

2L/3L Resume Collects Winter 2021 Employer Posting Request / Posting Transfer Information

Updated 9.14.20

Program Details:

- **Overview:** Duke Law has rescheduled recruiting for upper level students to Winter 2021. Employers unable to participate in Virtual OCI (January 13-16, 2021) may collect application materials via 4 Resume Collect sessions.
- **Employer registration timing and options:** Employers may either request new schedules via Symplicity (starting Monday, September 21 at 12pm ET), or request via email that their schedules from the Summer 2020 program be moved to a new Symplicity Resume Collect session. Detailed instructions for both of these options are outlined below. We suggest that when possible, employers submit requests by October 14, 2020; however, registration requests may be submitted via Symplicity up until 4 business days prior to each session deadline.
- **Available sessions:**
 - January 7 (student deadline 12pm ET – employer packets available by 1pm ET)
 - January 7 IP ONLY session (student deadline 12pm ET – employer packets available by 1pm ET)
 - January 21 (student deadline 12pm ET – employer packets available by 1pm ET)
 - February 4 (student deadline 12pm ET – employer packets available by 1pm ET)
- **Grades and Grading Policy:** We anticipate that 2L Fall 2020 grades will be available on January 5, 2021. Duke Law does not release class rank. In response to the Covid-19 emergency, Duke adopted a Credit/No Credit policy for Spring 2020 for all courses with one exception. Although the default was also Credit/No Credit for Legal Analysis, Research and Writing, 1L students could elect to opt for a grade in that course. This fall, Duke plans to use its normal grading system. Please visit our [Grading Policy page](#) for more information.
- **Session Options:** Employers may choose to set up their Resume Collect as “Accumulate Online” or “Direct Send.” Employers choosing “Accumulate Online” will be able to access all student application materials in one packet after 1pm ET on the session deadline. Employers choosing “Direct Send” can direct students to apply directly and on a rolling basis via email or employer website. If you choose “Direct Send” and prefer for students to send materials in advance of the release of Fall 2020 grades (anticipated January 5, 2021), please indicate this preference in the “position description” box when requesting your Resume Collect.
- **Resume Collect fees:** There are no fees to participate.
- **Cancellation policies:** There are no cancellation fees or penalties. Email [Susan Anderson](#) to edit or cancel your Resume Collect posting at any time.

How to request transfer of a Summer 2020 Resume Collect to a Winter 2021 Resume Collect session:

1. Start an email to [Erin Biggerstaff](#) with the subject line “Resume Collect Transfer for [employer name]”
2. If possible, please login to Duke Law Symplicity to review and reference Resume Collect schedule(s) you wish to transfer. You can find these in Symplicity by selecting **OCI > Confirmed Schedules**. Click on the interview date to view the “OCI Schedule Data” page.
3. In the body of the email, please include the following information:
 - a. The schedule ID for the schedule you wish to transfer (this can be found at the top of the OCI Schedule Data page).
 - b. Your Resume Collect session preference (January 4, January 21 or February 4).
 - c. Any changes you would like made to your schedule.
4. Send the email! If we have any questions, we will contact you for clarification. You will also have an opportunity to review your new schedule before it becomes viewable to students on October 19, 2020 (Resume Collect

requests received after October 19 will be made viewable to students as soon as your posting is confirmed). Schedule edits may be requested via email at any time, up to four business days prior to the session deadline.

How to submit a new schedule request via Symplicity (starting 12pm ET, September 21):

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 your preferred Resume Collect session from the drop-down menu (you may need to give them system a minute to load the new data fields before proceeding to step 5).
5. Fill out all relevant information on the schedule request form. If you would like to provide additional clarification on your schedule request, have particular scheduling needs, or have any questions, please enter these in the “schedule request notes” box.
6. Please read and check the box for our anti-discrimination policy, then click “submit.”

Resume Collect confirmations:

- You will receive an email by mid-October when your Resume Collect is confirmed. Please review your posting at this time and let us know if any edits are required. Schedule requests received after mid-October will be reviewed and confirmed on a rolling basis.
- Confirmed Resume Collect schedules can be viewed in Symplicity under OCI > Confirmed Schedules.

Key dates for Winter Resume Collects:

September 21: Employer registration period begins.

October 19: List of participating Resume Collect employers shared with students (later registrations will be added on a rolling basis).

January 5: Anticipated date for 2Ls to receive fall semester grades.

January 7, 21 and February 4: Resume Collect session options

January 13-16: Duke Law Virtual On Campus Interviews (employers must register for this program separately from Resume Collect postings).

January 20: 2L/3L Spring Semester classes begin.

Additional recruitment opportunities:

- **Posting opportunities under the “Jobs Postings” tab in Symplicity:** Employers preferring an early application deadline for upper level postings (earlier than January 2021) may post positions under the “Jobs Postings / Resume Collect” tab in Symplicity instead of as a formal Resume Collect under the OCI tab. [Learn more here.](#) Employers may begin posting 1L positions under the “Job Postings” tab starting October 19, 2020.
- **Duke Law Virtual On Campus Interviews (OCI):** OCI for upper level students will be held fully virtually this year, with interviews taking place January 13-16, 2021. OCI interviews are assigned via lottery. [Learn more here.](#)
- **Spring Interview Program:** Our Spring Interview Program (SIP) is 100% preselect and there is no fee to participate. Registration opens via Symplicity at 12pm ET, September 21, 2020 for interview dates starting February 3, 2021. Employers may interview all class levels. [Learn more here.](#)

Additional information:

- **Pre-OCI Recruitment:** We are encouraging private sector employers to delay 2L hiring for the class of 2022 until the winter of 2020-2021. If you plan to accept early applications from Duke Law 2L students in addition to participation in OCI, please include the following language in the “position description” box in your Resume Collect or job posting: *“In addition to this posting, the [location] office of [organization name] will accept 2021 summer associate applications via Duke Law Virtual OCI. Students who do not receive an interview invitation through this early submission process are encouraged to submit a bid for OCI.”* [Please also fill out the Recruitment Information survey](#) by November 1 or at your earliest convenience to help us better understand and communicate to students your hiring needs and timing preferences for the year ahead.

- **Recruiting Policies & Guidelines:** Please review our [Recruiting Policies & Guidelines](#) before registering of Duke Law OCI. By registering for OCI, employers recruiting at Duke Law are agreeing to adhere to these policies. Employers recruiting at Duke Law should also review Duke University's full [Anti-Discrimination Policy](#) and check the section in your OCI Schedule Request labeled "Duke University School of Law Anti-Discriminatory Policy" to affirm your organization's compliance.

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