



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law
Office of Career and Professional Development

2021 Fall Recruiting/OCI Program

Student Information & Procedures





THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

1. **SNAPSHOT OF FALL RECRUITING/OCI:**

Fall Recruiting/OCI is a program in partnership with law firms, government agencies, military, federal and state prosecutors', judicial, and public defenders' offices. Each fall OCPD invites employers to the law school's campus (this year virtually) to interview 2D/3E and 3D/4E students for summer and post-graduate positions. Interviews take place in August and September. If you plan to participate in Fall Recruiting/OCI, do not plan summer vacations during this period. Students submit applications well in advance — beginning in July. It is important to recognize that Fall Recruiting/OCI is not the only way to get a job, but it is usually the only way to get Big Law and some government agency and prosecutor jobs.

- a. *On-Campus-Interviewing (OCI)*: OCI Employers list their openings in Symplicity (located under the OCI tab). You apply (known as “bidding”) in Symplicity for positions with employers:
 - i. Review opportunities in each Session and submit requested application materials through the Documents tab in Symplicity.
 - ii. Monitor Symplicity for updates about each step in the process as it happens: it will list whether you were selected for an interview, what interview times are available and how to select one, and details about the interview location. If selected, you will choose an interview timeslot in Symplicity.
 - iii. All interviews will take place virtually.

The Session 1 application window opens on July 8; the employer list for Fall Recruiting/OCI will be available and you will be able to view it once you complete the steps to participate in the Fall Recruiting/OCI program. (You will receive a notice from OCPD when you are approved).

- b. *Résumé Collection (RC)*: Employers list position openings under the OCI tab, and students apply through Symplicity. While the application process is the same, RC employers do not coordinate their interview process through OCPD. If an employer would like to interview you, they will contact you directly and invite you to their offices or set up a virtual interview time with you. Bidding for Session 1 begins on July 8. After you are approved to participate in Fall Recruiting/OCI, you can view the employer list for RC and OCI.
- c. *Direct Application (DA)*: Direct Application employers request that students apply to their organizations directly. These opportunities will be under the Jobs tab in Symplicity (not the OCI tab). Please also consider searching for outside employers who may not participate in OCI, RC, or direct posting on Symplicity.



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

You can locate other Direct Application employers on the NALP Directory of Legal Employers (www.nalpdirectory.com). Pay close attention to deadlines specified by employers.

2. IMPORTANT DATES:

- a. *Bidding* (applying for jobs via Symplicity for OCI and RC):
 - i. Session 1: July 8-14
 - ii. Session 2: July 22-28

* **ALL BID SESSIONS RUN THURSDAY TO WEDNESDAY, AND CLOSE AT NOON ON THE LAST DAY**
- b. *Preselects* (students learn on Symplicity if they have been chosen to interview and may schedule their interview slot)
 - i. Session 1: July 23-26
 - ii. Session 2: August 7-10

* **PRESELECTS OPEN AT 12:00 AM AND SLOTS ARE AVAILABLE FIRST COME FIRST SERVE. STUDENTS CANNOT SCHEDULE INTERVIEWS DURING CLASSES.**
- c. *Interviews* (All interviews will be virtual either on Zoom with OCPD or via the employer's platform)
 - i. Session 1: August 2-13
 - ii. Session 2: August 16 – September 30

* **STUDENTS SHOULD NOT SCHEDULE VACATIONS DURING THE INTERVIEW PERIOD**

3. PREPARING FOR INTERVIEWS:

- a. Résumés:
 - i. Have virtual copies of your resume available
 - ii. Students may share an updated copy of their resume via the chat in Zoom during the interview, and should ask if they should forward it to anyone else outside of the interview
- b. List of References
- c. Writing Sample (5-10 pages)



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

d. Transcripts

- i. You will NOT need an official transcript for each interview
- ii. You should have an unofficial copy available
- iii. Employers may request an official transcript later in the process. Requests for the issuance of transcripts must be sent to the Office of Enrollment Services or made through Cardinal Students.

