity occurs in the summer!

Fall Recruiting employers vary from large firms to public interest organizations to the federal government. The main recruiting programs are:

- Fall On-Campus Interviews (Fall OCI)
- Fall Resume Collections (part of Fall OCI)
- U.S. Department of Justice Honors and Volunteer Legal Intern Programs
- Additional Federal government hiring programs including the Presidential Management Fellows Program for 3Ls
- Public Interest Fellowships and Public Interest/Public Sector (PI/PS) Positions
- Judicial Clerkships
- Job Postings on www.HastingsCareersOnline.com

If these programs don’t match up with the type of positions you are looking for, the Office of Career & Professional Development (“Career Office”) is available to assist you with your self-initiated job search. Even if you are interested in the Fall Recruiting programs, it is important to supplement them with an independent job search in order to maximize your opportunities.
The Career Office is ready to assist you

The Career Office staff is available year-round to help guide you through the Fall Recruiting season. We encourage you to talk with one of our Attorney-Counselors to answer your questions, refine your resume/cover letters, and be strategic about your job search and professional development.

Career Office Location and Hours

Office of Career & Professional Development
University of California, Hastings College of the Law
200 McAllister Street, 2nd Floor, Suite 230
San Francisco, CA 94102
(415) 565-4619
http://www.uchastings.edu/career-office/index.php
www.HastingsCareersOnline.com (powered by Symplicity)
Open Year-Round, Monday – Friday from 9:30 – 5:00 PM
During the school year, drop-in appointments daily from 3:15 – 4:30 PM

Call (415) 565-4619 to make an appointment with an Attorney-Counselor.

Career Office Staff

Fairuz Abdullah, Assoc. Director for Public Interest, Clerkships, and LL.M. Programs
Lisa Black, Assoc. Director for Recruitment
Anna Borg, Senior Administrative Secretary
Louise Francis, Assoc. Director, Graduate Class Advisor
Tetyana Gaponenko, Assoc. Director of Student Services and LL.M.s
Eliza Leoni, Recruiting Coordinator
Philip Marshall, Alumni Mentor Program Director
Annabrooke Temple, Assoc. Director for Career Development
Sari Zimmerman, Assistant Dean

Come To The Career Office!
Each UC Hastings Attorney-Counselor in the Career Office is a rich job search resource.
Learn about our services and take full advantage of us!
Call (415) 565-4619 year-round to make an appointment.
# Fall 2013 OCI Guide

## Overview
Each summer and fall, law firms, government agencies, corporate offices and public interest organizations come to UC Hastings to interview 2L students for summer positions, and 3L and LL.M students for permanent positions. **These on-campus interviews are called “OCI.”**

## Important Dates and Deadlines

<table>
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<tr>
<th>WHEN</th>
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<tr>
<td><strong>JUNE</strong></td>
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<tr>
<td>Monday, June 3</td>
<td>Viewing and Researching OCI Employers BEGINS</td>
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| Wednesday, June 12  5:30pm-6:30pm | Webinar – Nuts and Bolts of Fall Recruiting  
All OCI participants are strongly encouraged to participate. |
| Friday, June 28| OCI Bidding OPENS  
on HastingsCareersOnline.com              |
| **JULY**      |                                                                      |
| Friday, July 12  5pm | OCI Bidding ENDS  
on HastingsCareersOnline.com                        |
|                | All application materials must be uploaded and bids submitted by 5 PM |
| TBD (watch for email announcement mid-July to sign up) | Mock Interview Program |
| **AUGUST**    |                                                                      |
| August 1      | View Your Interview Schedule                                         |
| Monday, August 5 through Wednesday, August 14 | INTERVIEWS ON CAMPUS |
**FALL OCI: A FOUR-STEP PROCESS**

1. **Starting June 3: View and Research Employers.** View the list of Fall OCI employers on HastingsCareersOnline.com (HCO). Research carefully and review hiring criteria. Check out the employers doing resume collections, too. (See pgs. 6-8).

2. **From June 28 through July 12 at 5 pm: Bid on Employers.** Bidding (a.k.a. applying) is done on HCO. You may bid on (apply to) up to 35 interviews and an unlimited number of “resume collect” employers. **Bids must be completed before July 12 at 5pm.** (See pgs. 9-13).

3. **Starting August 1: On-Campus Interview Schedules Are Made Available.** Students’ interview schedules will be available on HCO by August 1st. You will have the option to swap interview times with other students, cancel interviews, and sign up for interview schedules with open slots as allowed per this Handbook. (See pgs. 14-15).

4. **August 5 through August 14: Interviews.** On-campus interviews take place in the 198 McAllister Building, in the Gold Reading Room and other classrooms on the 3rd floor, on the weekdays from Monday, August 5 through Wednesday, August 14. (See pgs. 16-18).

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**OCI Bidding ENDS: July 12 at 5 pm**

**OCI Interviews: Aug. 5-Aug. 14**

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**WHO AT UC HASTINGS SHOULD PARTICIPATE?**

Any rising 2L, rising 3L or LL.M student interested in any of the OCI employers.

