2020 Program Details:

- **Employer registration:** opens Monday, November 18, 2019.
- **Available schedule dates for 2020:**
  - Friday, February 7
  - Friday, February 14
  - Friday, February 21
  - Friday, February 28
  - Friday, March 6
- **Rooms:** Each employer may request up to three rooms. Employers requesting more than one room are encouraged to send attorneys from multiple office locations when possible. When registering, please indicate the office location(s) of the attorney(s) you plan to send by selecting those offices for the schedule. If you are unable to do this, or are unsure of which offices will be participating, please provide this information by submitting a scheduling note or by emailing Susan Anderson.
- **Timing:** Schedules run from 9:20am-5:00pm (up to nine 40-minute practice interview slots per room). Employers may also choose to host an off-campus reception the Thursday before the scheduled practice interviews or the Friday evening after the practice interviews.

How to submit a schedule request:

1. Login to [Duke Law Symplicity](#).
2. On the navigation menu, select OCI > Schedule Request then click “request a schedule.”
3. Select the office you are registering for (you will be able to add additional offices later).
4. Select Session “2020 1L Practice Interview Program.”
5. Multiple Offices: If you plan to send representatives from multiple office locations to conduct practice interviews, or if you will be sending an attorney who would be able to conduct practice interviews for multiple office locations, select “yes.” If you are sending an attorney to represent only one office only, select “no.”
6. For “days required” enter “1.”
7. Select a preferred date or dates, and an alternate date or dates.
8. For “interview length” select “40.”
9. Rooms (#): You may request up to three rooms.
10. Time Slot: Schedules will run from 9:20am-5:00pm unless otherwise requested. If you have specific scheduling requests to accommodate travel or business needs, please include these in the “scheduling notes” box (located after the hiring criteria box).
11. Slot matrix: if you selected “yes” for step 5, you will be able to select from which offices you plan to send a representative, and may designate a certain number of interview slots for each location if desired. If office locations you wish to include are missing, you may include them in the “additional locations” box.
12. Please read and check the box for our anti-discrimination policy, then click “submit.”

Schedule Confirmation:

- You will receive an email in December when your practice interview date is confirmed. Schedules are filled on a first-come, first-served basis.
- Confirmed schedules can be viewed in Symplicity under OCI > Confirmed Schedules.
Additional Information:

- Practice interviews will be scheduled in 40 minute blocks, with the following suggested format:
  - 20 minutes: conduct practice interview as you would a normal screening interview.
  - 10 minutes: provide feedback on areas for improvement with student.
  - 10 minutes: dismiss student and use this time to fill out provided feedback form. We will collect feedback forms at the end of the day, which will be shared with the student’s career counselor, but not directly with the student.
- Two 20-minute breaks and a one-hour lunch break are built in to the schedule. Bagged lunches will be provided. Some schedules may include additional breaks. Please let us know if you have specific scheduling needs.
- Sample interview questions and interview guidance will be provided in mid-January.
- Printed copies of student resumes will be provided when you check in.
- If you plan to host a reception in addition to your practice interview schedules, please let us know.

More 1L Opportunities:

- **Duke Law 1L Blueprint for Success, March 17, 2020**: Blueprint for Success is your first and best introduction to the Duke Law 1L class. Participating employers send representatives to discuss the culture of their organization, areas of expertise and establish valuable brand presence while helping the 1L class practice networking skills. More than 80 organizations participate in this high-energy and interactive evening at the Durham Convention Center each year. Sponsorship opportunities are available. Learn more here.
- **Spring Interview Program**: Our Spring Interview Program (SIP) is 100% preselect and there is no fee to participate. Registration opens in December each year for interview dates in February. Employers may interview all class levels. Learn more here.

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