The guidelines set forth in the **Fall Recruiting/OCI Program's Procedures** serve to assist you to better navigate your Fall Recruiting/OCI journey. If at any time during the Fall Recruiting/OCI program you have questions, problems, conflicts, or other issues, please contact the Office of Career and Professional Development at 202-319-5132 or jobs@law.edu.

Good luck!

The Office of Career and Professional Development



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

Frequently Asked Questions about Fall Recruiting/OCI

1. **What is Fall Recruiting/OCI and how does it work?**

Fall recruiting/OCI is the process through which a certain segment of employers recruit and ultimately hire future attorneys. Students review opportunities listed under the OCI tab and then apply (or bid) to interview with the employers of interest to them. Employers then pre-screen students' résumés and select the candidates they wish to interview. Employers typically interview in 20- or 30-minute intervals.

2. **What types of employers participate?**

Fall Recruiting/OCI primarily involves large law firms, some federal government agencies, and state prosecutors' offices. OCPD invites various types of employers to participate. However, **typically only organizations with large numbers of attorneys** know their summer hiring needs as early as the preceding fall semester. Smaller firms hire part-time and full-time summer law clerks during the spring semester.

3. **What is a Summer Associate position/program? How does it differ from a summer law clerk position that I might get through a job posting?**

Most large law firms hire their entry-level attorneys through Summer Associate programs. ***Historically, a Summer Associate position holds the expectation of permanent employment following graduation (if the employment relationship is satisfactory to both parties).*** Other summer positions, such as law clerk or intern positions, offer great experiences, but do not necessarily translate into a permanent job upon graduation. If you want to join a large law firm after graduation, it is crucial to secure a Summer Associate position for the summer following your second year if you are a **day** student or the summer following your third year if you are an **evening** student.

4. **How can I find out if I am interested in the participating employers?**

You will be able to research participating employers over the summer using the law school's **Symplicity database** (<https://law-cua-csm.symplicity.com>). To further research employers, you should check the employer websites, Martindale-Hubbell listings on LEXIS-NEXIS, www.nalpdirectory.com, www.vault.com, Chambers, and Bloomberg. For additional research suggestions, see the Resources page in this packet.

5. **Which students should participate? How do the employers decide which students to interview?** All students (2D, 3E, 3D and 4E) are welcome to participate. However, please keep in mind that most employers will submit their **hiring criteria** which you can find under the OCI tab in Symplicity. Students should assess whether they fit within the employer requirements. Most law firms will be seeking students within the **top 10-30%** of the class. However, other factors can offset a lower rank, such as journal, clinic, moot court experience or trial practice and prior work experience. Some employers, such as prosecutors' and public defenders' offices and some government agencies, do not put as much emphasis on class rank or grades as law firms do.



