JOB SEARCHING AS A 2L

Class of 2009
Career Planning Manual, Part II

For the Summer/Fall of 2007
# TABLE OF CONTENTS

**What Can I Do With A Law Degree?** ................................................................. 3  
**Job Searching Beyond On-Campus Interviews** .............................................. 4  

**Steps in Conducting Your Own Job Search**

Networking ............................................................................................................ 4  
Researching .......................................................................................................... 5  
Letter Writing ....................................................................................................... 5  
Sample Networking Cover Letter ........................................................................ 7  
Interviewing .......................................................................................................... 8  

**Job Searching Resources** ................................................................................ 9  

**OCI & Symplicity**

On-Campus Interviewing Guide ............................................................................ 13  
What Do You Need To Do This Summer? ............................................................ 14  
Questions & Answers .......................................................................................... 15  
Important Dates ................................................................................................... 20  
Segment I Bidding Timeline ................................................................................ 20  
Segment II Bidding Timeline ............................................................................. 21  
Symplicity Instructions ........................................................................................ 22
March 2007

Dear Class of 2009:

Congratulations on approaching the successful completion of your first year of law school. We know you will be very busy for the next six weeks, so we encourage you to take a quick look through this manual now, and then read it more closely in May. This manual discusses two critical topics:

1. Conducting your own personal job search in addition to Fall On-Campus Interviews (OCI).
2. Fall OCI – When is it? What do I need to know in order to participate?

Please refer to the “1L Career Planning Manual Part I, Fall 2006” that we provided to you in November for details on resumes, cover letters, and other information. If you cannot locate your hard copy manual, it is also available on the Career Center website.

The thought and effort that you have put into your 1L job search is a great foundation for guiding your 2L job search. The clearer your professional goals and desires are in your own mind, the easier it will be for you to achieve them – and to convince an employer to hire you. If you feel that you do not have clear goals or know where to start, please see a Career Center counselor and we can help you articulate your desires in order to optimize your opportunities with employers.

Whatever your professional goals, please do not rely solely upon On-Campus Interviewing (OCI). Duke is fortunate to have a very strong OCI Program; however, relying solely on OCI does two things:

1. It limits your job opportunities solely to the employers who choose to attend OCI.
2. It decreases your likelihood of getting a job during the fall interview season.

Start casting your net broadly in July by contacting family, friends, and Duke Law School alumni. Certainly do not wait until OCI is over to expand your search. Many employers confirm that by mid-September it is often too late for your application to be considered. History has shown that some students have learned this harsh reality too late.

The good news is that if you start early, focus on articulating your goals and aspirations, practice interviewing, and apply yourself to the 2L job search as you have done in your prior academic and professional career, you will be successful in finding a job for the summer following your 2L year to launch your career in the direction of your choosing.

Sincerely,

The Career Center Team
WHAT CAN I DO WITH A LAW DEGREE?

During your first year of law school, it is easy to lose track of how versatile a law degree is. There are diverse career options for Duke Law graduates. The first challenge you will face in preparing for your job search is understanding yourself and identifying your interests and goals.

The Career & Professional Development Center Library and website have many resources for learning about opportunities available to you with a law degree. For a partial listing of the types of books and materials located in the Career Center Library, please see page 12 of this guide.

Here are a few examples of the types of employers available to you. Many of these employers provide wonderful opportunities following law school and as your career evolves.

- Department of Justice
- U.S. Attorney’s Office
- State Attorney General
- Capitol Hill
- County Attorney’s Office
- District Attorney’s Office
- Public Defender’s Office
- City Attorney’s Office
- Non-Profit Advocacy
- Legal Services
- National think tanks and advocacy groups
- Regional and state advocacy groups
- Large law firms
- Small law firms
- Solo-practice law firms
- Public interest law firms
- Boutique law firms
- Plaintiff’s law firms
- Defense law firms
- Trade Associations
- Labor Unions

