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Please contact the Career Development Office with any questions or concerns.
The CDO Summer Office Hours are Monday – Friday: 8:30 a.m. – 5:00 p.m.
Dear Class of 2011 & 2012:

We are busy getting ready for the fall semester's interview programs, panels, job fairs, and activity generated by employers participating in OCI, regional and other programs. While it might seem as if you have barely put away your last outline from spring finals, it is time for you to begin thinking about how you'll approach your job search during the 2010-2011 academic year.

Now is the time to revise your resume and prepare cover letters. We are available during the summer to meet with you, speak with you by phone, or communicate via e-mail. The easiest way to reach a counselor is to e-mail your request to careerdev@law.umaryland.edu or call our main number 410-706-2080. Please do not delay in getting your materials in to be reviewed and finalized; otherwise, you run the risk of not having them ready by the July deadlines. The counselors' calendars fill up quickly in July, so we urge you to take advantage of our availability now.

To prepare for fall interviews, we recommend that you participate in our Mock Interview Program, which will take place early August at the school and is open to all students in the Class of 2012. Patent Mock Interviews will take place on the same date and are geared toward students with a hard science background interviewing for patent related positions for the summer or after graduation and is open to students in the Classes of 2011 and 2012. Additionally there will be an Interviewing Skills Workshop at the law school and we encourage you to attend this program. More information about all of these programs will be provided closer to the date and they will be listed in the UMD-Symplicity Events section. You will also sign up for the Mock Interviews through UMD-Symplicity. The CDO will be sending out articles and tips via email throughout the season and everything will also be put on the CDO website at http://www.law.umaryland.edu/students/careers/.

There will be many changes and additions to the employers that have registered for our programs as the summer and fall progress. Check both Symplicity systems regularly for the most current employer registrants. Student applications will be accepted on June 14, 2010 and you will be able to begin researching and bid/apply for employers in both Symplicity systems at that time.

Some of you may want to work for other types of legal employers that don’t interview in the fall. Public interest organizations, smaller law firms, and many government agencies have a different hiring cycle than the midsized and larger urban firms and government agencies that interview early in the fall. These employers hire on a less structured basis and an as-needed basis. Although the CDO sponsors programming and interviewing events with these employers throughout the school year, it is a good idea to initiate contact with these employers during the summer to arrange informational interviews or apply initial screening interviews on your own. Work with a counselor to create your action plan.

Finding a position in the legal job market during the upcoming academic year will continue to require creativity and energy from all of us—you and the CDO staff. As you did this past year, you will need to aggressively supplement the on-campus interview programs with networking, informational interviewing, direct contacts (where you write to employers directly and they contact you for interviews), resume collections (where the CDO sends your materials
to employers and they contact you directly for interviews), and job fairs. We are devoting significant efforts to increase and develop resources to assist you in your job search. We are also working very hard to maintain and build relationships with potential employers. However, we STRONGLY ENCOURAGE you to write to employers outside these programs especially in geographic areas that are outside the DC/Baltimore area. This is an extremely competitive process and you should consider a number of geographic areas and think broadly about employers and be willing to consider many types of employers in different locations.

We are confident that together, we will have a successful, productive year. As always, do not hesitate to contact us if we can assist you in any way this summer. We look forward to hearing from you before classes resume and to seeing you in July!

Best of Luck,

The Career Development Office
Fall Recruitment 101

The Fall Recruitment Program brings national and local legal employers to University of Maryland School of Law and to regional locations for the purpose of interviewing second-year and third-year students for summer and permanent legal positions. The majority of employer participants are large law firms; however, other employers represented include government agencies, legal services offices, public defender and district attorneys’ offices. The Fall Recruitment Program features several interview programs and venues for you to pursue interview opportunities. These programs include: Regional Interview Programs sponsored through the National Law School Consortium (NLSC) in New York and Philadelphia, the Washington, DC Interview Program (WIP), the On-Campus Interview Program (OCI), The North Carolina Interview Program (NCIP) in Raleigh and Charlotte, NC, the Loyola Patent Interview Program, The New Hampshire Legal Job Fair, Resume Collection opportunities, and Direct Contact opportunities.