**WHICH EMPLOYERS PARTICIPATE?**

The majority of OCI employers are large law firms (who can often project hiring needs years out). There are also a number of public interest and government organizations that interview on campus. Many employers use OCI as their primary means of recruiting, including several District Attorney and Public Defender offices.

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**Remember …**

OCI represents a fraction of the legal employers out there; it just happens to be the most visible recruiting program on campus. Diversify your job search by sending applications directly to non-OCI employers, networking, and staying on top of legal job postings. See the section “Beyond Fall Recruiting” on page 20 at the end of this Handbook. Also, make an appointment with a UC Hastings Attorney-Counselor by calling (415) 565-4619.
GETTING STARTED NOW!

1. **Attend the Webinar “Nuts and Bolts of Fall Recruiting”**
   
   This online orientation will provide step-by-step instructions for participating in OCI, in addition to an overview of other Fall Recruiting Programs. *Make sure to check your email for Career Office announcements for updates, log-in information, and further details!*

   **IMPORTANT: FALL RECRUITING WEBINAR**
   
   June 12, 5:30pm – 6:30pm
   Check your email for Career Office announcements for updates, log-in information, and further details

2. **Complete the simple Fall 2013 Student Acknowledgement Agreement (←click here)**
   
   In order to participate in Fall OCI, all students *must* acknowledge and agree to abide by the terms and conditions of the Acknowledgement. See: [https://uchastings.us.qualtrics.com/SE/?SID=SV_5b8qjHM4xA3bOE5](https://uchastings.us.qualtrics.com/SE/?SID=SV_5b8qjHM4xA3bOE5)

3. **Complete the SUMMER SURVEY on www.HastingsCareersOnline.com (HCO)**
   
   All students must complete the “Summer Survey” on HCO in order to bid on OCI employers. Students may complete the Summer Survey *before* the bidding process begins by logging into HCO, clicking on the “Summer Survey” tab in your Profile and selecting “Add New” to start a new survey. Please complete this survey as thoroughly as possible. (After bidding opens on June 28, when you log in and click on OCI and you have not yet filled out a Summer Survey, you will be automatically taken to the Summer Survey tab).

   ![Remember ...](https://example.com)

   **Summer surveys are only viewable by Hastings students, never by employers. Wouldn’t you like to learn first-hand information about an employer you are considering?** We encourage you to become a reciprocal part of this resource by clicking “yes” to allow your peers to contact you and learn about your work experience. If there are details better shared in person, please note that in the additional comments field and students can contact you for more information.

4. **Be sure you have a resume uploaded in HCO**
   
   You must have a resume in the HCO system for it to work properly, so upload a resume document before trying to view OCI employers (or job postings). You may update this resume before applying to employers.
JUNE 3: BEGIN VIEWING & RESEARCHING OCI EMPLOYERS

VIEWING EMPLOYERS

1. Log on to www.HastingsCareersOnline.com (HCO)

   • Enter your username and password. If you do not remember your password, click on the “Forgot Password” button. Your username is always an email address (by default your UC Hastings email address, unless you changed it).

   • Make sure that your HCO profile information is correct. Under the Academic tab, if your Graduation Date and your Year in school (2L, 3L, LL.M) are not correct you will not be able to view the employers interviewing your class year. Make sure that your email address and phone numbers are updated in the Personal tab, because this is how we will contact you with OCI information.

   IMPORTANT
   Make sure that your HCO profile information is correct.

   • Click on “Fall OCI” at the top of the screen to see the list of employers. If you click on Fall OCI and are taken to the Summer Survey tab rather than the list of OCI employers, consult the instructions on the previous page of this Handbook regarding completing a Summer Survey. If you still do not see or cannot access the OCI menu option, please contact the Career Office (415-565-4619) or email careers@uchastings.edu.

2. View the List of Employers Interviewing Your Class Year

   • The top of the page will show a grey box with a Search function, a feature to update your resume, and some important dates.

   • Only those employers interviewing your class year will appear under the “Employers/Bidding/Application” tab. The list will appear in alphabetical order and will show 20 employers at a time. You will be allowed to bid on 35 interviews (plus as many resume collectiosn as you’d like—resume collections do not count toward your bid total even though you must rank them in the system).

   OCI Tip: Resume Collections
   Resume Collect employers are not able to come to campus, but are still interested in recruiting Hastings students. These employers appear on the list of OCI employers with “N/A (Resume Collection)” in the column for interview date. You must apply during the OCI bidding window and you must select a rank, but it will not count against your 35 bids.
• The list of employers will show important information about each employer’s OCI visit including: additional office locations being interviewed for; date of OCI visit; and the estimated number of interview slots for your class year.

