Fall 2010 On-Campus Interviewing Guide
Fall 2010 On-Campus Interviewing Guide

This manual should be used as your reference guide for the Fall On-Campus Interviewing (OCI) process. This manual is meant to be used as a supplement to the larger Career Planning Manual.

Provided in this guide is information about the following:

- Important Dates (Bidding deadline charts)
- Fall OCI Policies
- Frequently Asked Questions about Fall OCI
- Symplicity instructions for bidding during Fall OCI

IMPORTANT OCI DATES:

- **Interview Dates:**
  - **Segment I:** Wednesday, August 18 - Friday, August 20, 2010
  - **Segment II:** Thursday, August 26 - 27 and September 1- 3, 2010
  - **Segment III:** September 15 - 30, 2010.
  - **Los Angeles, CA Job Fair – Friday, September 17, 2010**
  - **Houston, TX Job Fair – Friday, September 24, 2010**

Interviews will be held from 9:00am to 5:00pm Monday through Friday. We will have three (3) “Super Days,” August 18 - August 20. We expect 45 employers to interview on-campus on these “Super” days. *Note that 2/3 of all Fall OCI employers typically interview during Segment I.

- **Resume Review Deadline:** Friday, July 16th, 2010
  If you would like for a Career Counselor to review your resume before bidding, you must send it to careercenter@law.duke.edu on or before July 16th.

- **Bidding:** Student bidding will take place during this July-August 2010. Please refer to the charts that follow for bidding dates and deadlines. All times are listed in **U.S. Eastern Time.** Please plan accordingly.

LOCATION:

- All interviews during Segment I will be held at the Hilton Hotel, located at 3800 Hillsborough Road.
- All interviews during Segment II and Segment III will be held on-campus in the Law School.
BIDDING FOR SEGMENTS: I, II, & III

Segment I: For interviews taking place Wednesday, August 18 – Friday, August 20, 2010.

Segment II: For interviews taking place Thursday, August 26 – Friday, August 27 and Wednesday, September 1 – Friday, September 3, 2010.

Segment III: For interviews taking place Wednesday, September 15 – Thursday, September 30, 2010.

<table>
<thead>
<tr>
<th>Segment I Bidding Chart</th>
<th>Start Date and Time</th>
<th>End Date and Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumes due to Career Center:</td>
<td></td>
<td>Mon., July 19</td>
<td></td>
</tr>
<tr>
<td>Segment I Bidding:</td>
<td>Mon., July 26 at noon</td>
<td>Mon., August 2 at noon</td>
<td>You may bid at anytime during this period.</td>
</tr>
<tr>
<td>*Resume must be uploaded in order to bid.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Segment I Preliminary Interview Schedules Posted:</td>
<td>Mon., August 2 at 5:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Interviews</td>
<td>Tues., August 3 at noon</td>
<td>Wed., August 4 at noon</td>
<td>Decline interviews you do not want. This is your only opportunity to drop interviews for reasons other than an “Excused Absence” as listed on page 8.</td>
</tr>
<tr>
<td>Open Sign Up for Segment I:</td>
<td>Thurs., August 5 at noon</td>
<td>Mon., August 9 at noon</td>
<td>Sign up on a first-come, first-served basis to any openings.</td>
</tr>
<tr>
<td>Final Segment I Schedules Posted:</td>
<td>Tues., August 10 at 5pm</td>
<td></td>
<td>All schedules are final. No dropping scheduled interviews at this point.</td>
</tr>
</tbody>
</table>
Segment II Bidding Chart

<table>
<thead>
<tr>
<th>Segment II Bidding:</th>
<th>Start Date and Time</th>
<th>End Date and Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tues., August 10 at noon</td>
<td>Thurs., August 12 at noon</td>
<td>You may bid at anytime during this period.</td>
</tr>
<tr>
<td>Segment II Preliminary Interview Schedules Posted:</td>
<td>Thurs., August 12 at 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Interviews</td>
<td>Fri., August 13 at noon</td>
<td>Sat., August 14 at noon</td>
<td></td>
</tr>
<tr>
<td>Open Sign Up for Segment II:</td>
<td>Sun., August 15 at noon</td>
<td>Mon., August 16 at noon</td>
<td></td>
</tr>
<tr>
<td>Final Segment II Schedules Posted:</td>
<td>Tues., August 17 at 5pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Segment III Bidding Chart