- School Board attorneys
- Foundations
- In-house counsel for a corporation
- Officers and Directors of businesses
- Political Campaigns
- Aids to elected officials
- Legislative research commissions
- Professors at law schools
- Professors at public policy schools
- Undergraduate professors
- State judges
- Federal judges
- Juvenile court judges
- Judicial law clerks
- Drug court professionals
- Professional mediators/negotiators
- Trial consultants
- Victim assistants
- Foreign Service
- FBI and CIA

…and many, many more
JOB SEARCHING BEYOND ON-CAMPUS INTERVIEWS

Networking, Researching & Letter Writing

Each person should conduct his/her own job search. This means understanding your individual goals and desires, and then learning about the nature of job and career options. It is to your advantage to know as much as possible about the myriad potential career paths available to you during your second summer and upon graduation. On-Campus Interviews (OCI) may be one element of your career search, but to rely solely upon OCI is to limit your possibilities.

STEPS IN CONDUCTING YOUR OWN JOB SEARCH

There are two aspects to any job search: (A) developing an understanding of yourself and the jobs that appeal to you, and (B) applying for and getting those jobs. The following steps can be used to both determine and secure your ideal job.

1. Networking and Outreach

Networking is an important component of any job search. Networking includes contacting people you know, as well as finding new contacts. Contacts may help you locate jobs that are part of the “hidden job market” – jobs that are not advertised or openings that are about to occur. In addition, contacts may be helpful to you after you have found a job, by making referrals or providing business. Here are some tips about networking in general:

Finding contacts:

1. Make a list of people you know that may have valuable information about careers or contacts to potential employers. Examples include family and friends of family; current and previous work contacts; acquaintances from social groups, churches, or activities; alumni you know from undergraduate, graduate, or law school; and current or former professors.

2. Ask the people you contact for further referrals to other people who may be helpful. Ask contacts for information about their experiences, not a job! Begin by asking if they would be willing to share with you the story of how they started their own career. Provide a copy of your resume and if contacts are impressed, they may put you in touch with potential employers.

3. For people you know well, you can simply call or send an e-mail asking if the person would be willing to discuss legal careers with you. For those contacts you do not know well, send a more formal cover letter with your resume attached. Make it clear in the opening paragraph who you are and that you are interested in an informational interview.
2. *Researching*
While we expect several hundred employers to recruit on campus during the fall, you will have a broader variety and a better chance of securing a position that truly suits you if you conduct a thorough search yourself. Your interests and the results of your networking should help you identify particular legal areas on which to focus. Next, you should begin creating a list of potential employers with whom you would like to work.

Make your list using the following resources:

- Contacts you have made via networking
- Organizations that will be interviewing Duke students on campus
- Organizations that announce openings through the Career Center (available at [https://law-duke-csm.symplicity.com/students/](https://law-duke-csm.symplicity.com/students/))
- Online job searches (See “Job Searching Resources” on page 9 of this manual)

How long should your list be? Some students send out hundreds of letters. Some send out three. To start, it is probably worthwhile to make a relatively short list (10-20) of firms and organizations that appeal to you for specific reasons. The more thoughtful your research, the more likely it is that your targeted employers will be interested in you.

As you are making your list, you may want to jot down what catches your eye for each organization. For those that interest you, do a little more research. Use Lexis and do a quick search in the newspapers and journals sections to see if you can find any articles about the organization. Real stories will help you decide whether this organization will be a good fit for you.

3. *Letter Writing*

Letter writing is highly recommended if you are in any of the following situations:

1. You wish to conduct a thorough job search.

2. Your primary geographical preference is distant, and you will be or can be in that city (at your expense) in August anyway (e.g., Seattle, Portland, Salt Lake City, Phoenix, San Francisco), or few employers from your primary geographical preference interview on campus.

3. You are not interested in working for the type of employers that typically interview on campus (i.e., relatively large law firms with a broad range of practice groups). Perhaps you would prefer to explore smaller firms or perhaps you have already decided that you want to specialize in a certain area of law (e.g., labor law, public international law, constitutional law, appellate law).