OCI, WIP, AND NLSC INTERVIEW PROGRAMS

Please be aware that the majority of employers that participate in the OCI and Regional Programs use academic excellence as an important factor in choosing students to interview, so be strategic and make your employer selections wisely. Also please bid broadly many students in the past have complained that they bid too narrowly and in looking back would have bid more broadly on a variety of firms in multiple cities if they could do it again.

Students may submit bids for up to 35 on-campus interviewing employers per session, excluding the resume collections. This limitation encourages greater selectivity on the part of prospective student interviewees, providing more students with interview opportunities. Counselors are available to meet with you to help you strategize on how to best approach the process.

I) THE BIDDING PROCESS

A. Students upload resumes, cover letters and transcripts through our on-line UMD-Symplicity system (http://law-umd-csm.symplicity.com/students) and then bid for the organizations in which they have an interest. Please note you will upload your materials to a separate site for the NLSC programs (http://law-nlsc-csm.symplicity.com/students). A password and log in for that site will be sent to you in May after finals.

B. The employers may then view the students who bid (applied) for an interview. The employers select those students they wish to interview. Employer criteria will be posted in their entry on the UMD-Symplicity site. For those employers who request writing samples or other documents, those materials will be available to employers on-line through UMD-Symplicity.

C. Students who are selected may, on a first-come, first-serve basis, select a time on the employer's interviewing schedule through UMD-Symplicity. The only exceptions are the North Carolina Interview Program where interview times will be assigned, but still viewable through UMD-Symplicity.
II) **ON-CAMPUS INTERVIEW PROGRAM (OCI)**  
(http://law-umd-csm.symplicity.com/students)

A. On-Campus Interviews are held at the Career Development Office in Room 208 in one of the interview suites.

B. Please note that OCI is separated into three ‘sessions.’ Please see the FAQ’s if you are unsure what a session is.

C. Interviews may take place on the following days: August 16, 17, 18, 30, 31; September 1, 2, 7, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30; October 4, 5, 6, 7.

III) **THE WASHINGTON INTERVIEW PROGRAM (WIP)**  
(http://law-umd-csm.symplicity.com/students)

A. The WIP is held at the St. Gregory Luxury Hotel & Suites (located at 2033 M Street, N.W.) on August 19, 2010.

B. Please note it is very important to review the interview location, a few firms have decided to interview students in their DC office during the Washington Interview Program.

IV) **NLSC REGIONAL INTERVIEW PROGRAMS**  
(http://law-nlsc-csm.symplicity.com/students)

The National Law School Consortium Interview Programs (along with the North Carolina Interview Program and New Hampshire Legal Job Fair) have employers that typically do not interview on campus. The students who benefit the most from these programs are those whose job search is targeted to a specific region.

Students who participate in "regionals" cover their own travel and other personal expenses. You should carefully select bids for on-campus and/or regional programs. **Students are required to accept the interview if selected by an employer for which they selected.** Please see the interview cancellation policy for more information.

A. The NLSC Philadelphia Interview Program is a “walk around style” and the interviews will take place at each employer’s office on August 10, 2010.

B. The NLSC New York Interview Program will take place at the Embassy Suites (located at 102 North End Avenue, New York, NY) on August 12, 2010.

C. The NLSC Chicago, Dallas, Los Angeles, Miami, and San Francisco Programs will be Resume Collection Programs.

V) **OTHER REGIONAL INTERVIEW PROGRAMS**

A. The North Carolina Interview Program is in its planning stages and more information will become available shortly. Bidding will take place via UMD-Symplicity (http://law-umd-
RESUME COLLECTION AND DIRECT CONTACT OPPORTUNITIES

Firms and organizations that are unable to interview through the on-campus or regional programs but wish to recruit Maryland students often request that the CDO collect resumes on their behalf. Some employers ask that students contact them directly by sending a cover letter and resume. These requests are advertised on-line through the UMD-Symplicity system. These types of resume collections and direct contacts do not count toward the 35 employer limit for OCI.

