Welcome to Duke University School of Law’s Career & Professional Development Center (CPDC). As a newly admitted transfer student, you have the opportunity to participate in our 2013 Fall On-Campus Interviewing Program (OCI). To participate, please follow the guidelines in the attached OCI/2L Job Searching Checklist. To begin with, familiarize yourself with 2L job search programs and resources located on our website at www.law.duke.edu/career, particularly the resources contained in the Summer 2012 Toolkit at https://www.law.duke.edu/career/toolkit/. (If you are unable to access the Tool Kit using your Duke ID and password within one week of matriculation, please let us know. We are happy to provide you with copies of the documents in the meantime.)

First, you will need to sign in as a student on Symplicity (https://law-duke-csm.symplicity.com/students). If you have never used Symplicity, please refer to the Symplicity Instructional Guide (www.law.duke.edu/career/pdf/symplicityhowto.pdf). To sign in, use your Duke Law email address and the password that you should have previously received in an email. If you forgot your password, click on the “Forgot Password” tab on the Symplicity home page. If you never received your password, call CPDC at (919) 613-7190.

In addition, you should call the CPDC at (919) 613-7031 to set up an appointment with a career counselor as soon as possible. You should also send a copy of your resume and cover letter to careercenter@law.duke.edu for review. In order to bid, you must first upload a resume to Symplicity, so it is important that a counselor review your resume and cover letter in a timely manner.

Because Fall 2013 OCI begins on Monday, August 12, 2012, Duke students bid on Fall OCI employers in July. Transfer students have two opportunities to bid on participating employers depending on the date on which they matriculate. Transfer students may bid during the normal bidding periods (July 22 – July 29 Segment I, see the attached Fall 2013 On-Campus Interviewing Guide for other dates) if they matriculate prior to the start of bidding. Alternatively, if matriculation occurs after the close of bidding on July 29, transfer students will be manually entered into interview schedules if interview slots remain available.

Option A: Transfer Student matriculated by July 22, 2013:
Bidding for Segment I takes places from Friday, July 22, through Friday, July 29, 2012. Transfer students may follow the normal bidding procedures outlined in the attached Fall 2013 On-Campus Interviewing Guide.

Option B: Transfer Student matriculated after July 22, 2013:
If bidding for a Segment (I, II or III) has begun, by the date a transfer student matriculates:

- A current list of participating employers for Fall 2013 OCI as well as an OCI Questionnaire will be emailed to you at the email address provided.
- Within 48 hours of receiving the above list, you must complete and return the OCI Questionnaire listing the employers with whom and the cities where you would like to interview during each Segment of OCI.
- Transfer students will receive priority over the students on the Wait List for an employer’s schedule and will be manually added to any interview slots available. Additionally, should interview slots become available as students drop interviews, transfer students will be added to those slots as well.
- Further, we encourage you to directly contact employers interviewing on campus by sending a resume and cover letter to the employer, and explaining that you were not awarded an interview with them through the Duke Law School lottery process but are interested in meeting with them while they are visiting campus.

The Career Center will work diligently throughout the season to put you in touch with employers in which you are interested, and to help you obtain optimal opportunities with your job search.

We hope that you are having a fantastic summer and look forward to working with you this year. Please let us know how we can be of assistance as you settle in at Duke Law School.

Best,

Joanna

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