• Click on the “Review” button to go to that employer’s “OCI Schedule” page which shows all the above plus additional information including: the registering employer’s address; employer’s website; recruiting contact; hiring criteria; position description; additional information; and interviewer(s) name(s) (when available).

  o Please Note: The required application documents for each employer will appear on the right-hand side of the page under the “Bid/Application Details” heading. Until bidding is open on June 28th, each document listed will be followed by the text “not selected.” (Once bidding is open, you will see dropdown boxes for each type of required document you have uploaded, or the text “not selected” if you have not uploaded that document type).

  o Please Further Note: Boxes will only appear for the specific type of documents each employer wants to receive. If no box appears for a certain document type (e.g. cover letter), it means that employer does not want that document submitted. Do not submit “other” documents unless requested.

• Employer Search Filters: You can search the list of employers using specific criteria, including: employer type, employer size, state, date of OCI visit, and keyword. Search by city by typing a city name in the keyword search box. The system will show you the first 20 search results. To return to a complete list of the participating employers, click on the “Clear” button in the Search Filters box.

  o Be careful about performing overly-narrow searches or relying solely on search results. Often the employers have entered incomplete information. For example, very few employers enter practice area information. Bear in mind that search results are only as reliable as the data input.

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**OCI Tip: Consider Hiring Criteria**

Employers often state whether their hiring criteria are *required* or *preferred*. Generally, *required* is a bright-line rule with few exceptions, whereas *preferred* provides for some flexibility. Some will not enter their hiring criteria. If you have questions about an employer’s hiring criteria, or whether you are within a reasonable range of an employer’s criteria, speak with an Attorney-Counselor in the Career Office. You may have other achievements and experiences you can highlight, or contacts you can network through to boost your application.
RESEARCHING OCI EMPLOYERS

Because there are typically over 100 OCI employers, and you may only bid on a maximum of 35, careful research is a must. Use these resources to help you decide which employers to bid on:

1. Online Resources:
   - **LEXIS**: [www.lexis.com](http://www.lexis.com). Advanced Martindale-Hubbell searches (see Lexis research handout at [http://www.uchastings.edu/career-office/students/career-guides/index.php](http://www.uchastings.edu/career-office/students/career-guides/index.php)).
   - **NALP Directory of Legal Employers**: [www.nalpdirectory.com](http://www.nalpdirectory.com). Detailed information about employers’ demographics, salaries, billable hours, partnership track, *pro bono* policies, practice areas, and more.
   - **Martindale-Hubbell**: [www.martindale.com](http://www.martindale.com). Database of employers with searchable criteria and narratives.
   - **Westlaw**: [www.westlaw.com](http://www.westlaw.com). The Westlaw Research tab for the Westlaw Legal Directory (WLD) and the Almanac of the Federal Judiciary (AFJ) databases, and the Career Resources tab for additional career resources.
   - **Summer Surveys on HCO**. Searchable database of evaluations completed by Hastings students. Just click on the Search Summer Surveys link on your home page. Many students are willing to be contacted – take advantage of this resource and learn about employers from your fellow students!

2. Hardcopy Resources in the Career Office:
   - **NALP National Directory of Legal Employers**: Same information as available on the nalpdirectory.com site.

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**OCI Tip: Research Pays!**

One of the most important questions to be ready to answer is, “Why are you interested in our office?”

Learn about the firm or organization through its website, recent news items and the organization’s reputation among fellow students to help you frame compelling answers to common interview questions.
**JUNE 28 – JULY 12 (5PM): THE BIDDING PROCESS**

Once you’ve researched the OCI employers and have decided which employers you’d like to bid on (apply for), it’s time to make your bids on HastingsCareersOnline.com (HCO).

Please Note: You DO NOT need to complete all your bids at one time, but can go in and add, delete and change your bids and application materials up until the bidding deadline on July 12 at 5:00pm. Employers cannot see any materials until after July 12 and will never know when you made your bids. However, *it is CRITICAL that you DO NOT WAIT UNTIL THE LAST DAY* to begin entering your bids, because on the final days of bidding, the volume of activity the system is processing tends to be highest, the system may move slowly, and you are more likely to have technical problems.

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**IMPORTANT**

The Bidding Period **begins June 28 and ENDS July 12 at 5pm Pacific Time**

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1. **Complete the Summer Survey**
   - You must complete a “Summer Survey” in order to enter your bids. If you haven’t completed it already, when you click on the OCI menu option in HCO, you will be taken to the survey page. Click on the “Add New” button and fill out the survey.

2. **Prepare Application Materials**
   - You must have a resume and any other application materials requested by an employer uploaded in the system to complete a bid for that employer. (See the [Career Office’s handouts](http://www.uchastings.edu/career-office/students/career-guides/index.php) on application documents.

   - **To upload application materials onto HCO**, click on your documents menu option and then the Add New button below your list of documents. Be sure to label your application materials clearly so you know which to attach to each bid, and be sure to select the correct document type. Then browse for the file you want to upload.

   - **Select Application Materials For Bids**: For each bid, you will select from application materials (resumes, cover letters, transcripts, writing samples, etc.) already uploaded in your documents tab on HCO. Once uploaded, relevant application documents will appear in drop-down menus on the right side of each bidding page. If you do not have a required document type uploaded, you will see the text “not selected” instead of a dropdown menu. You must go back and upload the missing document(s) before completing that bid. Make sure to select the correct documents for each employer.

