

HOW TO PARTICIPATE & PREPARE FOR THE OCIP

1. Draft a LEGAL resume.

Workshops discussing resume and cover letter preparation have been offered throughout the year. Sample resumes and a handout on drafting resumes is available in the CSO and on-line at the Career Services page of Southwestern's web site.

2. Drop off resume and cover letter drafts for review in Career Services Office.

Resume and/or cover letter drafts should be dropped off in the Career Services Office for review and suggested revisions well in advance of the **July 10 registration and resume approval deadline** to allow sufficient time for any changes to be implemented. ***Even if you have already had your resume reviewed by the CSO, it must be reviewed specifically for the On-Campus Interview Program.***

Appointments are also available to assist students who need individual consultation concerning the content, format, and updating of resumes. Sign up for an appointment in the Career Services Office as early as possible.

3. Attend an "On-Campus Interview Program – How To Participate" workshop.

Workshops have been scheduled for convenient attendance to inform students about what the OCIP is, how to participate, types of employers who come on campus, and benefits to students. A question-and answer period will follow. **IT IS MANDATORY THAT YOU ATTEND ONE OF THESE WORKSHOPS.**

**DATE	TIME	ROOM
April 17, 2009	12:30 p.m. & 5:00 p.m.	W311
April 20, 2009	12:30 p.m. & 5:00 p.m.	W329 (12:30 pm) & W611 (5:00 pm)
May 21, 2009	12:30 p.m. & 5:00 p.m.	W311
June 18, 2009	12:30 p.m. & 5:00 p.m.	W311
August 18, 2009	12:30 p.m. & 5:00 p.m.	W311

4. Attend an "Effective Interviewing Techniques" workshop.

Workshops discussing effective interviewing techniques will be presented prior to the OCIP to help students prepare for successful interviews. Workshops are offered several times for student convenience. Students need to attend the workshop only once.

**DATE	TIME	ROOM
July 16, 2009	12:30 a.m. & 5:00 p.m.	W311
August 6, 2009	12:30 p.m. & 5:00 p.m.	W311
August 7, 2009	12:30 p.m.	W311
September 8, 2009	12:30 p.m. & 5:00 p.m.	W311

**All workshop dates and room numbers are subject to change. Please confirm with Career Services Office.

5. Attend the "Employers' Perspective on the Successful Interview" Seminar, a panel presentation discussing methods for success in the OCIP.

Students are strongly encouraged to attend this valuable hour-long presentation by recruiting attorneys, many of whom are Southwestern Alumni. These panelists will provide their perspectives on all stages of the interview process, including resume and cover letter preparation, evaluating and selecting employers, dressing for interviews, how to approach call-back interviews, and handling multiple offers. The seminar is scheduled to take place on **September 3, 2009, at 12:30 pm. in Room W311.**

6. Register for a Mock Interview.

Alumni attorneys, as well as other qualified members of the legal community, will conduct and critique videotaped mock interviews with interested students from July 20 through August 5, 2009. Appointments are limited and will be scheduled on a **"first come, first served"** basis in order of receipt of registration. Registration does not guarantee an interview, so students are encouraged to **register early with the Career Services Office. The registration deadline is 5:00 p.m. on July 10, 2009 (the same deadline for OCIP registration and resume submission). Registration forms are available in the Career Services Office.**

7. Prepare a writing sample.

Many employers request a sample of an applicant's writing prior to making a hiring decision. Some on-campus employers require a writing sample **on the day of the interview, while others may require it before the interview.** Students who are planning to participate in the OCIP or conduct a job search of any kind are strongly urged to prepare a writing sample (including an appropriate cover page).

Although longer samples may be used, a three- to ten-page submission is preferable. Writing samples may be taken from law school writing assignments or law clerk work assignments. If the sample was originally written for an employer, the student must obtain the employer's permission prior to using it. **All names and other identifying information must be omitted.** (See *"NALP Principles for Candidates."*) Students are encouraged to prepare writing samples early and have them reviewed by a faculty member, if possible.

8. Research employers before submitting resumes. After selection for an interview, complete an in-depth review of that employer through all available resources.

Students are advised to review information carefully about an employer's size, location, and practice areas before submitting bids/resumes for on-campus interviews, resume forward, or direct resume submissions. Most of that information is available on line or in the Career Services Office. After students have been selected for an interview, they should perform an in-depth review of the employer through all available resources.

Information for many participating employers is also available online through the Symplicity website used for our OCIP. The *Martindale-Hubbell* law directory, available in both the Career Services Office and the Law Library, provides biographical data on attorneys practicing with listed firms and, in some instances, includes representative clients. This directory is now available on-line through LEXIS. In addition, West's Legal Directory on-line through WESTLAW provides listings of most attorneys and smaller law firms.

The *National Directory of Legal Employers*, published annually by NALP, provides information on all NALP members. Copies of the *Directory* are available for student use in the Career Services Office and the Law Library. The *NALP Directory* is also available online at www.nalpdirectory.com.

Through the NEWS Library on LEXIS-NEXIS, another computer research system, students may access articles about selected employers found in both legal and non-legal publications. See also the Career Services Handout entitled *"Researching Legal Employers: Annotated Bibliography"* prepared by Dennis Ladd in the Southwestern Law Library. Additional information is available in the Career Services Office and the Law Library about online employer research options. The Career Services Office also maintains files of articles, firm resumes, and other information about employers participating in the OCIP (both on-campus and off-campus programs).

Today's employers expect interviewees to come to an interview thoroughly prepared. When a student has neglected to research a firm before meeting with a prospective employer, several problems may result. First, the interviewer may interpret this as a lack of serious interest on the part of the student. Second, the ability of the student to perform research may be called into question. Lastly, valuable interview time may be wasted asking and answering questions that could easily have been researched and answered prior to the interview.

During an interview, employers are sacrificing billable hours to learn more about an interviewee in an effort to assess future compatibility with their firm. In turn, employers anticipate a high level of pre-interview research and professionalism on the part of an interviewee. Students are encouraged to approach each and every interview with a serious degree of commitment and preparation.