I) RESUME COLLECTIONS

The Resume Collections are under the OCI section in Symplicity. There are three ‘Rounds’ you can participate in at this point and more may be added later. Each round has a different deadline.

Round #1’s deadline is August 6th
Round #2’s deadline is August 30th
Round #3’s deadline is September 30th

Please check the system regularly as employers may be added right up until the deadline. DO NOT overlook Resume Collection employers.

II) DIRECT CONTACT

Direct Contact refers to postings found under the Jobs section of the UMD-Symplicity site. Employers will list summer associate and associate positions here and would like students to either apply through the UMD-Symplicity site or mail their materials to the employer. The deadlines for these employers vary throughout the fall, so you need to check this section often. Each job posting will also specify the employer’s preferred method of receiving your materials; they have the option to either receive them via e-mail through UMD-Symplicity, via regular mail or via fax. Please read carefully and follow directions.
2010 FALL RECRUITMENT PROGRAM CHECKLIST

Prior to the Bidding Deadlines, don’t forget to...

1) Submit your resume to the CDO for review by May 17th. Even if you have had it reviewed by a counselor earlier in the year, you must submit it again for a Fall Recruitment review.

2) Research participating employers through the NALP Directory of Legal Employers and the Internet including employer websites. One of the best sources of information is each employer’s website. See also the “Employer Research Resources” included in this packet.

3) Confirm that all your Profile information is current (particularly class year and graduation date) in both Symplicity systems. A wrong class year will affect your ability to bid for employers.

4) Upload your default resume under “Documents.” Please upload early; we are not the only school with July deadlines! Document conversion may be slow with system traffic the last week in July.

5) Upload employer specific cover letters, if desired or required.

6) Upload unofficial transcript (grade report obtained from the Office of Registration and Enrollment, Room 280), list of three references and a writing sample and make sure you attach these to each bid as requested. YOU WILL ONLY BE ABLE TO BID WITH THE DOCUMENTS EMPLOYERS REQUEST. If an employer does not want to see a cover letter, for example, you will not be able to attach one to your bid.

7) Read, sign, and return by fax your Interview Cancellation Policy. It is mandatory that we receive your signed interview cancellation form in order for you to participate in the Fall Recruitment Program. The CDO fax number is (410)706-0870.

8) Find Direct Contact employers listed in the “Jobs” section of UMD-Symplicity.

9) The Resume Collection Rounds will all be sessions under the “OCI” section in Symplicity. Remember there are three Resume Collect sessions and you will need to upload and bid for each of them as you do with the on campus and regional employers.

10) Pay attention to your emails!! New sessions may be added as employers register later in the summer.
Frequently Asked Questions

Q: What is the Fall Recruitment Program?
A: The Fall Recruitment Program is driven by large law firms who recruit second-year law students early for their summer associate programs. Most of these firms hire for their entry-level positions exclusively from the summer associate program. Therefore, if you are interested on working for a large law firm right out of law school, you should participate in the Fall Recruitment Program. There is also limited third-year hiring during Fall Recruitment, mostly with government agencies and some firms.

Some other employers (mid-sized law firms and government agencies) have jumped on the Fall Recruitment bandwagon and will hire at the same time. However, most employers do not hire in the Fall and instead hire year-round and on an as-needed basis. For this reason, most students will not receive their summer employment thru the Fall Recruitment Program. Students interested in small firms, government, public interest, policy and lobbying groups, politics, or corporations will find their choices very limited and, possibly, even non-existent. This is normal because the Fall Recruitment process is largely driven by only one type of employer – the large law firm.

Q: What are ‘Sessions’?
A: Employers participating in the Fall Recruitment Program are organized into sessions to make bidding easier for students and employers. All sessions have the same bidding and interview sign-up deadlines. (Please note that this does not apply to employers choosing to post positions and have resumes sent directly to them located in the ‘Jobs’ tab. These positions are updated daily and have all different deadlines).