   - **Resumes**: Above the list of employers (under the “Employers/Bidding/Application” tab), there is a box showing your “Default OCI Resume.” This is the resume that will be used for all your bids. You can always
select a different resume for individual bids and can change the default resume by selecting another one from the dropdown menu. For further info on crafting your legal resumes, refer to the Career Office’s handouts.

- **Cover Letters**: Cover letters should be tailored to the employer you bid on. This also means including a salutation to a specific individual. Select the Cover Letter radio button and you will be able to browse for the document you want to upload. Attach a cover letter to each bid that requires one by selecting the relevant letter from the dropdown menu on the bidding page. For further information on drafting cover letters, see the Career Office’s handouts.

- **Writing Sample**: Attach a writing sample to each bid that requires one by selecting the appropriate sample from the dropdown box on the bidding page. Writing samples should be between 5-10 pages (unless otherwise directed by the employer). If using work product from a previous job, make sure to ask permission from the employer and redact any confidential information.

- **Grade Sheets (No Actual Transcripts)**: You may not scan and upload your actual transcript (the system cannot handle the files). Simply create your own Word document Grade Sheet using the header from your resume. For more information, refer to the Career Office’s handout concerning preparing an Unofficial Transcript/Grade Sheet. Be sure to accurately include all class, unit, grade, and GPA information from your transcript or WebAdvisor. You may also copy and paste your WebAdvisor transcript into a Word document with your resume header (you will need to delete duplicate information). As with cover letters and writing samples, you will have the option to attach your Grade Sheet from a dropdown box on the bidding pages.

- **Other Documents**: Additional documents that may be requested include references, non-law school transcripts/grade sheets, additional writing samples, and employer forms.
  - **Undergraduate Transcripts**: Some employers request your undergraduate transcript. If you don’t have a copy, contact your undergraduate institution. Please allow yourself ample time for this; many schools still mail transcripts. If requested for online submission, you will need to create and upload a Grade Sheet. See Career Office’s handout. Again, the system cannot accept scans of actual transcripts. Select the “Other Documents” radio button for uploading grade sheets reflecting information for all non-law school transcripts.
  - **References**: A request for “References” means a list of individuals whom the employer can contact. Provide the employer with the reference’s name and contact information and briefly explain your relationship (i.e., “Prof. X was my Contracts professor for my first semester at UC Hastings”). A list of 2-5 academic or professional references is appropriate. No personal references. Use the “Other Documents” radio button to upload a reference sheet. For further information, see the Career Office’s handout on reference sheets.
3. Upload Required Application Materials

- **15 Documents Limit:** You may have only 15 documents (e.g., resumes, cover letters, grade sheets, etc.) uploaded in the system at any one time. This is one reason to do your bidding in stages, not all at once.
  - **Please Note:** After making your first set of bids, you will need to delete some documents before uploading more. Documents you delete from the system WILL NOT be deleted from any individual bids or applications you have submitted.

- **Uploading Documents:** To upload application materials, click on “documents” at the top of the screen. You will see a list of the first 10 documents you have already uploaded.

**To upload a new document:**

- Click on the “+ Add New” button.
- Select the radio button for the type of document you are uploading (resume, cover letter, writing sample), or click on the link for uploading a Grade Sheet.
- Click on Browse and find your document.
- Name the document carefully in the Label field – this is the document label that you will see when selecting documents for bids.
- Click the Submit button.

**To delete a document:** Simply click on the “x Delete” button for that document.

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<th>Reminder: Delete Documents You No Longer Need after Bidding</th>
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<tr>
<td>Once you have completed your first set of bids, click on</td>
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<td>the “document” menu option to see your list of application</td>
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<td>materials. **Delete documents you are done using (typically</td>
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<td>cover letters),** by clicking on the “X Delete” button.</td>
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<td>Documents you delete from the system will not be deleted</td>
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<td>from any individual bids or applications you have submitted.</td>
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4. Make Your Bids

- Go to the list of participating employers (by clicking on the Fall OCI menu option).

- **Recommendation:** Bid in stages. Because of the limitation on how many documents you may have in the system at any one time, it is recommended that you do your bidding in stages. We further recommend choosing around 10 employers for your initial round of bidding.

- **Click on the “Review” button for the employer you have selected.** You will be taken to their OCI Schedule page. Be sure to match your skills, interests, knowledge and experience to the listed hiring criteria.
  - Pay attention to the “Additional Information” section on the OCI Schedule page. Many employers use this space to provide bidding instructions or to request that
students bring materials (i.e., writing samples) to the interview. When you get your interview schedule, it is a good idea to write these requirements down.

- **Select the requested Application Documents to submit (from drop-down boxes).** On the right side of the page you will see the requested application documents to submit (from drop-down boxes). Carefully review the application documents requested by each employer and, if you haven’t already, prepare and download those documents (see Application Materials section above).
  - **Please note:** You must have all application documents required by an employer uploaded in order to bid on that employer. You will only see boxes for the types of documents that employers want to receive. If there is no cover letter dropdown box, that employer does not want cover letters. Do not submit other documents unless requested.

