## 2010 SPRING INTERVIEWS AT THE LAW SCHOOL-IMPORTANT DATES

<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>Application Period via</td>
<td></td>
<td>Mon., Feb. 1 at Noon</td>
<td>You may upload a revised resume w/ grades and transcript until 12:00 Noon.</td>
</tr>
<tr>
<td>Symplicity:</td>
<td></td>
<td>*Resume must be uploaded to Symplicity prior to this date in order to apply.</td>
<td></td>
</tr>
<tr>
<td>Accept Interview and</td>
<td>Fri., Feb. 5 at Noon</td>
<td>Sun., Feb. 7, at Noon</td>
<td>You may accept any interview(s) that you were offered AND choose your desired interview time or decline any interview(s) which you do not wish to keep.</td>
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<tr>
<td>Select Interview Time:</td>
<td></td>
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<tr>
<td>Final Schedules Posted:</td>
<td>Mon., Feb. 8 at Noon</td>
<td></td>
<td></td>
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<tr>
<td>February Interview Dates:</td>
<td>Tues., Feb. 9 (9:00 a.m. – 5:00 p.m.)</td>
<td>Thurs., Feb. 18 (9:00 a.m. – 5:00 p.m.)</td>
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**Please note:** Some employers may hold receptions in January and February. (Please note that invitations will be sent directly to your Duke Law School email account.)

### INSTRUCTIONS FOR APPLYING

#### STEP 1:

1) Log onto: [https://law-duke-csm.symplicity.com/students](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](https://law-duke-csm.symplicity.com/students) tab at the top of the login page. Enter your username (full Duke Law School email address) and a NEW password will be sent to that email address.

3) Click on [OCI](https://law-duke-csm.symplicity.com/students) at the top of your Symplicity toolbar.

#### STEP 2:

**Entering Class Conflicts and Unavailable Times:**

1) Click on [OCI](https://law-duke-csm.symplicity.com/students) at the top of your Symplicity toolbar.
2) Click on [Class Schedules/Conflicts](https://law-duke-csm.symplicity.com/students) tab.
3) Select the correct segment in the drop down menu— **2010 Spring Interviews** (a screen will then appear in one week increments). 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 spring season.

5) Click [Submit]

* To edit conflicts: Click on the link (words “OCI Exception”) and uncheck any incorrect time.

**STEP 3:**

**Upload your most recent resume to Symplicity**

1) Click on [Documents] on the home page tool bar.
2) Click on “Add New” at the bottom of the page.
3) Upload your resume in a word document only, NOT A pdf. (Symplicity will automatically convert it to a pdf.), label the document, and select the correct document type.
4) Click [Submit]

**STEP 4:**

**Applying for Spring Interviews**

1) Click on [OCI] on the [OCI] tab.
2) Click on the [Employers/Bidding] tab.
3) Choose the desired “session” in the grey Search Filters box, select the correct "session." [2010 Spring Interviews]
4) Under the “Bidding” column, click on “Apply.”
5) From the drop menu on the far right, click on the appropriate resume. *(Default resume automatically appears)*
6) Click on “Apply.”

**STEP 5:**

**Accepting interviews:**

1) Click on [Employers/Bidding] tab.
2) Under invitation column, click on either the “Accept Preselect” or “Decline” button for each interview. The screen will refresh to a time span listing.
3) Pick the desired time of interview. * Be sure to avoid any conflicts with your class schedule if possible.

**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 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.

**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 1L Summer
   - Offer Accepted For 1L 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 this, please contact Kelly Briggs at briggs@law.duke.edu.