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

6. **What are the different ways of applying for Summer Associate positions through Fall Recruiting/OCI?**
- a. ***On-Campus Interviewing (OCI)***: The actual interview portion of the OCI Program runs from **Monday, August 2** through **Thursday, September 30**. It provides employers with an opportunity to screen students for summer and permanent positions. Employers will conduct virtual screening interviews with the students they select after reviewing student **bids**.
 - i. What is “**Bidding**”? Bidding is the process of submitting electronic applications to OCI employers through Symplicity. This system will provide information about each step in the screening process (as it happens). After the initial screening process, employers will contact you directly to schedule callback interviews.
 - **Bidding opens on Wednesday, July 8. NOTE:** While we encourage you to bid early for employers, you may submit right up to the deadline. However, **ALL** bids must be submitted no later than **12 noon EST** on each bid date deadline. **NO EXCEPTIONS!**
 - ii. **Is there a limit on the number of employers for which I can bid?** There is no limit.
 - iii. **Can I just bid for every employer at one time and hope that someone selects me?** While we encourage you to cast a wide net, you **must** research each firm and submit targeted cover letters to each one.
 - b. **Résumé Collection (RC)**: Students submit résumés via Symplicity (same bidding process as OCI) and then OCPD sends the materials to the employers in a group at the close of the bidding period. Employers will contact students **directly** if they are interested in scheduling interviews. Students must have a professional voice mail and should check phone messages and emails daily.
 - c. **Direct Application (DA)**: OCPD will post these positions for the employers as a standard Job Posting on Symplicity. Students apply to these employers by sending requested materials directly to the employer. You do **NOT “bid”** under the OCI tab for *Direct Application* employers. **You should apply to DA** employers under the Jobs tab as soon as possible (do not wait for the deadline). **If you are selected for an interview, the employer will contact you directly.**
7. **Are Résumé Collection and Direct Application employers serious about hiring students?** Yes! Some employers find hiring through Résumé Collection or Direct Application to be cost effective and efficient. Students have obtained positions through Résumé Collections and Direct Application.
8. **How do I apply to employers who are not participating in Fall Recruiting/OCI at CUA?**



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

For those employers, you must research their application requirements and send your materials to them directly.

9. **How many people get jobs through the Fall Recruiting/OCI?**

Approximately **25–30%** of Fall Recruiting/OCI participants are successful in getting jobs through this process. These students generally are ranked in the Top 25% of the class. Students should not forego other job search methods and depend solely on Fall Recruiting/OCI.

10. **What kinds of employers recruit outside of this program?**

State and county governments, public interest employers, small and mid-size law firms, associations, businesses, and Capitol Hill offices all recruit outside of Fall Recruiting/OCI.



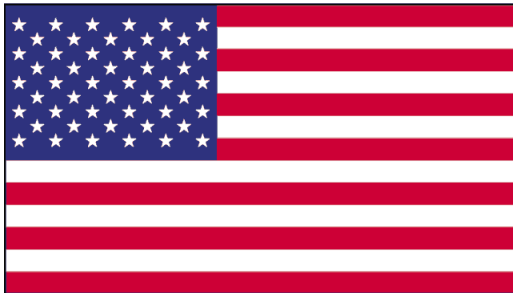
THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

Did you know that not all employers who participate in Fall Recruiting/OCI are Large Law Firms . . .

Some Are . . .



- Federal Agencies
- Local Government Organizations
- Prosecutors
- Judicial Employers

Just to Name a Few

For Example:

Bronx County District Attorney

Federal Trade Commission

Delaware Department of Justice

Department of Navy, Office of General Counsel

Fairfax Circuit Court

Federal Communications Commission, Office of the General Counsel

Federal Energy Regulatory Commission

Pension Benefit Guaranty Corporation, Office of the Chief Counsel

Miami-Dade State Attorney's Office

New York County District Attorney's Office

U.S. Air Force JAG Corps

U.S. Army JAG Corps

U.S. Department of Labor

U.S. Department of Treasury, Internal Revenue Service

U.S. Environmental Protection Agency

U.S. Government Accountability Office, Office of the General Counsel



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law *Office of Career and Professional Development*

Interview, Cancellation & Withdrawal Policy

INTERVIEW POLICY: Please read carefully!