The sessions are located under the ‘OCI’ tab in UMD-Symplicity. Under the ‘Employers/Bidding’ section, you will see a drop-down box with all available sessions. When you click on a session, the employers participating in that session will appear. **Please be aware that you will not have access to any sessions until June 14, 2010.** At that time you will see the following sessions related to the Fall Recruitment Program…

- Early Fall On-Campus Interviews 2010 (Interviews August 16th thru 18th)
- Fall On-Campus Interviews 2010 (Interviews August 30th thru September 16th)
- Late Fall On-Campus Interviews 2010 (Interviews September 20th thru October 7th)
- Washington Interview Program (WIP) 2010
- Fall 2010 Resume Collection Round #1
- Fall 2010 Resume Collection Round #2
- Fall 2010 Resume Collection Round #3

Q: What is a ‘Bid’?
A: A ‘bid’ is a term used when you apply for positions with employers participating in the Fall Recruitment Program. You ‘bid’ for an employer when you upload the materials the employer has asked for and hit the live ‘Apply’ button on the screen. Once the bidding deadline has passed, the employers will receive your submitted materials.
There is no advantage to bidding too early. Again, there is no advantage to bidding too early. The employers will receive all the materials at the same time (i.e., after the bidding deadline). They will not know if you bid on the first day or the tenth day. You will want to make sure all of your materials are complete before you bid. On the other hand, you do not want to wait until the last minute to place your bid. One more time, you do not want to wait until the last minute to place your bid. Many schools have bidding deadlines for Spring Recruitment during the same time period and the UMD-Symplicity server can become busy and slow. If the server is slow, it may cause the bid you are trying to place to take a long time and push you outside the bidding deadline. In that case, your bid will not go through to the employer.

Q: What is a ‘Resume Collection’?
A: A Resume Collection is a way for employers to collect resumes and materials from interested students all at once via UMD-Symplicity. The term ‘resume collection’ can be misleading because often the employers are seeking more than just resumes (transcripts, writing samples, etc...). Once the employers receive the materials, they will contact students directly and make interview arrangements. Employers choose to do resume collections for all different reasons including, (1) because they are outside of the region and wish to save time and resources, or (2) cannot commit to an on-campus interview date because of busy schedules or scheduling conflicts, or (3) do not have the resources to send a hiring authority on-campus for a day and would prefer to conduct interviews at their office at a mutually convenient time. DO NOT ignore resume collections. In this economy, many employers are cutting the schools they visit for on-campus interviews and, instead, are conducting resume collections. Many students have been successful by this method of recruitment.

Q: I received an e-mail notice about an employer participating in the Fall Recruitment Program but I can’t find the employer listed in the UMD-Symplicity system.
A: Employers participating in the Fall Recruitment Program will be under the ‘OCI’ tab and not the ‘Jobs’ tab. Make sure that you check the correct session to find the employer that you’re seeking.

Q: If I do not meet the required or preferred class rank requested by an employer, how do I make the most of the Fall Recruitment Program?
A: You should consider a wide range of geographic locations, employer types, and additional job application methods. Look at the organizations in the DC suburbs, and other smaller legal markets. Most importantly, don’t rely solely upon the Fall Recruitment Program. Meet with one of the CDO counselors to strategize and create your own self-directed search to identify opportunities that may not be advertised through the CDO. You may also want to take advantage of the summer, especially if you are in a location outside the DC area where you would like to spend next summer. Identify Maryland alums (using Martindale Hubbell on-line or through Lexis-Nexis) and try to set up informational meetings or interviews before returning to campus. Please consider employers that have preferred vs. required class rank information in the system. Also note that employers seeking students with hard science backgrounds tend to be a bit more lenient on GPAs if you have the undergraduate or graduate degrees they are seeking for their practice.

Q: Can I still bid if I don’t make the required/preferred class rank/GPA cutoff?
A: Most large firms do have strict GPA/class rank requirements. In this year in particular, they may be less likely to go too far beyond their preferred criteria. However, if you are close to the requested GPA and have some other relevant activities or previous relevant work experience than consider bidding. Focus on highlighting your skills that are relevant to their
particular practices and set you apart from the other applicants. You may have more success with this at the regional mid-sized firms than the large national employers.

