**What is the Fall Recruitment Program?**

The Fall Recruitment Program is driven by large law firms that recruit second-year law students in the fall 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 in 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 hiring for their post-graduate Honors Programs.

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. Students interested in small firms, government, public interest, policy and lobbying groups, politics, or corporations will find their choices very limited at this time. This is normal because the Fall Recruitment process is largely driven by only one type of employer – the large law firm.

**Fall Recruitment Terminology**

- **BIDDING:** 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 requested 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 Fall 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.

- **NATIONAL ASSOCIATION FOR LAW PLACEMENT (NALP):** NALP is a nonprofit educational association established to meet the needs of all participants in the legal employment process (law schools, legal employers) for information, coordination, and standards. NALP membership includes virtually every ABA-approved law school in the U.S., Canadian law schools, and hundreds of legal employers from both the private and public sector (mainly large firms and federal agencies). The University of Maryland Francis King Carey School of Law is a NALP member and abides by NALP standards. Associate Dean Jose Bahamonde-Gonzalez and Assistant Dean Dana Morris have served as NALP leadership, and Directors Teresa Schmiedeler, and Jennifer Pollard have served on committees, written articles for NALP publications, and presented at NALP conferences.

- **NATIONAL LAW SCHOOL CONSORTIUM (NLSC):** The NLSC is a consortium of top tier public law schools founded by the University of Maryland Francis King Carey School of Law and the Ohio State Moritz College of Law. The other participating schools include George Mason University, University of Alabama,
University of Arizona, University of Florida, University of Georgia, University of Illinois, and University of North Carolina. The NLSC holds interview and Resume Collection programs in markets across the country. Many of the participating employers would not visit each one of the schools individually, but will participate in an interview program with students from each school in their own city. 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.**

- OCI: This stands for ‘On-Campus Interviews’ and is often used as term for Fall Recruitment in general. It can be misleading because many employers participating in the Fall Recruitment Program do so in other ways, such as Resume Collections and regional job fairs. On-campus interviews take place in the CDO’s interviewing rooms or another CDO-designated space.

- **RESUME COLLECTION (RC):** A RC 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 with candidates at their office at a mutually convenient time. DO NOT ignore Resume Collections. Many employers have limited the schools they visit for on-campus interviews and, instead, are conducting Resume Collections at targeted schools. Each year, many of our students have been successful by this method of recruitment.

- **SESSIONS:** 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 process, but different 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 up-dated 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. Sessions may be added during the season so please check periodically.

- **WASHINGTON INTERVIEW PROGRAM (WIP):** The WIP is held as a convenience to those D.C. employers who would like to interview Maryland students in D.C. The WIP will be held at the St. Gregory Luxury Hotel & Suites (located at 2033 M Street, N.W.) on Friday, August 11th.

- **Current sessions planned for the 2017 Fall Recruitment Program on UMD-Symplicity:**
  - 2017 Fall Resume Collection (RC) July
  - 2017 Washington Interview Program (WIP)
  - 2017 Fall On-Campus Interviews (OCI) – Round I
  - 2017 Fall Resume Collection (RC) August
  - 2017 Fall On-Campus Interviews (OCI) – Round II
  - 2017 Fall Resume Collection (RC) September
  - 2017 Fall On-Campus Interviews (OCI) – Round III
Beginning as early as July 2017, large firm employers begin accepting applications from Class of 2019 students for Summer Associate positions commencing summer 2018. The number of positions each firm has is based on an estimate of anticipated entry-level need in the fall of 2019.

Employers participating in On-Campus Interview or regional interview programs.

Students ‘bid’ for interviews with each employer via Symplicity.

Employers participating in Resume Collections.

Students ‘bid’ for interviews with each employer via Symplicity.

After the bidding deadline, employers review the candidates’ materials. Each employer selects 100% of the students they would like to interview on their selected interview date. These selections are put into Symplicity.

After the bidding deadline, employers receive the students’ materials and will contact each individual directly if they wish to arrange an interview at the employer’s office. There are no time deadlines and all contact is directly with each individual candidate.

During the interview sign-up period, selected candidates choose an interview slot via Symplicity. Interview schedules are provided to employers in advance of their interview date. All ‘screening’ interviews are in the CDO interviewing rooms or at a regional designated interview site.

After the ‘screening’ interview, employers contact candidates directly to come to their offices for a ‘call-back’ interview. Call-backs can last anywhere from a couple of hours to a half-day. This is usually the last interview before an offer for employment is made. All contact at the call-back stage is directly with the individual candidate.
<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
<th>Date</th>
<th>Time</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, July 16 (11:59 p.m. EST)</td>
<td>NLSC Washington, DC Interview Program</td>
<td>August 2</td>
<td>Thursday, July 20 (5:00 p.m. EST) – Friday, July 21 (11:59 p.m. EST)</td>
<td></td>
</tr>
<tr>
<td>Sunday, July 16 (11:59 p.m. EST)</td>
<td>NLSC Miami Interview Program (Walk-around)</td>
<td>August 4</td>
<td>Thursday, July 20 (5:00 p.m. EST) – Friday, July 21 (11:59 p.m. EST)</td>
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</tbody>
</table>

**NLSC RESUME COLLECT**

<table>
<thead>
<tr>
<th>Bidding Deadline</th>
<th>Session Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, July 16 (11:59 p.m. EST)</td>
<td>2017 Houston Resume Collection</td>
</tr>
</tbody>
</table>
**OCI/WIP**

