On-Campus Interviews & Resume Collect Overview

April 2012

Law Career Services
What is OCI?

• On-Campus Interviews are pre-screen (round one) interviews that typically last about 20-25 minutes in length.

• OCI employers are typically large to mid-sized firms, boutique (IP/Patent, Municipal, Family, Employment) and Public Sector (DA, PD) with a “sprinkling” of small firm and corporate presence (sometimes).
What is Resume Collect?

• In addition to OCI employers that come on campus to interview students, some employers opt to do a Resume Collect where by bids are sent to employers at the same time as OCI bids are sent, but the employer determines the interview date and interviews are held at THEIR location.

• Resume Collect is a separate session from OCI’s.
Why OCI?

- Why not!
- On-Campus Interviews provide you with another potential job opportunity.
- Participating in OCI’s is an exercise in the application process, a potential opportunity for an interview and forces you to learn about firms and public sector offices.
MOU Form

• In order to view employers and participate in the OCI and Fall Resume Collect process, you will need to read, initial and sign a CURRENT Memorandum of Understanding (MOU) form.

• Even if you have signed a previous MOU form for OCI’s, you will need to sign a new one for this year/season.
Who Employers Want

• Employers want students that demonstrate leadership, have some practical application and either a strong academic background, strong professional background or a combo of the two.

• Let the employer decide—it is not always about the GPA.

• Top 5%-30%
OCI Key Dates

• **June 18th:** Employer review Begins on SCU Law Jobs. Your OCI tab will become active on this date (provided that you have signed an MOU) and you may begin researching the employers that are listed.

• **July 2nd:** OCI bidding (application process) begins on SCU Law Jobs.

• **July 20th:** Bidding closes. Deadline is at 12:00pm PST-No exceptions!

• **Last week in July:** Log onto Symplicity to monitor employer interest and accept or deny interviews. This will be an ONGOING process.

• **August 7th-Sept. 7th:** Interviews
OCI Lingo

• **OCI**: On Campus Interviews
• **Session**: The interface that allows you to view employers. There is an OCI session and a Resume Collect session.
• **Schedule**: The page of information that the employer has created that lists class years, offices interviewing for, hiring criteria and documents needed for application.
• **Bid (bidding)**: Your application that you submit to employers. Bidding refers to the application process.
Lingo Continued

• **Interview Status:** Pending, Invited, Not Invited, Alternate

• **Pre-Screen:** The interview that you have on campus. Usually 20-25 minutes long. Also referred to as “round one” interview.

• **Call Back:** Interview that takes place after the pre-screen. This interview will be held at the firm and typically lasts 3-4 hours.
Logistics

- Verify your info in SCU Law Jobs. LCS will update your class year in Symplicity before June 18th. When your OCI tab becomes active, CHECK FOR ACCURACY. Switching to full-time? JD/MBA? These will affect your status.
- We may need to get a hold of you! Make sure your current phone number is listed.
- BIDDING: You have a max of 20 OCI bids (applications) you can place.
- You have a max of 20 Resume Collect bids you can place.
- In order to complete your application, you need to upload and submit ALL required documents for that schedule.
- Bids can be edited, withdrawn or re-submitted as many times as necessary until July 20th at 12:00pm-no exceptions.
Reviewing Employers & Bidding

• Reviewing OCI and Resume Collect Employers:
  1-Sign in to Symplicity
  2-Click on the OCI tab (tab will become active on June 18th) MOU must be signed for this.

• OCI session will be default session that comes up first. To review Resume Collect session, switch session in drop box.
After Clicking on the “OCI” Tab:
Click on a Particular Employer
Using the “Review” Tab:
Employer Schedule:

OCI Schedule

Employer: Cooley Godward LLP (Palo Alto, CA)
Employer Website: [http://www.cooley.com](http://www.cooley.com)
Interview Length: 20 minutes
Interviewer: Sally Kay

Position Description: All candidates submitting their resumes MUST select one of our office locations as their primary office of interest. If there is interest in more than one office, please inform the on-campus interviewer during the course of your interview which offices you are primarily interested in.

Candidates with interest in multiple offices should only submit their resume once.

All candidates will need to provide us with a copy of their resume and law school transcript. Although a cover letter is not mandatory, it would be helpful in order to provide us with information regarding the candidate’s practice interest and office preference.

Should you have questions, please do not hesitate to contact Ariana Martin, Attorney Recruiting Administrative Manager, using the following contact information.
PH: 650-843-5644
FX: 650-849-7400
Email: Amartin@cooley.com
www.cooley.com

Class Years 2L/3LE, 2LD, 3L/4LE, 3LD, 3LE

Interviewing:

Interview Location: The Career Center at Benson Center

Employer’s Schedules

<table>
<thead>
<tr>
<th>Date</th>
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<th>Hiring Criteria</th>
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<td>Aug 28th</td>
<td>Boston, MA, Broomfield, CO, New York, NY, Palo Alto, CA, Reston, VA, San Diego, CA, San Francisco, CA, Washington D.C</td>
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<td>Top 10% of Class; law review, law journal or moot court participation preferred but not required; high academic achievement, excellent writing and research skills, involvement in extracurricular activities, strong interpersonal skills, initiative, highly motivated, work experience, evidence of team work, and geographic ties to area interviewing for.</td>
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Employer Schedule: Contact Information-USE THIS!

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Should you have questions, please do not hesitate to contact Ajeree Martin, Attorney Recruiting Administrative Manager, using the following contact information.

Phone: 650-849-5644
Fax: 650-849-7400
Email: amartin@cooley.com
www.cooley.com

Class Years: 2L, 3L, 3L/4L, 3L, 3L

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Interview Location: The Career Center at Benson Center

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Employer Schedule: Hiring Criteria

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Should you have questions, please do not hesitate to contact Arjenee Martin, Attorney Recruiting Administrative Manager, using the following contact information.

**Contact Information**

**Employer:** Cooley Godward LLP (Palo Alto, CA)

**Name:** Arjenee Martin

**Title:** Attorney Recruiting Administrative Manager

**E-mail:** amartin@cooley.com

**Address:**

5 Palo Alto Square
3000 El Camino Real
Palo Alto, CA 94306-2155 United States

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**OCI Schedule**

**Class Years Interviewing:**

2L, 3L

**Interview Location:** The Career Center at Benson Center

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Interviews

• After bidding closes, an “Interviews” column will appear in your OCI interface. Your status will remain at “Pending” until employer interview selections have been made.

• If you are invited to interview as a “Pre-Select,” you will have the option to accept or deny the interview.

• If you accept the interview, you will be routed to the interview scheduler. Interview times are a first-come, first-served basis.

• If you deny an interview, it opens a potential slot for an alternate.

• If you cancel an interview, it opens a potential slot for an alternate.

• Notify LCS ASAP! if you cancel an interview that has already been scheduled. Employers need to be notified!
**Interview “Boot Camp”**

- **Mock Interview Program**: August 1\(^{st}\) & 2\(^{nd}\).

- **Staged Mock Interview**: LCS YouTube video-CHECK IT OUT!

- **LCS interview prep program**: LCS will have a one hour session in early August to help you prepare for your interviews. Date TBA, will also be recorded.
Questions?

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