- OCI Screening Interviews: By bidding for an employer, YOU AGREE** that you will schedule and appear for an interview. You **must** schedule a timeslot with all employers that select you. You will choose an available interview time *via Symplicity*. You cannot schedule an interview during a class time, but internship/externship and clinic supervisors are traditionally more flexible. Interview timeslots are on a first-come, first-served basis, so it is prudent to sign up as soon as possible. **Selection of a time slot is binding; interviews cannot be cancelled** (*exceptions noted below*). You must monitor the application status in Symplicity to determine whether you have been selected for an interview with an On-campus employer. If you are unable to find an interview slot that fits your class schedule, please reach out to lawrencera@law.edu.
- Alternates:** You will be notified by email if you are selected as an alternate for an employer. If selected, you will receive an alternate interview slot in the ranking order (1, 2, 3) as indicated by the employer. (**Note:** Slots sometimes become available when students accept a job offer or withdraw entirely from Fall Recruiting/OCI).
- Callback Interviews:** If an employer invites you for a callback interview, you are **required to RESPOND** as soon as possible to the invitation. You may decline the invitation, but you must respond. Not responding to an invitation is unprofessional, impermissible and reflects poorly on both law school and the student.
- Have a professional voicemail message:** Employer will call to schedule times for interviews, so make sure you have recorded a voicemail message that is professional in tone and includes your name.
- Résumé Collection and Direct Application Employers:** They WILL CONTACT YOU DIRECTLY if they wish to interview you. If employers have trouble reaching you, they will contact OCPD. (You do not sign up for interviews on *Symplicity*).

CANCELLATIONS / NO SHOWS POLICY (VERY IMPORTANT!)

- You are **obligated** to appear for the interview on time, **except** in cases of serious illness, accident, death of a family member or friend, etc. "**Cancellations and No Shows**" are unprofessional and reflect poorly on you as well as the law school. A "cancellation/no show" will result in wasting an interview slot that could have been used by one of your peers. Employers expect students to treat on-campus interviews the same as in-office interviews.



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

2. If it becomes necessary to cancel your interview, please contact the Office of Career and Professional Development **immediately** via email at jobs@law.edu. Do not cancel by email or voicemail on the day of your interview.
3. Failure to appear for an interview, absent a compelling reason, will result in **suspension** from Fall Recruiting/OCI activities and necessitate a meeting with the Assistant Dean. **You will be blocked from further interviews until you meet with the Assistant Dean.**

WITHDRAWING FROM FALL RECRUITING/OCI: (VERY IMPORTANT!)

1. Students generally withdraw from Fall Recruiting/OCI after they have **(1)** accepted an offer for post grad employment; **(2)** accepted a Fall Recruiting/OCI offer for summer employment; or **(3)** decided to pursue other academic or professional options for personal reasons.
2. To **withdraw**, you must notify the Assistant Dean in writing regarding your desire to withdraw from Fall Recruiting/OCI at least 48 hours before any scheduled interview.

The guidelines set forth in the Fall Recruiting/OCI Program's **Interview and Cancellation Policy** serve to assist you to better navigate your Fall Recruiting/OCI journey. If at any time during the Fall Program you have questions, problems, conflicts or other issues that will encumber your participation, please contact OCPD at any time. We can be **reached** at [**jobs@law.edu**](mailto:jobs@law.edu).

Good luck!

The Office of Career and Professional Development



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law
Office of Career and Professional Development

STUDENT FALL RECRUITING/OCI PROGRAM AGREEMENT

Student Name: _____ Graduation Year: _____

Fall Recruiting/OCI Program Semester and Year: _____

The Fall Recruiting/OCI program is a partnership between students, OCPD, and legal employers. The employers participating in the Fall Recruiting/OCI program have a relationship with the Law School. It is essential that students participate in the Fall Recruiting/OCI program in a professional manner. Student behavior during Fall Recruiting/OCI can present challenges for the student, the OCPD, and the law school.

Student Agreement

I agree that once I bid on an employer under the OCI tab (in Symplicity) that I will interview with that employer if I am selected for an interview. I also agree that I will only withdraw from an interview if I have accepted employment with another employer. If I accept employment with another employer, I will report the acceptance to OCPD immediately by emailing jobs@law.edu and request guidance from OCPD regarding formal withdraw of my outstanding applications to other employers.

