

OCIP - STUDENT PARTICIPATION POLICIES

Placing a bid (aka applying) for Southwestern’s On-Campus Interview Program (OCIP) is your implicit agreement in our program policies, which are outlined below:

1. Authorization of the **release of your materials** to employers and relevant faculty (e.g. resume, transcript, writing sample, etc.)
2. **Commitment to professionalism** (e.g. punctuality, appearance, demeanor, etc.)
3. **Acceptance of and attendance to all interviews** extended to you by an employer/s
 - PLACING A BID = AGREEMENT TO INTERVIEW
4. Maintaining **open and immediate communication with the CSO** re: any issues with your program participation
5. Observance of the **interview cancellation policy**. The two accepted excuses for interview cancellation are:
 - An urgent emergency
 - Acceptance of an alternate job offer
 - **Interview cancellations must be immediately communicated to Chloe Mercado, Recruitment Coordinator in person or via telephone - 213-738-6794.*

Failure to comply with the above policies may result in removal from the OCIP and/or a suspension on future Program participation. Contact Chloe Mercado in the CSO with any questions re participation policy.

Dates & Deadlines	Action Items
Now – January 5 th , 2018	MANDATORY: Submit your resume for review. Email in Word to your assigned advisor, subject line: "Resume Review Request – Spring OCIP"
Now – February 2018	Be proactive about interview prep. Schedule interview prep with your assigned advisor, or contact the CSO to be matched for a mock interview with a practicing attorney. Also refer to your Career Development Guide.
January 10 th – 21 st , 2018	Apply for positions! AKA, The Bidding Period. Submit your bids on Symplicity (via the OCI tab).
February 12 th – 23 rd , 2018	On-Campus Interviews take place at SW.

To place a bid during The Bidding Period, log onto your [Symplicity profile and proceed to the OCI tab](#). Contact the CSO with any questions regarding profile access, 213-738-6794.