- **Enter your Preferred Location(s) (if relevant).** Some employers interview for multiple locations. Sometimes they are grouped together as one interview schedule, requiring only one bid, even if you are interested in multiple locations. In these cases, employers will sometimes direct you to enter the office locations of interest in the “Preferred Location(s)” box on the bidding page. Sometimes there are separate interview schedules for the different office locations and you will make multiple bids if you are interested in multiple locations. And sometimes the employer only wants you to bid on one location even if they have multiple interview schedules—so read carefully!

---

**OCI Tip: Look Beyond San Francisco**

UC Hastings students tend to prefer employers located in San Francisco. If you select only San Francisco employers, you will greatly reduce your odds of getting an interview and job offer. To maximize your opportunities, consider employers in other locations and apply for other office locations, even as close as Oakland and Palo Alto!

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- **Select a Bid/Application number from 1 – 35** (this is the ranking).
- **Then click the “Apply” button.**

---

**IMPORTANT**

**BIDDING DEADLINE**

Bidding must be completed by **July 12, 5:00pm Pacific Time.**

You will not be able to add, edit, or delete bids or application materials after that time.

Waiting until the last minute to place your bids can mean dealing with a slow system with many users at the same time.

Save time and anxiety by starting your bidding process well before the deadline.

**Missing the deadline due to technical issues is still a missed deadline.**
Please Remember: On the final day of bidding, the volume of bids the system is processing tends to be highest, the system may move more slowly, and you are more likely to could have technical problems. **The system will automatically shut down bidding at 5:00pm on July 12th.**

5. **Deleting a Bid.** If you decide you want to delete a bid, do the following:

   - From the list of Employers, simply change the ranking to “no bid” (just above number 1 in the Bid/Application dropdown menu).
   - From an Employer’s OCI Schedule page (after clicking the review button), change the ranking to “no bid” and click the Update button.

6. **Ranking Your Bids**

   - **Ranking: You can bid on up to 35 employers.** The highest rank is “1” and the lowest is “35.” If you bid on only 20 employers, simply rank your bids 1 – 20. You will be able to change your rankings, and add or remove bids up until the bidding deadline.

   - **PLEASE NOTE:** Resume Collection applications, while assigned a rank, do not count against your 35 bids. When you rank a resume collect application, an additional ranking number will appear in the ranking dropdown list (e.g., if you apply to two resume collections, you will see the numbers 1-37 when you go to rank another application.)

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**OCI Tip: Resume Collections**

Resume Collect employers are not able to come to campus, but are still interested in recruiting UC Hastings students. These employers appear on the list of OCI employers with “N/A (Resume Collection)” in the column for interview date. You must apply during the OCI bidding window and you must select a rank, but it will not count against your 35 bids.

---

**Why do I have to rank my bids?** Employers do not see the rankings. The rankings are used only for the computerized lottery system, which selects from students who bid on the particular employer, considers the rank you gave to that employer and the number of interviews you have scheduled.

You can rank strategically to a small degree. If you are bidding on an employer whom you feel is a “reach” for you, you may want to give it a high ranking so that you increase your chance of being selected by lottery for an interview with that employer. However, there is no way to guarantee getting a lottery interview.

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**OCI Tip: Underbids**

Every year some employers do not receive enough bids to fill their interview schedule (typically out-of-area employers). For those employers, we may re-open bidding for 1-2 days and allow students to bid on those schedules (even beyond the 35 bid limit).

WATCH YOUR EMAIL for announcements!
**AUGUST 1: YOUR INTERVIEW SCHEDULE**

Interview schedules will be available on HastingsCareersOnline.com (HCO) by August 1st. You will receive an email alert and be able to log in and view your schedule by clicking on the OCI button and then the “Scheduled Interviews” tab. You will see the date and time of your interviews. If you click any of the date links, you will see your OCI Interview page for that interview schedule, including the list of other students on the interview schedule.

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OCI Tip: Read the “Additional Information” Section Carefully!

Pay careful attention to the “Additional Information” section on the OCI Schedule page. Many employers use this space to request students bring materials (i.e., writing samples) to the interview. When you get your interview schedule, it is a good idea to write these requirements down.

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**SWAPPING INTERVIEW TIMES**

Once interviews are assigned, you will be able to contact other students on the same schedule to “swap” interview times. You can see the list of other students on the schedule by going to your Scheduled Interviews tab and then clicking the interview date (which is a link). That will take you to the OCI Interview page and the entire interview schedule will appear in the second box on the right. Clicking on a student’s name will open an email to them. It is up to you to contact students to see if they will swap times with you. You must send an email string showing agreement by both students to careers@uchastings.edu no later than **12:00 noon two business days prior** to the first scheduled interview.

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**CANCELLING INTERVIEWS**

Your participation in the UC Hastings OCI Program requires your commitment to keep interviews or cancel them in a timely manner (pursuant to the UC Hastings Student Code of Conduct and NALP guidelines). The intent of this policy is to maximize opportunities for Hastings students and to maintain the integrity and reputation of UC Hastings College of the Law within the legal community.