Student Signature: _____ Date: _____

Office of Career and Professional Development



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

STRUCTURE OF THE 20-MINUTE “SCREENING” INTERVIEW

- 2-minutes to establish rapport.
- 10-minutes to ask questions that will elicit information about candidate to enable interviewer to evaluate whether this candidate will be a good fit for his or her firm or agency.
- 5-minutes to describe firm or agency, practice, summer program and answer questions.
- 3-minutes to complete evaluation.

STRUCTURE OF A 30-MINUTE “CALLBACK” INTERVIEW

A Callback Interview with an employer will often consist of several 30-minute interviews with different attorneys at the firm

- 3-minutes to establish rapport.
- 20-minutes to ask questions that will elicit information about candidate to enable interviewer to evaluate whether this candidate will be a good fit for his or her firm or agency.
- 7-minutes to describe firm or agency, practice, summer program and answer questions.



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law *Office of Career and Professional Development*

DO YOU HAVE AN ONLINE REPUTATION?

Just as you search online to learn about potential employers, most employers are looking online to learn more about you. Employers will often research candidates before or during the interview process. It is important that you are aware of the implications that your online presence may have on your reputation and employment prospects.

Recruiters regularly search for applicants on social and professional networking sites such as **Facebook**, **YouTube**, **Twitter** and **LinkedIn**. They are looking for anything about a candidate's lifestyle that the employer might find questionable or contrary to the core values of the organization.

If you have a page on a social networking site think about **CONTEXT and CONTENT**. What may be amusing to you or your friends may very well be in poor taste or **demonstrate poor judgment** to prospective employers and faculty (should you need a recommendation). Hobbies mentioned on these sites are often inappropriate and can taint an employer's first impression. Your online reputation may raise doubts about your judgment and professionalism.

Keep in mind that you may have limited ability to control certain aspects of your online reputation because some photographs and posts may have been written about you by someone else.

STEPS STUDENTS SHOULD TAKE:

1. **Google yourself** – Do you know what is on the web associated with your name? Do you know what is associated with your email address? Be sure to do a blog search as well (www.blogsearch.google.com).
2. Educate yourself about the **privacy settings** on your own web pages. For example, who can view your page? Who can place content on your page? Does that content need to be approved by you before posting?
3. If you use a networking site like Facebook or LinkedIn, **update your page** to reflect your job search image. **Be sure you are using a professional picture, professional language, and that your profile is consistent with your resume.** Clean up your page even if you aren't using your own name. There are ways to find out who is hiding behind a nondescript screen name. You should always assume that anything posted online, even to a site that offers limited password protection, is information that can be accessed forever.



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law *Office of Career and Professional Development*

Transcript Requests

An official Catholic University of America transcript is a complete record of a student's enrollment at the University, including all undergraduate, graduate, and professional courses. Partial transcripts are not available.

- There is no charge for transcripts.
- Transcripts will not be released if any fees are owed to the university.
- Transcript requests are processed within 2 to 7 business days.
- Transcripts cannot be faxed under any circumstances.
- Transcripts are may be picked-up on-campus or mailed via United States Postal Service First Class Mail. See the below Express Mailing section for overnight delivery options.
- Transcripts held for in-office pick-up that are not retrieved within 30 days will be destroyed.
- If an employer notes in their OCI record in Symplicity that they will require an official transcript pending a call back interview or at any other point, it is advisable to submit your request for an official transcript at the same time as applying to the employer.

Current Students

All Transcript Requests must be submitted online via [Cardinal Station](#). To access the online transcript request form, select the *Transcript: Request Official* option from the drop-down menu in the Academics Section of the Cardinal Station Student Center. Failure to submit your request via Cardinal Station will result in significant delay in processing.

Processing options:

- Immediate Processing - Your transcript request will be processed within 2 to 3 business days.
- Degree Confer Date - Your transcript request will be processed once your degree has been conferred.
- Grade Posting - Your transcript request will be processed once grades have been posted for the current semester.
- Hold for Pick Up - Your transcript will be held for pick up for 30 days in the University Office of Enrollment Services.
- Form(s) to Accompany Transcript - Your transcript request will remain in the queue until you submit additional forms that you wish to have included in the transcript envelope.