<table>
<thead>
<tr>
<th>Segment III Bidding:</th>
<th>Start Date and Time</th>
<th>End Date and Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon., August 30 at noon</td>
<td>Wed., September 1 at noon</td>
<td>You may bid at anytime during this period.</td>
</tr>
<tr>
<td>Segment III Preliminary Interview Schedules Posted:</td>
<td>Wed., September 1 at noon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Interviews</td>
<td>Thurs., September 2 at noon</td>
<td>Fri., September 3 at noon</td>
<td></td>
</tr>
<tr>
<td>Open Sign Up for Segment III:</td>
<td>Tues., September 7 at noon</td>
<td>Wed., September 8 at noon</td>
<td></td>
</tr>
<tr>
<td>Final Segment III Schedules Posted:</td>
<td>Wed., September 8 at 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Cancellation Policy effective for Segment III (See pages 8 and 9)</td>
<td>Wed., September 15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advance Cancellation Policy effective for Segment III (See pages 8 and 9)
On-Campus Interviews (OCI) Questions and Answers

What are segments?
The on-campus interview season is divided into three segments (Segment I, Segment II, and Segment III). There is a separate bidding period for each segment to make the process more manageable.

What is bidding?
Duke Law School students are scheduled for on-campus interviews through a lottery system. Students bid on the employers with whom they would like to interview by ranking the employers in preferential order with bid # 1 being the highest priority. Symplicity then assigns interviews to students through a computerized lottery system. Employers do not see student bidding rank numbers but do see students’ multi-office preferences (for employers interviewing for more than one geographic location).

How does the lottery system work? Once students have bid on employers, Symplicity assigns interviews to students through a random lottery system. The program attempts to give as many students as possible their highest priority interviews, taking student class schedules and geographic preferences into account.

At Duke, all interviews are assigned by lottery, not by employer specified hiring criteria. Schools that allow employers to pre-screen students enable employers to make interview selections based solely on the employer’s academic criteria, which may greatly limit students getting interviews.

How many employers may I bid for in each segment?
You are encouraged to bid on a reasonable number of employers with whom you are genuinely interested, taking into consideration the intensity of the busy fall interviewing season and your ability to maintain a high level of professionalism. You may bid on up to 50 employers during Segment I and up to 25 during Segments II and III. *Note that bidding on an excessive number of employers may result in an unmanageable interview schedule. It is extremely difficult to drop interviews once schedules are final.

How many employers do I need to bid on to get “enough” interviews?
The answer to this question depends significantly on your research into the type of employer you are interested in coupled with your geographic area(s) of interest. It is hard to estimate how many interviews you will receive from a certain number of bids as it depends on many factors, including how many other students are bidding for a particular employer and your rank for a particular employer. In prior years, some students focused on large cities bid on 30-40 employers and received an average of 15-18 interviews. Other students with more focused interests only bid on 10 employers and that proved sufficient. You should focus on employers in whom you are genuinely interested and that match your career goals. **Note that over 2/3 of the total number of employers to visit campus in the fall will interview during Segment I.

Does it matter when I bid during the bidding period?
No. There is no first-come, first-served priority during the “bidding” period. It does not matter when you bid or change your bids during this period. The scheduler does not run for a segment until after bidding has closed for that segment. It will not matter whether you submitted your bids during the first minute of bidding or the last day of bidding. Please note, however, that it is not wise to wait until the very last minute of bidding in case there is a problem with your computer or the system. Once bidding closes, it is not possible to change or submit bids.
Wait list and dropping interviews:

What is the wait list?

- If you bid for an employer and do not get an interview via the lottery, you are automatically placed on the wait list for that employer.
- If you sign-up for an employer during Open Sign-up, you will be removed from the wait list.
- You may withdraw your name from the wait list during the drop period, as if you were dropping an interview.
- If you remain on the wait list, you may be pulled from it should an opening arise for that employer.
- The wait list and corresponding resumes will be provided to all employers at the same time that they receive their interview schedules. Employers will be notified of students who put that employer among the student’s top five bids to encourage employers to contact students expressing strong interest in that employer.