Failure to follow the procedure set out below can result in the cancellation of your entire OCI schedule.

1. **When to Cancel:** You must cancel an interview as soon as possible, but in no event later than **5:00 PM, two (2) business days prior to the interview date. No cancellations on weekends.** Example: If you have an interview scheduled on Monday, August 6, you must cancel by 5:00 PM on Thursday, August 2. **Emergencies will be handled on a case by case basis – you MUST call the Career Office immediately to advise of any emergency that will prevent your attendance at an interview:** 415-565-4619.
2. **How to Cancel**: Once schedules are available, a “Cancel” button will appear next to each interview you have been assigned under the “Scheduled Interviews” tab. Once cancelled, the interview will no longer appear on your list of scheduled interviews, and a small red box with a “c” will appear next to the ranking you gave that bid.

3. **Upon Accepting a Job Offer**: If you **accept** a job offer you should immediately notify (by telephone, with a follow-up letter) all employers you have interviewed with, and cancel all remaining interviews on HCO per the cancellation policy above. Please also notify the Career Office of your employment.

4. **Failure to Comply With Cancellation Procedure**. Any student who has two unexcused no-shows will have the remainder of their interviews cancelled and will be barred from participating in OCI in the future. Moreover, failure to comply with the cancellation procedure below will be considered “student misconduct” pursuant to the Student Conduct Code and will be referred to the Associate Academic Dean for appropriate disciplinary measures. (See Sections 51.00 and 52.00 of the *Academic Regulations and Other Rules Applicable to Students*, copies of which are available in the Student Information Center, Hastings Law Library, the Office of Student Services, and online at: [http://www.uchastings.edu/academics/regulations.html](http://www.uchastings.edu/academics/regulations.html))

**SIGNING UP FOR OPEN SLOTS**

Additional interviews become available when students cancel their interviews or if an employer’s schedule is not filled. You will see these opportunities on the employer list under the Employers/Bidding/Application tab. You can tell which employers have open slots by looking for a date button in the Interview Dates column. If the date appears in a click-able button, there is an open slot. You may sign up for “Open Slot” interviews on a first-come, first-serve basis by clicking on the date button. You need not have bid on the employer to sign up for an open slot, and that interview does not count against your 35-bid maximum. You may sign up for a maximum of 5 open slots on any one day, and no more than 10 in total.

The resume that you have selected as your ‘default’ resume on HCO will automatically attach to the interview schedule for the employer’s review. However, you MUST also provide a copy of the requested application materials (except cover letters) to the Career Office no later than noon the day before the interview so that we can hand it to the interviewer. Click on the Review button for that employer to view the required materials and other information for the employer.

**OCI Tip: LATE REGISTRATIONS**

Every year some employers will register too late for the bidding window. We will create job postings for those interviews and you will apply to those separately. **WATCH YOUR EMAIL** for announcements!

**EMPLOYER ADDITIONS AND CHANGES**

All employer additions and changes will be posted on HCO. If an employer cancels an interview schedule, you will receive an email from the system. You are responsible for regularly checking HCO for changes to your schedule throughout OCI, and particularly before your interviews.
**August 5 – August 14: Interviews**

1. **Times/Location:**

   Interviews will take place on weekdays from Monday, August 5 through Wednesday, August 14. Interviews are usually 20 or 30 minutes long.

   Interviews will be held in the Gold Reading Room and in classrooms in the 198 McAllister building.

   There will be a mandatory student check-in table at the entry to the Gold Reading Room. You must check in at the table before your interviews. You will be considered a “No Show” if you have not checked in prior to your interview.

   **Student No-Show Policy**

   Failure to comply with the cancellation procedure will be considered "student misconduct" pursuant to the Student Conduct Code and will be referred to the Associate Academic Dean for appropriate disciplinary measures. (See Sections 51.00 and 52.00 of the Academic Regulations and Other Rules Applicable to Students, copies of which are available in the Student Information Center, Hastings Law Library, the Office of Student Services, and online at: http://www.uchastings.edu/academics/regulations.html)

   Any student who has two unexcused no-shows will have the remainder of their interviews cancelled and will be barred from participating in OCI in the future.

   Make sure to arrive at least 15 minutes prior to your interview. Be at your interview room door a few minutes prior to your interview time.

   **OCI Location – 198 McAllister Bldg**

   Interviews will take place in the Gold Reading Room and in classrooms on the 3rd floor.

2. **Prepare Questions and Answers:**

   Think ahead! Think about specific examples to illustrate your answers to basic interview questions. Make sure they are targeted to the specific employer you are interviewing with. Make sure to have questions prepared for the interviewer. Asking informed questions demonstrates your interest in the organization. Review the Career Office Handouts on interviewing at http://www.uchastings.edu/career-office/students/career-guides/index.php.
3. Participate in the Mock Interview Program:

Hastings alumni volunteer to conduct mock interviews with students to help them prepare for their job search. Watch for the email to sign up to participate (see Important Dates and Deadlines chart on page 3).