Q: When my classmate logs onto UMD-Symplicity he sees many employers, but when I log onto the system I do not see the same number of employers?
A: Symplicity will only display to students those employers who are requesting that student’s class year. Please check your Profile, and under the tab “Academic Information” make sure that your class year is correct. If you believe your class year is incorrect please contact the Career Development Office ASAP and we will change your class year to the appropriate year. You can call us at 410-706-2080 or e-mail us at careerdv@law.umaryland.edu and ask for Terri Goode. Please note, the Fall Recruitment Program is primarily for employers recruiting for summer jobs, and therefore the majority of employers will be seeking 2Ds only (and 3Es), and only a minority will also be seeking to recruit or only seeking 3Ds (and 4Es) for permanent employment. Again, if you are confused about if your class year, please contact our office.

Q: Why can I not see any of the employers interviewing for the New York and Philadelphia Interview Programs?
A: Remember you must log into the separate NLSC Symplicity Site to bid on these employers. Additionally, you will also only be able to see employers interviewing for your class year in this site. (http://law-nlsc-csm.symplicity.com/students)

Q: Does bidding for an employer obligate me to interview?
A: Yes. If you’re selected, you must take the initial interview through the Fall Recruitment Program. This does not apply to 2nd round interviews (i.e. call backs). The only exception is if you have accepted another offer by the date of the initial interview. In that case, notify the CDO immediately and you will be taken off the interview schedule. You also will be required to write a letter of regrets to the employer.

Q: Can I delete a bid once it is submitted?
A: A bid can be deleted/changed up until the bidding deadline. After the bidding deadline it cannot be changed.

Q: What if I don’t know about journal selection before the bidding deadline?
A: Law review and journal selection may not be revealed before the first bidding deadline. We will let employers know and send them the list of selected students when it is available. This is a common occurrence at all schools and do not worry that it will undermine your ability to receive an interview.

Q: Do I have to write cover letters?
A: Cover letters are not requested by all employers. If an OCI employer entry states that they are required then you must write them; if the employer does not wish to receive cover letters, then you will not be able to submit one. When you click on the ‘Review’ button next to the employer you wish to bid on, you will see drop-down boxes on the right hand side for you to attach your materials. You will only see drop-down boxes for the materials the employer has requested. If the employer did not request a cover letter, you will be unable to attach one. It is important to review what materials the employer is seeking prior to writing cover letters so that you do not write them unnecessarily. If you decide to write cover letters, they should be employer specific. Do not send generic cover letters and do not copy the examples from the CDO handbook. Remember, your cover letter serves as your initial writing sample.
It is not unusual for employers to not request a cover letter. For many employers, this is their busiest recruitment season and they see hundreds, if not thousands, of applications. They may not have the time to read individual cover letters from specific applicants. This means it is more important that your other materials be in top shape.

Q: Do I have to upload a transcript, list of references, and a writing sample?
A: Like cover letters, uploading transcripts is required when the employer specifies they require them; otherwise, uploading these additional documents is optional. Many employers will request that one or more of these items be brought to the interview. Please review what the employer wants you to bring to the interview. Even though you may have uploaded the requested documents in UMD-Symplicity, you should also bring them to the interview. At the interview, always have with you extra resumes, writing samples, transcripts (IP students should also have their undergraduate transcripts), and a reference list. Please see “Uploading Your Resume and Other Documents” below for further details on uploading additional documents. For uploading your transcript, we recommend that you scan your Unofficial Transcript and turn it into a PDF or JPEG electronic document. Scanning services are available in the CDO Resource Library and typically available at copy shops such as Kinko’s.

Q: When an employer requests that a transcript be brought to the interview, does it need to be an “official” transcript?
A: No, copies of your unofficial transcript (grade report from OR&E) are acceptable to the vast majority of employers. Should an employer require an official transcript, they will so specify. We strongly encourage you to obtain a grade report and scan and upload it to UMD-Symplicity. We have a scanner in the CDO for your convenience.

