

April 2009

Dear Student:

I wanted to take a moment and talk to you about Southwestern's Fall 2009 On-Campus Interview Program (OCIP), which will take place August through October 2009. The 2009 OCIP will start earlier than in the past, so it is important to read and be familiar with all of the information contained herein. There will be deadlines to meet over the summer break.

### **What is OCIP?**

The goal of the OCIP is to provide summer and post-graduate jobs for our students. While it may seem too early to search for a summer 2010 job in August 2009, that is when some law firms and other employers do their hiring.

Our OCIP consists of two components: 1) an On-Campus segment that allows employers to conduct interviews with students on Southwestern's campus; and 2) an Off-Campus segment where student interviews are conducted in employers' offices. Off-Campus interviews have become increasingly popular as law firms increase their efforts to efficiently utilize their attorneys' time. In addition, employers looking to expand their participation in Fall recruitment programs will often begin with the Off-Campus segment.

### **What Employers are Participating?**

While it is too early for a complete list of employers, we typically have a variety of law firms, government entities, and public interest organizations that participate in the OCIP. Your primary source of information regarding who is participating in the OCIP is the Symplicity system, which can be accessed at [law-southwestern-csm.symplicity.com/students](http://law-southwestern-csm.symplicity.com/students).

Your Symplicity log-in name and password were given to you during your first year. If you have forgotten your password, go to the log-in page, enter your Southwestern e-mail address and click on "forgot password." If you have problems with Symplicity, *telephone* the CSO for assistance well in advance of the applicable deadlines. For the purposes of OCIP, all communication as to whether or not you have been selected for an interview will be sent to your Southwestern e-mail account, so get in the habit of checking your Southwestern e-mail account frequently.

We will also prepare a short written "Guide" containing a summary of information regarding which employers are participating in the OCIP and how you can participate in the OCIP. This "Guide" will be available in July from the Career Services Office as well as Southwestern's website at the Career Services Office page.

### **How to Participate in our OCIP**

There are a series of steps that you must follow in order to participate in our OCIP.

- 1) **Attend a Mandatory "How to Participate in the OCIP" Workshop**: This workshop will discuss all of the nuts and bolts of the OCIP, the appropriate deadlines, and hiring schemes for different types of employers. These workshops will be offered as follows:

Friday, April 17 at 12:30 and 5:00 pm in W311

Monday, April 20 at 12:30 and 5:00 pm in W311  
Thursday, May 21 at 12:30 and 5:00 pm in W311  
Tuesday, August 18 at 12:30 and 5:00 pm in W311 (Please note that this session is after the deadline to participate in Phase I of the OCIP. If you wait to attend this session, you won't be eligible to participate in Phase I.)

- 2) **Register for the OCIP and have your resume approved by 5:00 pm on Friday, July 10:** In order to participate, you must draft a resume and submit it for approval to the CSO. The deadline for approval is Friday, July 10 at 5:00 pm. Along with your resume, you must submit a registration form, which will be available at the above workshops. Even if you have had your resume reviewed at some time before by the CSO, you must have the version you are using for the OCIP reviewed specifically for the OCIP.
- 3) **Upload your resume and writing sample and bid for interviews on Symplicity by the appropriate deadlines:** In order to request an interview, you must "bid." The bidding process will be covered in the "How to Participate in the OCIP" workshop as well as in the Guide to the Fall OCIP. The deadlines to bid are:

Phase I (Employers coming in August): July 17  
Phase II (Employers coming in September): August 21  
Phase III (Employers coming in October): September 17

#### **Mock Interview Program – Registration Deadline: 5:00 p.m., July 10, 2009**

So that you can be fully prepared for the OCIP, the Career Services Office coordinates a "**Mock Interview Program**" set to run from **July 20 through August 5, 2009**. Alumni and other qualified members of the legal community who are familiar with the recruiting process will conduct and critique mock interviews with interested students. Appointments are limited to the number of volunteer interviewers and are scheduled on a "first come, first served" basis.

This is a great way to practice your interview skills under real life circumstances. You will receive the employer and interviewer name ahead of time. You are to research and prepare for the interview as if you were really interviewing for a job. You will come to campus dressed for the interview, and after the interview, the interviewer will give feedback on what you did right, what can be improved upon, etc. Mock interview registration forms will be available at the "How to Participate in the OCIP" workshops, in the CSO, as well as on our web site.

I encourage everyone to participate in the OCIP, Mock Interview Program, and the rest of the programs sponsored by the CSO during the 2009-2010 year. We are here to assist you, and if you have any questions, please let us know.

Sincerely,

Gary J. Greener, Esq.  
Associate Dean

Enclosures