Express Mailing

To request overnight delivery service, you may place your request online through our secure vendor, the National Student Clearinghouse (www.studentclearinghouse.org). In addition to the charges for express mailing, the Clearinghouse charges a \$2.25 convenience fee per recipient when this service is used. Please note: the FedEx option provides express mailing, but it does not provide express processing. The transcript will still take 2-7 business days to process.

The Clearinghouse's transcript ordering website will guide you through placing your request, including delivery options and fees. You may request as many transcripts as you like in a single session. If you have questions about the Clearinghouse's transcript ordering service, call 703-742-7791 or email transcripts@studentclearinghouse.org



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

How to Research an Employer

Employers are interested in why applicants want to work at their organizations, so it is critical that you are able to communicate in a cover letter and during an interview why you want to work at that firm/agency. It is equally important that you understand the culture at any organization to ensure the right fit for you.

What Kind of Research Should Applicants Do?

1. Big Picture Research – Understand what the organization does. Is it a for profit, government, or prosecutor's office? Who are the organization's clients? What practice areas are included?
Example: You are applying for a summer associate position with Akin Gump. They have 25 separate practice areas, and each one has sub-practices. So, when discussing your interests, which of the 31 sub-practices in Litigation drew you to Akin?
2. Interviewer Research – If you know the name(s) of your interviewer(s), have you reviewed relevant LinkedIn bio(s) or profile(s) on the employer website?
Aside: Do not take this kind of research too far. While in-depth knowledge of recent work in a field is good, knowing too much about your interviewer might come across as inappropriate and intrusive.

What Resources Can Be Used?

NALP Directory of Legal Employers - <https://www.nalpdirectory.com/>

This site provides specific information primarily on law firms, but also has some information on government agencies, public interest organizations, and corporations, including lawyer demographics, practice areas, compensation and benefits, diversity and inclusion practices, and other valuable information about legal employers.

Vault - <https://careerinsider.vault.com/career-insider-login.aspx?parrefer=355>

This site provides law firm research through profile pages, rankings, survey data and employer reviews. Also includes advice on interviews, cover letters, resumes, networking and more. The link and user information can be found in Announcements section of your Symplicity homepage, and you log in using your CUA email address.

Chambers - <http://www.chambersandpartners.com/guide/usa/5>

Chambers USA covers all the states in the USA. Law firms that have a national presence are also ranked in Nationwide tables.

Bloomberg Law - <https://profile.bna.com/bloomberglaw-activate/> (create account to access)

This site includes a variety of information including litigation analytics, company profiles, client newsletters and patent filings.

Alumni - Names and contact information for alumni who work or have worked with different firms or agencies can be requested through the Office of Career and Professional Development. Students must submit a form and should allow for 2 weeks processing time.

Upperclassmen – Request information from OCPD regarding students who may have worked or interned with a particular employer.



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

Instructions for Zoom Interviews **CUA Law's 2021 Fall Recruiting/OCI Program**

Student Instructions

The Office of Career and Professional Development is the Zoom meeting host and will coordinate the virtual interviews for students and legal employers. (While this is true for most virtual interviews, please note that some legal employers will use their own virtual platform.)

1. At least 2-days before the interview, OCPD will send each student a separate calendar invitation for their individual interview with a Zoom meeting link.
2. Students are asked to consider interviewing from home and are responsible for setting up their space well in advance of the interview and signing into Zoom at least 5 minutes before the interview is scheduled to begin.
3. Please reach out to jobs@law.edu immediately if you think you will need to interview on campus. Do not wait until the last minute to determine where you will conduct your virtual interview. Interview space on campus will be very limited and only available on a first come first serve basis.
4. When it comes to virtual interviews, a strong internet connection is essential.
5. Please review the OCPD handout, "How to Prepare for a Video Interview".
6. Students have the option to request captions during the Zoom interview. Please email jobs@law.edu with at least 24 hours' notice if you would like to use video captions for your interview.