Wait listed students will be pulled into an open interview slot as slots become available. These students will be notified via e-mail and/or telephone and are expected to attend the interview. Be sure to note the interview dates of employers for whom you have waitlisted so you can stay abreast of possible interviews. You are unable to remove yourself from an employer’s wait list. If you do not wish to be considered for a potential interview with an employer, you must email the career center and make such a request prior to the posting of final schedules.

How do I know if I am on an employer’s wait list?
Simply scroll down to “on wait list” in the employers drop box under the Employers/Bidding Tab.

Can students miss interviews once schedules are final?
A student shall make all reasonable efforts to attend interviews at the pre-arranged time and place. However, the three circumstances in which a student may miss an interview and that qualify as “Excused Absences” are:

1. Extreme illness or death in the family and notification to the Career Center as soon as practical.
2. Acceptance of an offer of summer employment and notification to the Career Center prior to the time of the interview. (This does NOT include “considering” an acceptance. Once you notify CPDC of your accepted offer, all remaining interviews will be dropped.)
3. For interviews on or after September 1, 2010 only----Notification of an absence should be sent via email to oci@law.duke.edu in accordance with the “Advance Cancellation Policy,” outlined below.

Each of the foregoing is an “Excused Absence.” Students with an Excused Absence due to illness/death in the family, or acceptance of summer employment, must submit a written note to the interviewer (with a copy to the Career Center) within three days or as soon as practical, explaining the reasons for the student's failure to appear.

ADVANCE CANCELLATION POLICY FOR SEGMENT III:
(The Advance Cancellation Policy does not apply to interviews in Segments I or II prior to September 1. After the cancel interview period ends at 12:00 noon, you may not drop interviews taking place prior to September 1.)
For interviews following September 1 in Segment II or Segment III, however, you may cancel interviews after the cancel interview period. You must notify the Career Center VIA EMAIL at oci@law.duke.edu NO LATER THAN 12:00PM 3 BUSINESS DAYS BEFORE THE DAY OF THE INTERVIEW. This 3 business day window allows our office adequate time to notify the employer and contact any students remaining on the wait list.

**How to cancel interviews:**
Please send your written notification via email (subject line: Interview cancellation request) to oci@law.duke.edu. If it is less than 3 business days before the day of your interview, please plan on attending the interview. (Example: Interview with Employer X on Monday, September 20, at 4:20PM. Must email cancellation request by Wednesday, September 15, at 12:00PM). *

**What happens if I miss a scheduled on-campus interview?**
The failure to attend an interview under any other circumstances is an “Unexcused Absence.” Each unexcused absence results in a $50.00 fine. Your check should be made payable to Duke Law School, with subject line “missed interview-PILF donation,” and delivered to the Career Center. The Career Center will donate these fines to PILF. In addition, one or more unexcused absences may lead to the suspension of interview privileges, at the discretion of the Career Center. Students with an Unexcused Absence must submit a written apology to the interviewer (with a copy to the Career Center) within three days of the missed interview, explaining the reasons for the student’s failure to appear. Failure to do so will result in an additional $50.00 fine.

**How do I request to drop an OCI interview if I have accepted an offer?**
You are expected to attend all OCI interviews for which you signed up unless you have formally ACCEPTED an offer for summer employment. If you have accepted an offer for employment then you must request to drop ALL interviews in writing (via e-mail) to oci@law.duke.edu (Please note that considering an offer is not the same as formally accepting an offer.)

E-mail request should be sent as soon as you accept employment. If you have accepted an offer and you have scheduled interviews within 24 hours of the interviews, then you will be required to attend your interviews. In the practice of proper business etiquette, and as a courtesy to the traveling employer and other students, a request submitted less than 3 business days leaves little time to contact a student from the waitlist for the available time slot.

**Resumes:**

**How can my resume be reviewed over the summer?**
Contact the Career Center via email and we will be happy to review your resume and/or arrange a time to talk with you. If you would like to have your resume reviewed by a CPDC Counselor before bidding begins, you must send it to careercenter@law.duke.edu before Friday, July 16th.