4. You are not interested in working at a law firm. You would prefer working with a non-profit organization, with the government, or you have some other marvelously creative goal.
5. You wish to increase your options for summer and permanent employment.

**Remember your geographic ties can often be very helpful.** Do not forget to contact employers from your hometown or places to which you have a geographic connection.

If you have been able to make a list of employers that actually appeal to you as a result of your career exploration (networking and researching), it should be relatively easy to write a letter expressing your interest in joining them. (Refer to Career Manual, Part I for more information to get you started)

Here is a quick breakdown of what a clear, concise, and attention-grabbing letter should contain (keep it to one page!).

**OPENING PARAGRAPH:** State clearly who you are and why you are writing.

**SECOND PARAGRAPH:** Explain briefly why you are interested in the organization and its geographic location (this is where the research you have done comes in handy).

**THIRD PARAGRAPH** (the tough one): Think carefully about what makes you a good candidate for a job in a legal setting: Are you easy to work with? Are you an analytical thinker? Are you a self-starter? Are you a concise, careful writer? Are you a brilliant researcher? Choose one or two of your best attributes and then explain how you acquired them, whether it was in school, through a job, or through an extracurricular activity. This section must be catchy, uncluttered, and brief.

**FINAL PARAGRAPH:** Describe the next step in your communications (e.g., “I look forward to hearing from you.” or, “I will be in New Jersey August 13th through the 16th and I welcome the opportunity to meet you should your schedule permit.”).

If you are stumped in developing your letter, write a rough draft and bring it or email it to a counselor in the Career Center.

**Always include a copy of your resume with your cover letter, whether sending it via regular mail or email.** The general rule is that unless an employer makes a specific request, you should not include references, a writing sample, or your transcript in your initial contact.

**The timing of your letters can be important.** To get a head start on the fall recruiting season, you should send out letters as early as July (especially if you are planning to take advantage of your summer location to do some interviewing).
Sample Networking Cover Letter

5555 University Drive, Apt. 12C
Durham, NC 27707

July 1, 2007

Mary Sendak, Esq.
General Counsel
Where the Wild Things Are Books, Inc.
123 6th Avenue
New York, NY 10023

Dear Ms. Sendak:

I am a second-year student at Duke University School of Law and I am extremely interested in a career in intellectual property law. Professor Seuss here at Duke suggested that I contact you. I would greatly appreciate the chance to speak with you about your career path and your thoughts about the prospects for young attorneys in the field of intellectual property law.

After graduating from UC Berkeley in 2001, I worked as an editorial assistant at Bibo Press in New York and fell in love with the world of publishing. I would like to combine this passion for literature with my intellectual interest in the law. Having excelled in my legal writing class and having been recently chosen to be a member of the Moot Court Board here at Duke, I believe I would do well both drafting thoughtful contracts and negotiating fast-paced deals.

I would greatly appreciate the opportunity to speak with you, either in person or over the telephone. I will be in New York the week of August 9th and will call next week to see if I may visit you or otherwise set up a time to talk with you about careers in IP law. Thank you very much for your time.

Sincerely,

Cindy Lou Who
4. Interviewing

After you have sent letters to employers, it is important to follow up. About a week after sending out your letters, call the organization. Mention that you sent your materials and that you will be in town and would like to set up a time to meet and to discuss summer positions with their organization.

Once you have secured an interview, make sure you have done your research on the organization and that you’ve reviewed your own resume. The two questions you should expect from any interview are: “Tell me about yourself.” and “Why are you interested in our organization?” Be prepared!

Interviews for employment in the legal profession sometimes differ from those of other types of professions. If you desire more experience with these types of interviews, please set up a mock interview with a Career Center counselor before you leave town for the summer. You are also encouraged to participate in our summer mock interview program, which takes place in several major cities across the country in June. You can also email or call Career Center staff throughout the summer.

What to take to the interview? You should always take the following things to an interview, whether it is at an employer’s office or on campus: (1) extra copies of your resume; (2) a list of references (see the Fall 1L manual for more information); (3) a writing sample; and (4) a copy of your unofficial law school transcript.