Meeting Logistics:

1. When students join the Zoom meeting, they will be placed in the Waiting Room. Students will be able to see messages from OCPD but will not be able to respond. OCPD will let each student into the main Zoom meeting room as soon as possible. Please note that other students may also be in the main Zoom meeting room.
2. Once in the main meeting room, students will receive a request from OCPD to access the breakout room. **THE STUDENT MUST WAIT UNTIL OCPD GIVES PERMISSION TO ENTER THE BREAKOUTROOM.** OCPD can see when earlier interviewees have completed their interview and departed the breakout room.
3. OCPD will transition the student into their Zoom breakout room as close to their scheduled meeting time as possible. Please be patient as technical difficulties may occur. Be prepared for employers who may run a couple minutes over, or a couple of minutes early.
4. OCPD will try to message the breakout room a reminder when one-minute remains before the interview is scheduled to conclude.
5. Students can provide an updated resume in the chat.
6. At the end of the interview, please exit the interview by clicking on "Leave Room" so that you are returned to the main meeting room.



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

FOR 2LS AND 3LS TO PARTICIPATE IN THE FALL RECRUITING/OCI PROGRAM, YOU MUST:

- 1. Email a draft *résumé* as a word doc to OCPD at jobs@law.edu (subject line: “Draft Resume for Fall Recruiting/OCI”) **Beginning NOW** (students may simultaneously email a draft cover letter – see below)**
 - OCPD will review your *résumé* and provide suggested edits
 - You are not required to list your GPA or rank on your *résumé*
 - If reporting your GPA or rank, to comply with CUA’s Code of Conduct, students must report GPA and/or rank precisely as reported to the student by the Registrar (students should report their GPA out to the thousandths space, which is three numbers out from the decimal point)
- 2. Email a draft cover letter as a word doc to OCPD at jobs@law.edu (if separate from resume email: subject line: “Draft Cover Letter for Fall Recruiting/OCI”) **Beginning NOW****
 - 2L: Tailor your draft cover letter for a summer associate position with a specific firm or government agency. Make sure that you address your cover letter to the Hiring Partner or the Head of Recruiting (you must find that person’s name - employers often list the appropriate hiring manager for Summer Associate positions under a careers/law students tab).
 - 3L: Tailor your draft cover letter for a post-graduate position with a specific firm or government agency. Make sure that you address your cover letter to the Hiring Partner or the Head of Recruiting (you must find that person’s name - employers often list the appropriate hiring manager for entry level positions under a careers/law students tab).
- 3. Review suggested edits to *résumé* and cover letter from OCPD and revise materials**
- 4. Identify and polish your writing sample**
 - 2L: Review your writing sample and your professor's comments then revise based on their suggestions and your own understanding regarding additional edits. Corrections include proper Bluebook citations.
 - 2L & 3L: If you plan to use a work paper, please make sure that you have written approval from the employer to use the document. You should attach that approval to the writing sample. If you plan to use a paper written in an upper-level writing course, please make any original edits suggested in a prior review.
 - Your writing sample must include your first and last name.
 - Some employers explicitly request "unedited" writing samples. Please note, the federal government asks applicants to attest to having followed application protocol.
- 5. After you make any suggested edits and review your resume, email your *final résumé* to OCPD at jobs@law.edu (subject line: “Final Resume for Fall OCI”) **no later than June 30, 2021****
- 6. Schedule a mandatory mock interview with OCPD**
- 7. Once your final resume is approved, you will receive rights to the OCI tab on Symplicity**
- 8. Upload your final application materials to Symplicity’s Documents tab**
- 9. Review information in Symplicity regarding participating employers**
- 10. Session 1 bidding opens in Symplicity on July 8, 2021. Session 1 virtual interviews begin August 2nd.**