**Will I be able to update my resume during the bidding period?**
Yes, you may update and resubmit a new “default resume” to Symplicity anytime before the close of bidding. This new (default) resume will automatically be changed for each employer that you previously bid for in that segment.

---

* This timing allows students on the wait list to be added, followed by a general announcement of open slots and time for students to respond, while allowing the employer to receive a final schedule 24 hours before arrival.
What is a resume solicitation?
Some employers are not able to interview on campus at Duke but are very interested in receiving resumes from Duke Law students. All resume solicitations/job postings are listed in the Symplicity job bank. You may apply directly to these employers via Symplicity. Some of the resume solicitations are due before the start of classes, and employers may follow up with interested students by conducting video conference interviews in August or September.

Interviewing day:

What four materials must I bring to each of my interviews?
1. Updated resume
2. Writing sample
   See CPDC website here for full instructions.
3. Law School Transcripts (Official or Unofficial)
   You may use an official or unofficial (downloaded from ACES) version of your transcript. You may obtain a transcript via the University Registrar’s website at www.registrar.duke.edu or via ACES under Academics/Transcript Requests. (Be sure to make several copies of your transcript to bring with you to each interview.)
4. List of references
   Two to three people who can recommend you for employment based on their personal experience with you as a student or employee.
   (Please refer to your Career Planning Manual and Appendix)

Missing classes, schedule changes, and call backs:

Can I miss class for an on-campus interview?
A student should not miss class for an on-campus interview. As a condition of interviewing on campus, each student participating must enter his or her entire class schedule as “unavailable times” in Symplicity for every day of OCI when “bidding” for interviews and must keep the “unavailable times” schedule current as the student’s class schedule changes. The Career Center is authorized to suspend bidding and interviewing privileges for students who do not properly enter their class schedule as “unavailable times” until such schedule is properly entered. Missing a class for an on-campus interview will be treated under Rule 3.8 in the same manner as missing class for any other reason. Students who knowingly omit class information on Symplicity are in violation of the Honor Code.

What happens if my class schedule changes after bidding is over?
1) You should update your class schedule on Symplicity and check your interview schedule for conflicts. Please enter all personal appointments (doctor appointments, etc.) onto Symplicity as well to avoid scheduling conflicts.
2) If you have a conflict, please contact CPDC as soon as possible.

What if I am scheduled for back-to-back interviews?
You should have 5 minutes between interviews and this will allow you ample time to get to your next interview. Most interviews are within a short walking distance on the same or neighboring floors of the hotel or law school. However, some interviews may be scheduled back-to-back and students may sometimes run late to the next interview. In this instance, you should write a brief note earlier in
the day to the interviewer and inform him or her that you may be a few minutes late due to an
interview scheduled right before that one. Slip the note under the door of the interview room at
some time prior to your interview.

Can I cancel an OCI interview if I would rather do a call back?
Monday and Tuesday, September 13 and 14, are designated as “career development days” and upper
level classes do not meet to allow you to visit employers. 2Ls in the past have also tried to leave a day
in the week without classes so they can visit employers. You may timely consult a counselor if you
need assistance making a decision.

Can I miss class for a call back?
You are strongly encouraged to not miss class for any reason, including for callbacks.Try to utilize the
designated “career development days” explained above to visit employers without missing class. If you
must miss a class, you should notify your professors and ask their permission.

Can I interview if I am a four-year dual-degree student?
Yes. Four-year dual-degree students have two full interviewing years. During your first interviewing
year employers may view you as a 1L. Employers will consider you for employment purposes based
on your graduation date. During your second interviewing year, employers may view you as a 2L. In
both years you will have full interviewing privileges.

Can employers view my photograph during OCI?
Yes. Employers will have access to view your on-line facebook photographs. You should ensure you
have a professional photograph – check https://www.law.duke.edu/studir/.
SYMPlicity Instructions

Bidding:

STEP 1:

1) Log onto: https://law-duke-csm.symplicity.com/students
2) Log in with your Symplicity USER ID (Duke Law email address) and PASSWORD previously emailed to you.