LET THE CAREER CENTER HELP YOU WITH YOUR NON-OCI JOB SEARCH

Just because your networking, researching, and letter writing are not a part of the on-campus interview program, that does not mean that Career Center counselors are not willing, eager, and happy to help you with your efforts. Please set up an appointment to discuss strategies in making your target list, improving your resume or cover letter, and interviewing advice. Career Counselors will be available throughout the summer to review your materials or answer questions. Remember, it is always to your advantage to have another person review your resume and cover letter before it goes out to an employer. Do not hesitate to telephone us at (919) 613-7031 or send an email to crawford@law.duke.edu.
Job Searching Resources

Your first stop should be the Career & Professional Development Center website at: http://www.law.duke.edu/career. The website links to many of the professional development programs offered by the Career Center; information on public interest jobs and funding; judicial clerkship information; and links to some of the on-line resources that have job postings and employer information.

You should also make a habit of logging in to the Symplicity job posting database frequently as many employers post jobs directly to that site. Our Symplicity web address is https://law-duke-csm.symplicity.com/students. You will need your unique user name (your Duke Law email address) and password to access this link. In addition to reviewing job postings, and completing your bidding and signup for OCI on Symplicity, you should also note all job offers and acceptances on your personal profile page. This profile provides a “snap-shot” of your employment efforts and will 1) assist you with your own tracking; 2) ensure that Career Center staff can alert you to specific opportunities that may be of interest to you; and 3) provide information that can be used to help future students. The last section of this manual outlines how to use the Symplicity site.

Another resource available on the Career Center website home page is the Summer Survey Report. This is a very helpful research tool as it provides great perspective and insight about employers’ summer internship programs. You will also be asked to complete a form at the end of your summer to aid future students in their summer job search.

Finally, both this manual and the 1L Career Planning Manual from the fall, which includes information on cover letters, resumes, and much more, are also available on-line through the Career Center website.

Additional on-line resources, some of which are linked through the Career Center website, include:

- National Association for Legal Professionals (www.nalpdirectory.com) has an on-line directory that includes employers who hire for the summer, the number of positions they typically hire, and the percentage of summer interns who are generally offered post-graduation jobs. As a Duke Law School student, your email address is already registered with nalpdirectory.com, which means that you can use the mail merge function on this site if you are doing a targeted mailing.

- PSLawNet.org is one of the best sources for public interest job announcements. Just register (it is free) as a Duke Law School student to have access to hundreds of public interest job postings. This site has an international database as well as a domestic database and you can search by practice area as well as by type of employer.
• The Law School has purchased a subscription to the Vault.com (accessed for free through the Career Center website) that provides discussion from prior summer interns and employees about specific employers, practice areas, geographies and other topics. Students find it adds “color” to their research, though many view the employer reviews as “gossip.” Either way, it may be worth taking a look.

• Student members of the American Bar Association ($20 membership) can access ABA on-line job listings at www.findajob.abanet.org. Many of the posted jobs require experience.

• The American Bar Association section of International Law has an on-line listing of international internship programs which are listed by country at http://www.abanet.org/intlaw/internprofiles.html.

• The Idealist (www.ideallist.org) has listings of both international and domestic nonprofit organizations by region. The site also contains listings of internships, jobs, and volunteer opportunities.

• Public Interest Clearinghouse (www.pic.org) is a site that contains a link to various summer grants & fellowships in the public interest field.

• Environmental Law Internships by State (http://www.internships-usa.com/grlawtoc.htm).

• NALP Federal Legal Employment Guide is available as a link in the announcements section of your Symplicity home page. This guide is a comprehensive source of information on federal departments and agencies as well as the federal government hiring process. The guide includes profiles of government attorneys and additional tips for success in the federal government job search.

• The University of Arizona Law School’s Government Honors and Internship Handbook is also available as a link in the announcements section of your Symplicity home page. This guide provides a comprehensive and up-to-the-minute source for specific hiring information on permanent jobs and summer internships. It includes listings for federal government and state government jobs. Used together, the two above guides provide students and graduates with valuable and current information on federal government employment opportunities.