Q: When and how will I know if I have been selected for interviews?
A: Please see the deadlines provided in this packet. The interview sign-up dates will vary depending on the session. Generally, this is about 1-2 weeks prior to the scheduled interview date. Understand that this includes the Regional Programs, so please consider the implications before bidding, as it does not leave much time to make economical travel arrangements. We will do everything we can to notify you of interviews as far in advance as possible for regional programs. During the fall recruitment season (early July - mid October), you should be logging into the Symplicity system at least once a day. DO NOT RELY SOLELY ON EMAIL NOTIFICATIONS. To see which employers have selected you, under the OCI tab look on the column labeled “Invitation” and if you have been selected, you will see a live button marked “Accept Preselect.” When you click on that button, you will then be able to schedule the time of your interview, and remember interview times are scheduled on a first-come first-serve basis. If under “Invitations” it states “pending” then EITHER the employers have not made any selections OR they have made selections and not selected you. If it states “Alternate” then you have been selected as an Alternate. Alternates will be able to schedule an interview for any available open slots on a first-come first serve basis, on the dates displayed in UMD-Symplicity. Please note the alternate dates vary by session.

Q: What if I get selected for an interview and I am not available on the day of the interview/program?
A: While in the past, many employers were amenable to rescheduling screening interviews, we have found that not to be the case this past year. Please review the interview dates of the employers you bid for carefully and remember that this may be your only opportunity to interview with that employer. If this does occur, DO NOT contact the employer directly. The employers are visiting many schools and look to the Career Development Offices to coordinate
their interview schedules. Contact us in the CDO and we will contact the employer and request that you be permitted to reschedule the interview (usually at their offices and at your expense) for another time. The employer may or may not be agreeable to this and this past year they were less agreeable than years past. You will also be required to write a letter of regrets that we will pass along to the employer.

**Q:** Where are On-Campus Interviews?  
**A:** All on-campus interviews, with the exception of the WIP, take place in the CDO or in one of the CDO’s designated interview rooms. Please check-in with the CDO 5-10 minutes before your scheduled interview. Interviews in the Washington Interview Program (WIP) take place at the St. Gregory Hotel, located at 2033 M Street, N.W., Washington, D.C. There will be a designated registration room staffed by CDO members. More details will be sent to those participating in the program. Please refer to the NLSC Information Sheet for details on the NLSC Interview Program locations.

**Q:** Can employers search UMD-Symplicity by the information I enter in my profile?  
**A:** Employers will be invited to access the database and conduct searches based on information that you entered in your Profile section and search resumes if they so choose. If you match an employer’s search, the information available to them is your name, your resume (if you have a resume in the system) and your email. Please note: employers will not be able to view the data you enter into your actual Profile. You are free to make your Profile and Resume available or not available to employers. To check the privacy status, please log into UMD-Symplicity, click on “Privacy” and then choose whether you would allow employers to view your resume. If you choose to allow employers to view your resume, it is of the utmost importance to keep your Profile and resume in UMD-Symplicity updated at all times. Please be advised, the system defaults to allowing employers to view your resume. While this can be a useful tool for employers, most employers do not actively search the UMD-Symplicity database, and you must actively apply to firms to ensure that firms will review your resume.

**Q:** Is the Symplicity system secure?  
**A:** Yes. There are multiple pairs of checkpoint firewalls to protect student information. To ensure your protection, please make sure you log out of Symplicity after each session. Do not share your member ID and password with anyone. Please be sure that when you are finished using Symplicity to exit the system using the Log Out button, located in the upper right hand corner of the screen.

**Q:** What if I have technical difficulties with the Symplicity system?  
**A:** Please contact the CDO at 410-706-2080 or e-mail carerdv@law.umaryland.edu. There is also a “comments/feedback” section on the home page when you log into Symplicity, and those comments are routed to the CDO. DO NOT wait until the last minute to log-onto the system. Technical difficulties arising in the hours leading up to the bidding deadline may not be able to be addressed in time.
SYMPPLICITY INSTRUCTIONS

The following are instructions for creating a profile in Symplicity, uploading documents, bidding on employers, and signing-up for interviews. For more complete instructions see the guide you were provided at CDO Orientation. To log onto UMD-Symplicity, go to https://law-umd-csm.symplicity.com/students. If you do not have a password, please contact Ms. Terri Goode (tgoode@law.umaryland.edu).

