ON CAMPUS INTERVIEWS CHECKLIST
FALL 2016

KEY DATES:

June 10: Fall 2016 OCI and Resume Collect Employer List published on SCU Law Jobs (Note: additional employers may be added during the review period.)
June 10 - 17: Review employers, polish resume/cover letter, make an appointment for resume review.
June 20: OCI bidding (application submission) begins on SCU Law Jobs.
July 15: OCI bidding submission deadline (5:00 p.m.) Pacific Standard Time.
August 8: Interviews begin.
September 1: Interviews end. (Manual schedules add-ons may occur after this date.)

Callback interviews will be scheduled and facilitated by the employers. These often begin during the initial interview period and will continue into November.

GENERAL STANDARDS FOR THE TIMING OF OFFERS AND ACCEPTANCES: Please visit the NALP webpage for the current guidelines: (www.nalp.org).

OCI CHECKLIST:

Here are a few tips to make your OCI experience easier and more successful:

✓ **Sign and submit** the mandatory Memorandum of Understanding to the Office of Career Management (OCM) immediately.
✓ **Enter/update** your contact information in your profile on SCU Law Jobs (if you have not done so already, set up an appointment with OCM to get your SCU Law Jobs ID and password for access).
✓ **Be sure** to set aside enough time to thoroughly research the employers. Every year students underestimate the amount of time it takes to fully prepare for OCI. Don’t let this be you!
✓ **Prepare** a sample cover letter and carefully personalize that cover letter to each employer.
✓ **Make an appointment** to have your resume and cover letter reviewed by OCM as soon as you can.
✓ **Prepare/update** a legal writing sample. If you plan to use previous work product or a project from your summer employment, be sure to check with your employer and redact the sample to preserve confidentiality. If you plan to use a previous LARAW assignment, consider working with your professor.
✓ **Prepare** a list of 3-4 references, including contact information, your relationship, and assignments.
✓ **Order** an official copy of your academic transcripts from Student Records (University Enrollment Bldg.-bldg.. next to Bannan Hall), any other graduate school that you may have attended, and, if applicable, undergraduate transcripts (e.g., students with scientific/technical backgrounds); print an unofficial law school transcript from eCampus as a back-up. You may copy and paste this into a Word document.
✓ **Make sure** you have appropriate interview attire, and plan for unexpected mishaps (stains on your clothes, runs in your stockings, scuffs on your shoes). We recommend bringing a back-up suit just in case, as well as a mirror, brush or comb, toothbrush/floss and make-up for last-minute touch-ups.
✓ **Prepare** interview packets with extra copies of your resume, writing sample, transcript and reference list, etc., and make sure you have a professional-looking portfolio or case for your documents.
✓ **Program the OCM Main Phone number into your mobile phone: 408-554-4350** (so that you can reach us on the day of your interview regarding any last minute changes, or if you have questions).
✓ **Location Unless told otherwise all interviews will be held in the Office of Career Management – 2nd floor of Bannan Hall. Please program this number in your mobile phone as well.**
✓ **Questions???** Should you have any other questions, please contact Christina Johnson, Program Coordinator in OCM. Her phone ext. is (408) 554-5492 or email is ccjohnson@scu.edu
✓ **Canceling an interview** Should you need to cancel an interview PLEASE contact Christina Johnson at ccjohnson@scu.edu or (408) 554-5492 AT LEAST 72 HOURS (3 BUSINESS DAYS – M-F 8:30-5pm / excluding weekends) PRIOR to your scheduled interview.