• U.S.A. JOBS lists both permanent jobs and internships with the federal government in a searchable site: http://www.usajobs.opm.gov/.

• Department of Justice jobs, both summer and permanent, as well as jobs under the Honors Program are listed at: http://www.usdoj.gov/oarm/.
• Harvard Law School and Columbia Law School have an on-line guide (http://www.law.harvard.edu/students/opia/docs/guide-private-pi-firms.pdf) that lists private public interest and plaintiff’s law firms.

• Research the State Attorney Generals’ Offices, local District Attorneys’ offices, and state or local Public Defenders’ Offices. Some list summer jobs on their websites, others will tell you if you call them directly. These jobs may or may not pay summer associates (in which case alternate funding may be available through the Law School or elsewhere).

• Martindale Hubbell does not have job listings but does have excellent resources for finding networking contacts: www.martindale.com. This site offers searches by geographic area, practice area, law school, lawyer name, and firm size, with even more specific searching available if accessed through Lexis. You can use this resource to learn about an interviewer or to find Duke Law School alumni who practice in a particular area.

• Many State Bars or State Bar Associations have job listings and information for networking contacts.

• There are some websites that list legal jobs that require payment of a fee to use the site. Some of these sites may list summer jobs, but you are encouraged to confirm this before signing up. They include: www.lawcrossing.com and www.attorneyjobs.com.

• Some sites can be searched for summer jobs but may not list any. For example, www.careers.findlaw.com does search for summer jobs but there may be none listed in a particular state or practice area.

• The Vermont Guide to State Judicial Clerkships is a comprehensive source of information on clerkships with state courts. It is available on-line at: http://www.vermontlaw.edu/career/ (user name: Guide2007; password: Juneau).

• Duke Law’s Alumni Directory, available from the alumni section of the Duke Law website, is searchable by city, state and employer name. Alumni can be especially helpful contacts for informational interviews to learn about particular practice areas or opportunities in a given geographic area. To access this from an off- campus site, go to http://www.law.duke.edu, from the left column, select “Alumni” then “Alumni Directory.” (user name: staff password: devils)

• Equal Justice Works hosts a conference for students to meet public interest employers every fall. It also provides funding for post-graduation fellowships. Their website, http://www.equaljusticeworks.org/, contains information on public interest careers and fellowship opportunities. The Duke password is: ejw0506.
Other websites with legal job postings (many of these list permanent jobs but not summer jobs):

www.lawyersweekly.com
www.lawbulletin.com (job postings for jobs in Chicago and the Midwest)
www.lawjobs.com
www.careerbuilder.com
www.chronicle.com/jobs (online job site for the Chronicle of Higher Education)
www.monster.com
www.CollegeGrad.com (claims to be the "#1 entry level job site for college students and recent grads." It does have quite a few attorney postings, but only a few intern positions.)

The Career & Professional Development Center Library also has hard copy resources to assist with finding employment and to learn more about various types of employers or areas of law. The library has standard career resources, with information on resumes, interviewing and more, and sections devoted to diversity; international work; non-profit and public interest work; government careers; corporate careers; law firms; judicial clerkships; state jobs; academics; and specialty practice areas. The “Yellow Books” are a who’s who guide listing both employers and individuals; the topics of the books are judicial; federal; congressional; non-profit; law firms; and corporate. The Center also has many helpful directories, like the Directory of Corporate Counsel or the Almanac of the Federal Judiciary, which has personal listings for all of the federal judges. Employer profile information and firm literature are located in the gray file cabinet next to the student computers. Many of the resources in the library can be checked out and taken home for more extended review.

Please stop by to review the resources at the Career Center!
On-Campus Interviewing Guide
Fall 2007

YOUR ESSENTIAL TOOL FOR THE
ON-CAMPUS INTERVIEW PROCESS
What Do You Need To Do This Summer?