4. What to Bring to the Interviews:

Always bring additional copies of your resume and transcript to an interview, in addition to any materials the employer has requested. You also should bring a writing sample and a list of references to the interview, even if the employer did not ask for them beforehand. Employers may ask for these at the end of the interview.

5. Interviewers:

Some employers provide interviewer names in advance of the interview. If provided, the interviewer names will appear on HCO on the employer’s OCI Schedule page (when you click on the Review button next to the employer’s name). Research your interviewer(s)! Note that occasionally scheduling conflicts occur and a different interviewer may show up on the date of the interviews. Check interviewer names at the Check-In table. Ask your interviewer for their business card. The Career Office will also maintain a reference binder of interviewer business cards.

6. Interview Attire:

Suits are appropriate for both men and women. When in doubt, feel free to ask a member of the Career Office.

7. Student Interview Feedback Form:

In an effort to monitor the employers who interview Hastings students, the Career Office encourages students to complete a “NALP On-Campus Interview Form: Student Evaluation of Employer” after each interview. These orange forms will be available in the Gold Reading Room at the check-in table, and in the Career Office. Indications of inappropriate conduct on the part of the interviewers will be investigated promptly.
8. Student-Initiated Grievance Procedures:

Employers who interview or list positions at UC Hastings agree to a policy of non-discrimination. If you feel that you have been treated unfairly or discriminated against, please notify Sari Zimmerman, Assistant Dean, as soon as possible. The U.C. Hastings non-discrimination policy is available online at www.uchastings.edu under Career Office/Employers/Policies & Standards).

OCI Tip: “Crashing”

If there is an employer with whom you did not get an interview, yet you feel you are a good fit for the organization, you may consider “crashing” the interview schedule. “Crashing” is done by showing up at the beginning of, end of, or during a break in the employer’s interview schedule to introduce yourself, give the employer your resume, and ask if they have time to meet with you at some point during the day. You may not crash during another student’s interview time, or between interview slots.

CALL BACK INTERVIEWS

Respond to a callback invitation or any follow-up contact by an employer within 24 hours. Always try to respond by telephone, if possible. Employers often interpret slow response time as lack of interest. Usually you will want to dress up as well as you did for the OCI interview. Some employers will let you know in advance of an office visit that casual attire is more appropriate. If you are uncertain, ask the recruiter or a Career Counselor.

OFFERS AND ACCEPTANCE

To learn about the rules affecting the timing of offers and decisions, carefully review the NALP bulletin, Student Professionalism During the Interview Season, available online at www.NALP.org under the Principles and Standards menu option.

NALP Timing Guidelines

The National Association of Law Placement (NALP) provides timing guidelines for offers and acceptances. Under the guidelines, offers should remain open for at least 28 days following the date on the offer letter, or until December 30 (whichever comes first). Be sure to regularly check your spam or bulk mail folders for possible offer emails from employers. It is up to you to track your offers very carefully, as the offers actually EXPIRE after the deadline! Also, you may not hold open more than 5 offers at any one time, and must release an offer within one week of receiving an offer in excess of the 5 allowed.

Please Note: If you accept a job offer, you should immediately notify (by telephone, with a follow-up letter) all employers you have interviewed with, and cancel all remaining interviews on HCO. See the Career Office handout entitled “Cover Letters and More” for tips on writing such letters. Please also notify the Career Office immediately of your employment.
OTHER FALL RECRUITING PROGRAMS

U.S. DEPARTMENT OF JUSTICE PROGRAMS

Starting late July, the U.S. Department of Justice accepts applications for its Honors, Summer, and Volunteer Legal Intern Programs. Applications are done online, and interviews usually take place in November. For the Honors and Summer Intern programs, the application window is typically from the last week of July through the first week of September. See http://www.justice.gov/careers/legal/index.html for details.

ADDITIONAL FEDERAL GOVERNMENT HIRING

A number of Federal government agencies do their summer and permanent hiring in the fall. Deadlines vary significantly, so check the Government Honors and Internship Handbook on HCO under Password Protected Job Search Sites.

PUBLIC INTEREST/PUBLIC SECTOR RECRUITING

Many Public Interest and Public Sector (PI/PS) employers recruit exclusively during the Fall Recruiting season. If an employer that interests you is participating in OCI or has posted a job on HCO, apply now. While there are other PI/PS recruiting activities during the year, including PI/PS Day in the spring, the summer and fall months presents a great opportunity to secure a position. Applications for major public interest fellowships are usually due in September. Interviews typically take place between October and November.

See the Public Policy Handbook under Password Protected Job Search Sites on HCO for Listings of public policy jobs and internship positions. In addition, PSJD, formerly PSLawNet, http://www.psjd.org/ is a great resource for locating PI/PS summer jobs, permanent jobs, and fellowships.