CREATING YOUR PROFILE

1. Build a personal profile (contact information, change password, etc.) by clicking on Profile link on the top navigation bar.

2. Click on the Personal Information tab to update your contact information.

3. Click on the Academic Information tab to update your academic interests. This is also where you check to make sure your class year is correct.

4. If you wish, you can update system access by clicking on the Password/Preferences tab and creating a new password.

5. Update Privacy settings by clicking on Privacy tab.

UPLOADING YOUR RESUME AND OTHER DOCUMENTS

1. View existing and upload new documents (resumes, cover letters, and unofficial transcripts) by clicking on the Documents link on the top navigation bar.

2. Under the Documents tab, click on [Add New] to upload a new document. (System will convert document to pdf.)


4. Select a Document Type. It is important to select the correct document type for bidding purposes because only select document types will be able to attach to your bid. (Example – only documents labeled ‘cover letters’ will appear in the drop-down menu for cover letters).

5. Click on [Browse] button, select a file to upload and then click the [Submit] button.

6. The [Make Default] button designates a main resume that will be the first option when applying to employers, and with permission, will appear in employer resume books.

7. Note on uploading transcripts: We recommend that you SCAN your Unofficial Transcript and turn your transcript into a JPEG or PDF electronic document that you can then upload. Scanning services are available in the CDO Resource Library and routinely provided by Kinko’s or other copy shops.
BIDDING FOR EMPLOYERS FOR OCI AND RESUME COLLECTIONS

1. View employers that are participating in OCI by clicking on the OCI link on the top navigation bar and then clicking on the Employers/Bidding tab.

2. Review upcoming dates on the Important Dates sidebar.

3. In the session drop-down menu, choose the session you wish to review. Once you have done so, the participating employers will be listed. (You can use the [Search] button to narrow down the list of employers).

4. To review information about the employer[s], click on the [Review] button to the left of the desired organization. The screen that appears will tell you more information about the employer and the employer’s hiring criteria. The drop-down boxes to the right of the screen will tell you what documents the employer is seeking and that must be attached to your bid.

5. Bid for an employer by choosing the desired materials from the drop-down boxes on the right. When you are finished, click on the [Apply] button. Your bid is now in the system and will be submitted to the employer after the bidding deadline. Students have until the deadline to cancel a bid or make changes to the documents submitted.

SCHEDULING INTERVIEWS

1. On the date and time for interview sign-up, go to the OCI tab. If an employer selects you to interview, under OCI and under the “Employer/Bidding” tab, in the “Invitations” column, there will be a live [Accept Preselect] button. If the employer has not made selections yet, the “Invitations” column may state “Pending” or “Not Selected”.

2. To schedule an interview, click on the [Accept Preselect] button, and the available dates and times for that employer will appear. You will be able to click on your preferred time. Others are selecting interview slots at the same time so do not wait to sign-up or all your desired times may be taken.

3. You can review your scheduled interviews, by clicking on the “Scheduled Interviews” tab which will list all scheduled interviews. For more details about the interview, including what the employer requests that you bring to the interview, click on the date of the interview.
EMPLOYER RESEARCH TIPS

Private law firms constitute the majority of employers, although there are a good number of other types of employers as well, including judges and government agencies. For those of you considering private legal employers, the sources below can be especially helpful to you in researching law firms and comparing them to each other.

1) The NALP Directory of Legal Employers (www.nalpdirectory.com). Also available in hardcopy in the CDO Resource Library. The directory can be an excellent “first stop” in researching firms, because it is relatively concise and lays out very fundamental information, such as types and sizes of practice areas, numbers of partners and associates, and statistics from last year’s summer associate program. The on-line version of the NALP Directory is searchable by many different fields, including by city and practice area. In addition to law firms, the NALP Directory contains information on some government agencies and public interest employers.