1. Check Symplicity and your Duke email address regularly throughout the summer for important information about bidding, on-campus interviews, and your job search.
2. Have your updated resume reviewed by a Career Center counselor by Monday, June 18, 2007.
3. Upload your resume to Symplicity before bidding begins.
   a. Symplicity requires that you have a resume on file in order to bid for employers.
   b. You may update or revise your already uploaded resume (for employers with whom you bid) before bidding for a segment closes. **You will also be given one final opportunity to modify and update your resume on Symplicity during Segment I only.**
4. Conduct research to identify employers in which you might be interested. For employers coming on campus, you should start your research early in the summer. It would be helpful if you start your preliminary research before you leave campus for the summer by talking to current 2Ls and 3Ls and by attending the 1L Bagel Breakfast Programs in March.

   Come up with a preliminary list of:
   a. OCI employers with whom you would like to bid;
   b. Employers with postings in the Symplicity job bank to whom you would like to submit a resume; and
   c. Employers who are not interviewing on campus or conducting a resume solicitation, but who you would like to contact through letters.
5. Draft cover letters for employers not interviewing on-campus.
6. In July and early August, begin making contacts and mailing out letters to prospective employers who are not interviewing on campus or conducting resume solicitations.
7. For OCI employers, bid during the designated bid times outlined in the charts that follow.

Remember that Career Center counselors are available to review your resume, cover letters, and employer lists over the summer, or to answer any other questions you might have. You may also communicate with us via e-mail or telephone while you are away for the summer. If you would like to have your resume reviewed before bidding, you must send it to Ashanti Crawford before Monday, June 18, 2007.
On-Campus Interviews (OCI) Questions and Answers


What is Symplicity?
Symplicity is the web-based recruiting system and job bank used for the OCI process and job/resume solicitations, personalized calendar of career programming events, and personal student employment profile center.

What are segments?
The on-campus interview season is divided into two segments (Segment I and Segment II). There is a separate bidding process 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 and all higher bids being the lowest priority. Symplicity then assigns interviews to students through a computerized lottery system.

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 preference into account.

Employers do not have input as to how interviews are assigned. Additionally, employers do not see the student bidding ranks but do see students’ multi-office preferences (for employers interviewing for more than one geographic location).

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 40 employers during each Segment. *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 as well as 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 bid on 20-30 employers per segment and received anywhere from 5-25 interviews per segment. Other students with more focused interests only bid on 5 employers and that proved...
sufficient. **You should focus on employers in whom you are genuinely interested and that match your career goals.**

**Does it matter when I bid during the bidding period?**
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 do not receive an interview with an employer that you bid on in the initial lottery, that employer will still be able to view your resume; however, you are not automatically placed on the wait list for that employer. If you wish to be added to that employer’s wait list you must “**opt-in**” during the cancel interview period. After the cancel interview period closes, Symplicity adds students who “opted-in” to any newly open time slots on that employer’s schedule.

By adding yourself to a wait list, you are affirmatively expressing your interest to interview with that employer in the event that an opening on the employer’s schedule becomes available. Wait listed students will be pulled into an open interview slot as slots become available. These students will be **notified via e-mail at least one day before the scheduled interview and are expected to attend the interview.** Be sure to note the interview dates of employers for whom you have waitlisted so that you can stay abreast of possible interviews. You will be unable to remove yourself from an employer’s wait list once you have opted in.

**How do I know if I am on an employer’s wait list?**
After you “opt-in” on the wait list of an employer, you may view the entire listing of employers that you are wait listed. Simply scroll down to **“on wait list”** in the employers drop box under the Employers/Bidding Tab.

**Can students drop 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. Notification of the absence to the Career Center in accordance with its “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 apology to the interviewer (with a copy to the Career Center) as soon as practical or within three days of the missed interview, respectively, explaining the reasons for the student's failure to appear.

**ADVANCE CANCELLATION POLICY:** The Advance Cancellation Policy does not apply to interviews in Segment I.

Notify CPDC IN WRITING NO LATER THAN 5:00PM 3 BUSINESS DAYS (unless otherwise specified) 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. Please send your written notification to Camesha McAllister via email. 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 Friday, August 24, at 3:20PM. Must email cancellation request by Tuesday, August 21, at 5:00PM).