JUDICIAL CLERKSHIPS

A post-JD clerkship can provide an immensely satisfying professional experience for one or two years prior to moving into a permanent legal position, in addition to offering an impressive lifetime credential. Law firms and other legal employers are often happy to defer employment while clerks gain valuable experience. Under a plan adopted by Federal judges and many district court judges, only third-year students and law school graduates will be considered for law clerk positions. This year, the first date to receive applications from third-year law school applicants is Friday, June 28, 2013, 12:00 p.m. noon EDT. For more information on clerkship hiring, visit: https://oscar.uscourts.gov/, and the “Judicial Clerkships” link on your HCO homepage. Also, sign up for the J Clerk Listserve at: http://lists.uchastings.edu/mailman/listinfo/jclerk.
**JOB POSTINGS ON HASTINGS CAREERS ONLINE**

Some employers post summer and permanent jobs on HCO, but not as part of the OCI program. Rather than interview students on campus, after screening the application materials, the employer invites selected candidates to interview.

**BEYOND FALL RECRUITING: SELF-INITIATED JOB SEARCH**

There are many employment opportunities beyond those with formal application and interview processes and deadlines. For example, if you are interested in large firms that are not coming on campus, make sure to find their contact information on www.nalpdirectory.com and contact them in late summer/early fall. Most small to mid-size employers recruit much more informally and not through on campus recruiting. This is because participation in Fall OCI requires an employer to have significant administrative support to plan and coordinate the interviews. Generally, the larger law firms, which often have narrow hiring criteria, are the employers that fit that description.

Thousands of employers beyond those that participate in Fall OCI exist! In fact, the majority of UC Hastings graduates and law school graduates across the country work at smaller firms and a large number accept jobs in the government, business, and public interest sectors. If fall recruiting programs do not fit your interests, please visit the Career Office and stay tuned for “Beyond OCI” programming later in the fall.

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**Summer/Fall Job Search Tip**

Target large management consulting employers at the same time as applying to OCI employers. While most do not interview on campus at law schools, they are generally hiring on the same timeline.

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**MORE INFORMATION**

The Career Office staff is available to help guide you through the Fall Recruiting season. We encourage you to talk with one of our Attorney-Counselors to answer your questions, refine your resume/cover letters, and be strategic about your job search and professional development. You may also check out our career guides and resources online here and at http://www.uchastings.edu/career-office/students/career-guides/index.php.

Please take advantage of our resources! We look forward to working with you.
PROFESSIONALISM TIPS

Google Yourself
Employers search for candidates on the internet and social networking sites. Google yourself and review your online presence (posts, comments, pictures) to make sure you are represented in a mature and professional manner.

Cancel Promptly
If you decide not to interview with a given employer, be sure to cancel on HCO at least two business days before your interview; it opens the door for a classmate to interview and it enhances UC Hastings’ reputation for considerate and professional students.

Organize Yourself
Find a professional portfolio for extra copies of your resume, writing sample, transcript and other application materials. If the interviewer asks for such information and you have forgotten to bring it with you, make sure to email it to the interviewer that same day.

Coarse or Casual Language
It goes without saying the using coarse or profane language would be a mistake. In addition, although slang expressions and conversational fillers such as “like,” “y’know,” “so um” and “yeah,” are used frequently in everyday speech, avoid them in an interview. Edit your language carefully and practice answers to interview questions that are free of such colloquialisms. To rid yourself of the habit, ask your friends and family to start pointing out each time you use a specific phrase.

Make a Good First Impression
In addition to your interview suit, your firm (but not crushing) handshake, good eye contact and your warm smile will complete the picture of a confident, prepared candidate.

Cellular Etiquette
Cell phones should always be off and out of sight during an interview. After interviews, consider not answering your phone if you do not recognize the number when you’re in a store, restaurant, bar, crowded hallway, etc., so you don't end up taking an employer call in an inappropriate, distracting environment.

Say “Thank You!”
Whenever someone gives you an interview, a job offer, a contact or advice, take a moment immediately to write a sincere note of thanks, whether it is hand written, typed or emailed.
STUDENT RESUMES: GUIDELINES & TIPS

Required Guidelines:

1. **GPA:** If you choose to list your GPA on your resume, display it exactly as it appears on your transcript (not the Hastings website) or rounded down to the nearest one-hundredth. Ex: A GPA of 2.967 may be listed as 2.967 or 2.96, but not 2.97.

2. **Class Ranking:** While listing your class standing or class rank percentile on your resume is optional, you must not misrepresent that information if you choose to disclose it (i.e., by estimating your class rank). If you have questions about how you can best disclose this information on your resume without misrepresenting your status, please contact the Career Office.

3. **Scholarly Publications:** If you are selected for a journal, you may want to bring an updated resume with you to any OCI interview. When indicating participation in a scholarly publication, list the journal title, position held, and applicable class year. Ex: Hastings Law Journal, Articles Editor, 2012-2013.

4. **Transfer Students:** If you transferred to Hastings, indicate that your GPA or class standing was earned at your previous school.

UC HASTINGS NON-DISCRIMINATION POLICY

University of California, Hastings College of the Law does not make its career services facilities available to employers who discriminate on the basis of national origin, race, religion, gender, sexual orientation, age, handicap or any other basis prohibited by applicable law. A limited exception to this Policy exists for military recruiters to the extent that their employment and hiring practices are permitted under federal law.