**UMD-Symplicity (http://law-umd-csm.symplicity.com/students)**

### ON-CAMPUS INTERVIEWS/WASHINGTON INTERVIEW PROGRAM

<table>
<thead>
<tr>
<th>Bidding Deadline</th>
<th>Session Name</th>
<th>Interview Dates</th>
<th>Pre-Select Interview Sign-Up Period</th>
<th>Alternate Sign-up Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, July 17 (11:59 p.m. EST)</strong></td>
<td>2017 Fall On-Campus Interviews (OCI) – Round I</td>
<td>August 7,8,9,10,14,15,16</td>
<td>Wednesday, July 26 (8:00 a.m. EST) – Thursday, July 27 (5:00 p.m. EST)</td>
<td>Friday, July 28</td>
</tr>
<tr>
<td><strong>Monday, July 17 (11:59 p.m. EST)</strong></td>
<td>2017 Washington Interview Program (WIP)</td>
<td>August 11</td>
<td>Wednesday, July 26 (8:00 a.m. EST) – Thursday, July 27 (5:00 p.m. EST)</td>
<td>Friday, July 28</td>
</tr>
<tr>
<td><strong>Monday, July 31st (11:59 p.m. EST)</strong></td>
<td>2017 Fall On-Campus Interviews (OCI) – Round II</td>
<td>August 29-31; September 5-7</td>
<td>Wednesday, August 9 (8:00 a.m. EST) – Thursday 10 (5:00 p.m. EST)</td>
<td>Friday, August 11</td>
</tr>
<tr>
<td><strong>Monday, August 21 (11:59 p.m. EST)</strong></td>
<td>2017 Fall On-Campus Interviews (OCI) – Round III</td>
<td>September 18-21</td>
<td>Wednesday, August 30 (8:00 a.m. EST) – Thursday, August 31 (5:00 p.m. EST)</td>
<td>Friday, September 1</td>
</tr>
</tbody>
</table>

### RESUME COLLECTIONS

<table>
<thead>
<tr>
<th>Bidding Deadline</th>
<th>Session Name</th>
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<tbody>
<tr>
<td><strong>Thursday, July 20 (11:59 p.m. EST)</strong></td>
<td>2017 Resume Collection (RC) July</td>
</tr>
<tr>
<td><strong>Thursday, August 10 (11:59 p.m. EST)</strong></td>
<td>2017 Resume Collection (RC) August</td>
</tr>
<tr>
<td><strong>Thursday, September 7 (11:59 p.m. EST)</strong></td>
<td>2017 Resume Collection (RC) September</td>
</tr>
</tbody>
</table>
**Symplicity Instructions & Tips**

Registration and scheduling for almost the entire Fall Recruitment Program will take place via *Symplicity*. Please familiarize yourself with the system and create your profile.

### 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. The system will convert document to pdf.
3. After clicking the [Add New] button, enter a document title in the Label field.
4. Select 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 selected as ‘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. You must have a default resume uploaded in order to utilize Symplicity during Fall Recruitment.

### TIP

Be careful what you title your documents; if you bid for an employer, they will see the names of the documents you submit. Always include your name and the type of document in the title (Example – ‘JSmith Cover Letter’).

### FAQ: Do I have to upload cover letters for each employer?

**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.

### 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.
1) View employers that are participating in Fall Recruitment 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 at the top left-hand side of the screen.

3) In the session drop-down menu, choose the session you wish to review. Once you do so, the participating employers will be listed.

4) To review information about the employer, click on the [Review] button to the left of the employer name. 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 the [Apply] button. Your bid is now in the system and will be submitted to the employer after the bidding deadline.

**FAQ:** 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, and they may not 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.

**FAQ:** 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.

**FAQ:** What if I don’t know about journal selection before the bidding deadline?

**A:** Law review and journal selections 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.

**Scheduling Interviews**
1) On the date and time for interview sign-up, go to the OCI tab. Pick the appropriate session. If you have been selected for an interview, there will be a live [Accept Preselect] button in the ‘Invitations’ column.

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

3) You can review your scheduled interviews by clicking on the ‘Scheduled Interviews’ tab. For more details about the interview, including the name of the interviewer, click on the date of the interview. This information may be updated as the date of the interview draws closer.

TIP
The CDO will send a notification email if an employer’s interview selections will be late. In that case, you may see [Pending] or [Not Selected] in the ‘Invitations’ column.

FAQ: What is an ‘Alternate’

A: Some employers will select students as ‘Alternates’ just in case all of their pre-selects do not accept their interview. If you are chosen as an Alternate, you will be able to sign-up for any available interview slots after the pre-select interview sign-up period. Many employers do not select Alternates.

FAQ: 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 in the current market. Please review the employers’ interview dates prior to placing your bid and remember that this may be your only opportunity to interview with that employer. If this situation 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 they are less agreeable than years past. You will also be required to write a letter of regrets that we will pass along to the employer.
NALP GUIDELINES

Below are select provisions from NALP’s Principles & Standards Part V, as they apply to the offer-making process of Fall Recruitment. The full context of the NALP Guidelines can be found at www.nalp.org.

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 (OMITTED)

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. Candidates should reaffirm these offers within 14 days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 14 day period. 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 October 1, provided that such offers are made prior to or on September 2. 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. After September 2, employers offering positions for the following summer to candidates previously employed by them should leave those offers open for at least 28 days following the date of the offer letter.
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 (OMITTED)