**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.

**Resumes:**

*How can my resume be reviewed over the summer?*
Contact CPDC via email or phone 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 Ashanti Crawford before Monday, June 18.

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+ 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.
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.

What if my resume needs to be updated after bidding for a segment has ended?
The resume that is uploaded to Symplicity on the bidding end date of each segment is the resume that will be submitted to the employers interviewing during that segment. Once bidding closes, you may not update your resume until the final resume update period during Segment I. However, as a general rule, you should always bring an updated version of your resume to each interview so that the interviewer will have your resume with your most recent accomplishments and information. If you join a journal or work on an interesting project after bidding closes, for instance, bring your updated resume to the interview and be sure to highlight the change – a great chance to draw attention and talk about an impressive topic of your choosing.

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 school starts, so it is to your advantage to check out the list over the summer and begin preparing your resume now.

Interviewing day:

What materials must I bring to each of my interviews?
- Updated resume
- Short writing sample (no more than 10 pages)
- List of professional references
- Copy of official transcript

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.

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.
2) If you have a conflict, please contact CPDC as soon as possible.
What if I am scheduled for back-to-back interviews?
Oftentimes, interviews are scheduled within minutes of each other and students may 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?
You are strongly encouraged to cancel an interview only if are seriously ill or have already accepted an offer. Monday and Tuesday, September 17 and 18, 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 schedule classes Monday-Thursday to leave a day in the week without classes so they can visit employers. If you must miss an interview, you must abide by the Advance Cancellation Policy.

Can I miss class for a call back?
You are strongly encouraged to not miss class for any reason, including for callbacks. Please 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 joint degree student?
Yes. Employers will consider you for employment purposes based on your graduation date. Four-year joint degree students have two full interviewing years. During your first interviewing year employers may view you as a 1L. During your second interviewing year, employers may view you as a 2L. In both years you will have full interviewing privileges.
Fall 2007 On-Campus Interviewing Program

**IMPORTANT DATES:**

- **Interview Dates:** Thursday, August 16 - Saturday, August 18, 2006 and Thursday, August 23 - Friday, September 7, 2006. *(No interviews will be held on August 20-22, or September 3-4, 2007.)*

Interviews will be held from 9:00am-5:00pm Monday through Friday. We will have two (2) “Super Weekdays” on August 16 and August 17 and one (1) “Super Saturday” on August 18. We expect 50-55 employers to interview on-campus on these “Super” days.

- **Resume Review Deadline: Monday, June 18, 2007**
  If you would like for a CPDC Counselor to review your resume to use for bidding, you must send it to Crawford@law.duke.edu before June 18.

- **Bidding:** Student bidding will take place during Summer 2007. Please refer to the charts below for bidding process dates. All times are listed in U.S. Eastern Daylight Time. Please plan accordingly.

**LOCATION:**

- All interviews during Segment I will be held at the Millennium Hotel-Durham, located at 2800 Campus Walk Ave.
- All interviews during Segment II will be held on-campus in the Fuqua School of Business.

**BIDDING FOR SEGMENT I**

*For interviews taking place Thursday, August 16, 2007 – Saturday, August 18, 2007.*

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date and Time</th>
<th>End Date and Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidding:</td>
<td>Mon., June 25 at noon</td>
<td>Mon., July 9 at noon</td>
<td>*Resume must be uploaded in order to bid. It does not matter when you bid in this period.</td>
</tr>
<tr>
<td>Schedules Posted:</td>
<td>Wed., July 11 at noon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Interview &amp; Wait list Opt-in:</td>
<td>Wed., July 11 at noon</td>
<td>Mon., July 16 at noon</td>
<td>Decline interviews you do not want. AND Opt-in in order to be ADDED to the wait list of an employer that you did not get an interview.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Re-run scheduler</td>
<td>(students added from wait list to open slots)</td>
</tr>
<tr>
<td>Final Schedules Posted:</td>
<td>Thurs, July 19 at noon</td>
<td></td>
<td>All schedules are final.</td>
</tr>
<tr>
<td>Resume Update:</td>
<td>Wed., Aug 1 at noon</td>
<td>Thurs., Aug 2 at noon</td>
<td></td>
</tr>
<tr>
<td><em>Last day to revise &amp; upload new resume to Symplicity</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SEGMENT II EMPLOYER RESEARCH PERIOD: Thursday, July 19-Monday, July 30, 2007