2) Employers’ Websites (should be linkable directly from UMD-Symplicity).

3) The Vault Career Library.*** It includes inside information on law firms and practice areas. To enter this password protected site, you must use the link available when you log into Symplicity. You will see it under announcements.

4) American Lawyer Mid-Level Associate Survey and Summer Associate Survey.*** American Lawyer Media Group (parent of American Lawyer and L magazines) conducts annual surveys of mid-level and summer associates. The 2008 Summer Associate Surveys and 2008 Mid-Level Associate Surveys are online at http://www.law.com/jsp/tal/index.jsp. You will need to register for a password to access these surveys. The mid-level survey is particularly good since it tells you what it might be like to work at the firm a few years down the road. While the summer associate survey may give you some insight into the summer program, life may be very different working full-time as opposed to as a summer associate.

5) Findlaw.*** The legal site Findlaw has a significant careers section at http://careers.findlaw.com. This site includes the Greedy Associate boards and discussion groups as well as basic firm information.

6) PSLawnet (www.pslawnet.org) and the Arizona Guide (www.law.arizona.edu/career/honorshandbook.cfm). Great resources for non-law firm employers. Registration on PSLawnet is free; username and password information for the Arizona Guide can be obtained at the CDO.


***Please note that the asterisked resources contain some candid observations on life at certain law firms. Often these observations are from a limited number of survey participants and should be taken as data that you may or may not want to take into account, along with other factors, in your decision-making process.
IMPORTANT DATES AND DEADLINES

OCI (http://law-umd-csm.symplicity.com/students)

Sessions: Early Interview Week (Interviews August 16th thru 18th) & Washington Interview Program (WIP) 2010
  • Bidding Deadline: Thursday, July 22nd
  • Interview Sign-Up*: Monday, August 2nd – Wednesday, August 4th

Session: Fall On-Campus Interviews 2010 (Interviews August 30th thru September 16th)
  • Bidding Deadline: Friday, August 6th
  • Interview Sign-Up*: Monday, August 16th – Wednesday, August 18th

Session: Late Fall On-Campus Interviews 2010 (Interviews September 20th thru October 7th)
  • Bidding Deadline: Monday, August 30th
  • Interview Sign-Up*: Wednesday, September 8th – Friday, September 10th

Session: Fall 2010 Resume Collection Round #1
  • Bidding Deadline: August 6th

Session: Fall 2010 Resume Collection Round #2
  • Bidding Deadline: August 30th

Session: Fall 2010 Resume Collection Round #3
  • Bidding Deadline: September 30th

*Students chosen as ‘Alternates’ may sign up for any slots left, if applicable, on the last day of interview sign-up

NLSC (http://law-nlsc-csm.symplicity.com/students)

Sessions: Philadelphia Interview Program
New York Interview Program
  • Bidding Deadline: Thursday, July 22nd
  • Interview Sign-Up: Friday, July 30th – Monday, August 2nd

Sessions: Chicago Program
Dallas Program
Los Angeles Program
Miami Program
San Francisco
  • Bidding Deadline: Monday, August 9th

All Resume Collection Programs

The Career Development Office
NALP PART V GUIDELINES*

PART V: GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

To promote fair and ethical practices for the interviewing and decision-making process, NALP offers the following standards for the timing of offers and decisions:

A. General Provisions

1. All offers to law student candidates (“candidates”) should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Sections B and C below, in which case the later response date should apply.
2. Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.
3. A candidate should not hold open more than five offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.
4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
5. Practices inconsistent with these guidelines should be reported to the candidate’s career services office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.
2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least November 1 of the candidate’s final year of law school. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period.
4. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

C. Summer Employment Provisions for Second and Third Year Students

1. Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.
2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least November 1. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period.

4. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

D. Summer Employment Provisions for First Year Students

1. Law schools should not offer career services to first-semester first year law students prior to November 1 except in the case of part-time students who may be given assistance in seeking positions during the school term.

2. Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.

3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.

*The full context of the NALP Guidelines can be found at www.nalp.org.*