

GENERAL INFORMATION & OVERVIEW OF THE OCIP

1. Prepare an updated resume in legal format.

Resumes used for obtaining employment in the legal field have unique requirements. Students are encouraged to attend one of the resume preparation workshops offered by the Career Services Office for assistance in updating resumes in the appropriate format. Cover letter preparation is also reviewed during these workshops. Many workshops have already been offered, but if you weren't able to attend, there are sample resumes available in the CSO as well as on-line at the Career Services page of the Southwestern web site.

If a student is having trouble with their resume, it can be dropped off in the Career Services Office for review and suggested revisions. Accuracy is critically important. All grades, class rank, and other academic data on student resumes will be verified prior to submission to employers. Misrepresentation of any of these items is a serious offense and can result in disciplinary action.

2. Register with the Career Services Office by 5:00 p.m. on Friday, July 10, 2009. Bid for interviews by the appropriate deadlines

To participate in the program, a student must do the following by 5:00 p.m. on Friday, July 10, 2009: 1) submit a signed copy of the registration form to the Career Services Office; 2) submit your resume to the CSO for final approval; and 3) read and review the 2009 Fall OCIP information listed on Southwestern's website (www.swlaw.edu) at the Career Services Office page, which includes, but is not limited to, General Information, How to Participate, Questions Often Asked, and Mandatory Policies and Standards.

Students must also fill out a profile and upload a resume and writing sample to the Symplicity web site (See instructions for Using Symplicity). In addition, they must also submit their "bid" for each participating employer of interest to them online through *Symplicity*. **Specific "user friendly" instructions for how to use *Symplicity* are available on Southwestern's website, in the Guide to Fall OCIP, as well as in the Career Services Office.**

To request an interview with an employer, a student has to "bid" on that employer. The deadline to bid for employers is as follows:

Phase I (Employers visiting campus in August): July 17, 2009 at 11:00 pm

Phase II (Employers visiting campus in September) and ALL Resume Forward Employers: August 21 at 11:00 pm

Phase III (Employers visiting campus in October): September 17 at 11:00 pm

3. Carefully research and select employers prior to resume submission.

Employers participating in the OCIP usually provide information about their size, location, and practice area(s). They state whether they will interview second- or third-year students (2L's or 3L's). Many employers also have special requirements such as class rank/standing, participation in Moot Court or other extracurricular activities, and technical or scientific undergraduate degrees. **Those requirements are set forth in the Guide to the Fall OCIP as well as on the Symplicity system. It is crucial that students review all requirements and information provided in the *Guide* BEFORE selecting employers.**

Additional information is available for many employers in the Career Services Office files (firm resumes), online at Symplicity, and in the *Directory of Legal Employers* published annually by the National Association for Law Placement (NALP). Copies of the NALP *Directory* are located in the Career Services Office and in the Library as well as www.nalpdirectory.com. Martindale Hubbell, Lexis, and Westlaw can also be used to conduct research on employers.

When you wish to submit your resume to an employer, you “bid” on that employer. Bids should be submitted only to employers for whom students would seriously consider working. The OCIP is not to be used as interview training. **For example, the employer’s geographical location should be considered carefully before submitting a resume.** Submitting a resume to an employer from whom a student would not accept an offer under any circumstances wastes the employer’s time, prevents another student from utilizing that interview slot, and gives a bad impression of the student and Southwestern.

4. Comply with the resume submission procedure and deadline.

A. Resume Submission Procedure

1. On-Campus and Resume Forward:

Students must upload their resume online through Symplicity. Thereafter, a student must submit a “bid” to each participating employer with whom they are seeking an interview. Instructions for **PARTICIPATION THROUGH SYMPPLICITY** are contained herein.

The bidding deadlines are as follows:

Phase I (Employers visiting campus in August): July 17, 2009 at 11:00 pm

Phase II (Employers visiting campus in September) and ALL Resume Forward Employers: August 21 at 11:00 pm

Phase III (Employers visiting campus in October): September 17 at 11:00 pm

NOTE: Employers specify that they want to interview second- or third-year students because they only have jobs for students in the stated year(s). Students will sometimes intentionally bid on employers who are not interested in that student, hoping the employer will be fooled into granting an interview. Employers do not grant such interviews, and the inconvenience caused by students submitting a bid to the wrong employer is considerable. This conduct embarrasses Southwestern and its students; employers think our students cannot, or will not, follow simple instructions. Please only bid on those employers for which you are qualified.

2. Direct Resume:

In this category, resumes are sent directly to each employer by the student with a cover letter and other documentation as requested. Some employers have specific requirements and deadlines. Students should review the individual employer’s listing in the *Guide*. These employers are not listed on Symplicity.

Some Direct Resume employers have specific deadlines, and it is the student’s responsibility to ascertain and submit resumes and other documents in a timely manner. For those employers with no specific deadline, mid-September is the suggested date for favorable consideration. Although many employers will continue to accept and review resumes until the end of the year, please be advised that the longer you wait, the more likely the available positions will be filled.

5. Check your Southwestern e-mail account daily to see if you have been selected for an interview.

Student resumes are sent to participating employers for review and selection of students for on campus interviews. **All selection is done by employers**, not by the Career Service Office. On-Campus employers review the students’ resumes and provide the Career Services Office with names of selected students. **Off-Campus/Resume Forward employers notify selected students directly** to schedule interviews off campus.

After On-Campus employers have contacted the Career Services Office with their selections, those students' names are entered into the *Symplicity* system, and e-mails will be sent out to those students letting them know that they have been chosen for an interview. When an employer has decided which students they will interview, that employer's name will be listed in the glass cases outside of the Career Services Office. Once you see that employer's name listed, that means e-mails will have been sent to all students selected for an interview. If an employer's name is listed as having made its interview selections and you did not receive an e-mail, that means you were not selected for an interview.

6. Schedule individual interview times on-line when selected by an On-Campus employer.

Once a student receives an e-mail telling them they have an interview, it is the student's responsibility to log-on to *Symplicity* and pick an interview time. Interview slots are available on a first-come, first-served basis. Once an interview slot has been chosen, the system will not allow you to make any changes, so please carefully choose your time.

Under extreme emergency situations and if a student has an acceptable reason, the Career Services Office may intervene and ask that one student change interview times with another student. However, this situation will be the exception and not the rule, so it is important that all students consistently check their email accounts in a timely manner.

Even though most interviews are 20-30 minutes in length, students are strongly advised to allot one hour per interview to allow for delays.

7. Check the Career Services Bulletin Board and Career Services Office daily for additional OCIP information and new student selections.

After publication of the *Guide to Fall Interviews* and throughout the OCIP season, additional employers register to participate in the OCIP. Other employers sometimes change their interview dates or other aspects of their interview arrangements. *Addenda* and/or notices listing additions and changes as they occur will be posted on the Career Services Bulletin Board on the Third Floor of the Westmoreland Building. These will also be listed on *Symplicity*.

8. Attend all interviews well prepared.

Lack of preparation by a student is generally interpreted as lack of interest by the employer. It is important that you do your research about the employers, the interviewer, etc.

9. Report all call-back interviews and offers received to the Career Services Office promptly.

Employers contact students directly who are invited for further interviews in their offices or to whom they extend offers. **All call-back interviews and offers from any segment of the OCIP (on-campus or off campus) should be reported promptly to the Career Services Office by students.**

NOTE: Guidelines promulgated by NALP forbid students from holding a certain number of offers open at any give time. For more information see the "*NALP Principles for Candidate.*"