BIDDING FOR SEGMENT II

For interviews taking place Thursday, August 23, 2007 – Friday, September 7, 2007.

<table>
<thead>
<tr>
<th></th>
<th>Start Date and Time</th>
<th>End Date and Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidding:</td>
<td>Tues., July 31 at noon</td>
<td>Tues., August 7 at noon</td>
<td>It does not matter when you bid in this period.</td>
</tr>
<tr>
<td>Schedules Posted:</td>
<td>Thurs., August 9 at noon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Interview &amp; Wait list Opt-in:</td>
<td>Thurs., August 9 at noon</td>
<td>Fri., August 17 at noon</td>
<td>Decline interviews you do not want. AND Opt-in in order to be ADDED to a wait list wait list of an employer that you did not get an interview.</td>
</tr>
<tr>
<td>Updated Schedules Posted:</td>
<td>Sat., August 18 at noon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Sign Up:</td>
<td>Mon., August 20 at noon</td>
<td>EACH day at 4:00 p.m. until the end of Segment II</td>
<td>Sign up for any available interview slots, regardless of whether you initially bid on the employer. Students must add themselves to an employer’s open interview time no later 4:00 p.m. each day.</td>
</tr>
</tbody>
</table>

*Check room location daily-all rooms and interviewers are subject to change.*
SYMPPLICITY INSTRUCTIONS

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 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 (including Super Saturdays).
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 your times accordingly or delete the conflict altogether.

OCI Exception

Bidding:

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 forgot your password:
   Then click the [FORGOT MY PASSWORD] tab at the top of the login page. Enter your username (full email address) and a NEW password will be sent to that email address.
3) Click on [OCI] at the top of your Symplicity toolbar.
4) Click on the [Employers/Bidding] Tab.
5) Choose the desired “session” in the grey Search Filters box, select the correct "session" [FALL 2007- SEGMENT I] OR [FALL 2007- SEGMENT II]
6) ENTER YOUR CLASS CONFLICTS FOR ALL INDIVIDUAL DAYS IN FALL OCI 2007*
   a) Click on [OCI] on the toolbar
   b) Click on the [Class Schedule/Conflicts] Tab. Make sure to enter unavailable times for both Fall 2007 OCI-Segment I and Segment II by changing the “session”
   c) Check mark the entire time span that you have a conflict. Repeat this for EACH day of the week (including Super Saturdays).
   d) Click [Submit]
7) Return to the [Employers/Bidding] Tab
8) Click on the DATE link of the interview date that you desire.
9) Click on the General Resume. (Remember this you default resume) YOUR BID FOR THAT EMPLOYER IS NOW SAVED!
   * These 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.

Canceling an Interview during the “Cancel Interview” Period:

1) Select Scheduled Interviews
2) Click on the Cancel button located to the far right of the desired interview.

Wait List Opt-in Function:

* If you do not receive an interview with an employer for whom you bid on in the initial lottery, you may place yourself on that employer’s wait list. Students will see an “opt-in” beside that employer’s name located under the Employers/Bidding Tab. See instructions below.

INSTRUCTIONS:

1) Click on Employers/Bidding Tab. Under the Interview date will appear on “Opt-in” button.
2) Click on Opt-in if you wish to be ADDED to that employer’s wait list. (By doing so, you are agreeing to the possibility of being added to an open interview slot for this employer at any time)
3) Click on Review on the left.
4) The screen will refresh and then click on the Add to Waitlist button. You will now be considered for an open slot that may become available.

Open Sign Up: Segment II only

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 2007-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.