If you forget your password:
Then click the FORGOT MY PASSWORD tab at the top of the login page. Enter your username (full Duke Law email address) and a NEW password will be sent to that email address.

3) Click on OCI at the top of your Symplicity toolbar.

STEP 2:

Entering Class Conflicts and Unavailable Times:

1) Click on OCI at the top of your Symplicity toolbar.
2) Click on Class Schedules/Conflicts tab.
3) A screen will then appear in a one week span of the entire Fall OCI season. Click on the arrows beside the dates to move from one week to the next week.
4) Check mark the entire time span (in one hour increments) that you have a conflict. Repeat this for EACH day of the week for the entire interview season.
5) Click submit

To edit previously entered class conflicts on Symplicity:
Place your mouse over the bold “OCI Exception” wording and click on that link. The page will then refresh and you can adjust you times accordingly or delete the conflict altogether.

OCI Exception

NOTE: Be sure to carefully review & UPDATE your conflicts frequently to ensure that you have entered ALL conflicts, including impromptu class meetings, new classes and personal doctor appointments.

STEP 3:

1) Click on the Employers/Bidding tab.
2) Choose the desired “session” in the grey Search Filters box, select the correct "session" Fall 2010-Segment 1 OR Fall 2010-Segment 2 OR Fall 2010-Segment 3
3) ENTER YOUR CLASS CONFLICTS FOR ALL INDIVIDUAL DAYS IN Fall OCI 2010.
   a) Click on OCI on the toolbar.
   b) Click on the Class Schedule/Conflicts tab. Make sure to enter unavailable times for both segments of OCI 2010 by changing the “session.”
   c) Check mark the entire time span that you have a conflict. Repeat this for EACH day of the week.
   d) Click Submit
4) Return to the Employers/Bidding tab.
5) Click on the DATE link of the interview date that you desire.
6) Click on the General Resume. (Remember this is your default resume)
   YOUR BID FOR THAT EMPLOYER IS NOW SAVED!

* Class conflicts MUST be entered BEFORE you bid for any employers.
For employers interviewing for multiple offices:
Once you bid for that employer, your screen will refresh to the “review” page for that employer. A
text box will then appear. Place a number in order of preference beside each city listed.

Viewing Your Interview Schedule:
1) Click on OCI on your navigation tool bar.
2) Click on the grey Scheduled Interviews tab.
3) Choose the correct session.
4) A listing of all interviews awarded through the lottery process will appear.

Viewing Your Interviewer Names & Interview Room Number:
1) Click on OCI on your navigation tool bar.
2) Click on the Scheduled Interviews tab.
3) Click on the Interview date link. A new window will appear and your interviewer name is located
under your interview room number.

Canceling an Interview during the “Cancel Interview” Period:
1) Select the Scheduled Interviews tab.
2) Click on the Cancel button located to the far right of the desired interview.

Open Sign Up:
1) Make sure to enter UNAVAILABLE TIMES for EACH DAY of the Fall OCI season.
2) Click on Employers/Bidding tab.
3) In the grey Search Filter, select the correct session (i.e. Fall 2010-Segment II).
4) Click on the DATE link of the employer that you wish to interview with. The screen will
refresh and open to time slots.
5) Select your desired time slot.
6) Click on your resume.
7) Click Sign up to SAVE your selection.

**Please note:**
- Only employers with available time slots will have a date link next to the name.
- Only employers interviewing for your class level will appear on your “Employers/Bidding” screen.
Entering Offers Received/ Offers Accepted:

1) Click on Profile tab.
2) Click on the grey Employment tab.
3) Click on the “Add New” box in the bottom left corner of the screen.
4) Under the “Offer/Acceptance” drop box, please select one of the following based on your class year:
   - Offer Received for 2L Summer
   - Offer Accepted For 2L Summer
5) Select the correct category in the “Opportunity Gained Through” drop box.
6) Enter the “Date Offer Received” information.
7) Complete the “City” and “State” information.
8) Click Submit after completing the form.

**You will need to complete a NEW FORM for EACH employer!**

If you experience any problems with Symplicity, please contact Kelly Briggs at briggs@law.duke.edu. *Please note that by signing your CPDC pledge, you are required to report this information on Symplicity and keep it current.*