

Frequently Asked Questions: 2020-2021 On-Campus Interview (“OCI”) & Resume Collect Program

Due to COVID-19, recruitment programs will be operating differently during the 2020 – 2021 academic year. I hope that this guide answers some of your questions. If you have additional questions or concerns, please contact the office of career services directly.

On-campus interviews (OCI) have been postponed until January 2021. It is important to understand that not all legal employers will follow this adjusted timeline. Some employers have decided to recruit students during the typical summer/fall schedule. These employers will conduct interviews virtually (and/or off-site) as a “resume collect” employer. This resume collect program will offer summer 2021 recruitment opportunities for students who have, at a minimum, completed the full 1L curriculum by May 2020 (class of 2022), and post-graduate opportunities for students who will complete their degree by May 2021 (class of 2021).

What is the difference between a “resume collect” employer and an “OCI” employer?

The only difference lies within *where* first round interviews will take place. For example, an “OCI” employer conducts their interviews on-campus at Dineen Hall. A “resume collect” employer has the option to conduct their interviews off-site and/or virtually.

Why are positions posted under two different tabs in Symplicity (OCI and JOBS)?

Positions are posted based on *how* the employer prefers to receive application materials. See below for a complete breakdown:

- **OCI Tab:**
 - Applications are bundled by the office of career services and sent to the employer directly. Materials are sent *after* the deadline.
- **JOBS Tab:**
 - Applications are sent to the employer directly on a *rolling* basis based on instructions listed on the posting. Career Services is not involved in the bundling of files. With this method, materials tend to be reviewed by employers on a rolling basis.

When will the fall 2020 resume collect program begin?

All 2Ls and 3Ls should have received an e-mail from Kelly Capozzi, Assistant Director of Career Services, on June 29, 2020 outlining these details. If you misplaced this e-mail, a summary is below:

- “Bidding” (applying) began on **July 1, 2020.**
 - This program is open to 2Ls (class of 2022) and 3Ls (class of 2021).
- Employers will be added on a rolling basis – continue to check often!
- This program will be open until the week leading up to Thanksgiving.
- **All deadlines in Symplicity are 4 PM EST on the date listed.**

When will the spring 2021 on-campus interview program take place?

- “Bidding” (applying) will begin on **December 4, 2020**.
 - This program is open to 1Ls (class of 2023), 2Ls (class of 2022) and 3Ls (class of 2021).
 - You will not have access to the Spring 2021 Session (OCI tab) until this date.
- Employers will be added on a rolling basis – continue to check often!
- All application materials will be sent to employers after the deadline has passed. **ALL DEADLINES ARE 4 PM EST ON THE DATE LISTED IN SYMPLICITY.**
- Pending no Covid-19 implications, on-campus interviews are scheduled to begin the week of **January 25, 2021**.

Should I wait to update my resume and upload it to Symplicity?

No. Due to volume, Career Services requests **at least three business days** to review your resume. The longer you wait, the greater the risk that you may miss an application deadline. It is best to update your resume with all available information and upload for approval as soon as possible. **[TIP! Review our Resume Guide (Symplicity, Resources, Document Library)]** **Note: Fall 2020 grades will be released mid-January.**

Pro Tip: Utilize the “Student Notes” box when uploading a document to fast track your approval process to let us know what has been updated.

jobs & resume collection
Profile
Documents
My Documents
Events
OCI
Employers
Clerkships
Surveys
Resources
Counseling & Calendar
My Account

Student Document

Label *
SampleResume_OCI

Document Type
NOTE: If you want to upload an Unofficial Transcript, click here. This will replace your current transcript with the new one. You may only have one transcript uploaded at a time.
 Resume
 Cover Letter
 Writing Sample
 Other Documents

Maximum file size: 65536kb

File *
Please select your document to upload.
Choose File No file chosen

Student Notes
Updated GPA/Class Rank

Do I need a cover letter for each employer?

Not necessarily. Only upload a cover letter to Symplicity for those employers who request one. A list of required documents will appear along the right-hand side of the listing.

Note: In order to apply to a posting, you must have ALL required documents uploaded correctly to your Symplicity account.

Which documents require formal approval from the office of career services?

A resume and your **first** cover letter (**NEW!**) will require formal approval in order to apply to a position in Symplicity. With this in mind, it is extremely important that you do not wait to apply to a position close to the deadline. **Please allow 3-5 business days for documents to be approved.**

How do I upload a transcript to my account?

You can request an unofficial transcript (recommended) through MySlice (Student Services, My Academics, View My Advising Transcript). Requests can be made online 24/7 and you will receive a copy of your transcript within hours of the request. [More info on obtaining a transcript](#) **Note:** If you submit a formal transcript request through main campus registrar, you will need to print, scan and save your transcript as a PDF. This is because this version is a secured document type. **The transcript that is emailed to you from the Transcript Office is encrypted and cannot be uploaded directly to Symplicity.** If you have any issues with scanning or uploading your transcript, please contact the Office of Career Services.

You can only have ONE transcript document type uploaded to your Symplicity profile at any given time. When the time comes to replace the file with an updated transcript, simply delete the old document first and upload a new file.

I don't meet the preferred criteria for these employers, but I am still interested in applying. What should I do?

Large law firms are *typically* seeking high academic criteria from student applicants. If you do not meet their preferred criteria, but you have a combination of experience and education that makes you a great candidate, submit your materials anyway. More specific answers regarding your situation can be addressed by scheduling an appointment or emailing a counselor in the Office of Career Services.

I'm planning to upload my materials on Symplicity close to the deadline. Is this okay?

All deadlines are 4:00 PM EST on the deadline day ("bidding" deadline) listed.

Please do not wait until the last minute to upload your resume and other application materials on Symplicity. If you elect to wait until the deadline to upload your materials, you risk not completing the application process by the deadline. Please factor in time for power outages, computer or user errors.

How can I find out if I have been selected for an interview?

- **Off-Campus Interviews/Virtual Interviews (Resume Collects):** You will receive an e-mail and/or phone call from the employer if you are selected by an employer to interview. These employers register as a "Resume Collect" employer and tend to conduct interviews off-site or electronically.
- **On-Campus Interviews:** When this method resumes, you will receive a detailed email from the Office of Career Services instructing you how to sign up for an interview slot if you are selected to interview. **Time slots are available on a first-come basis.**

Note: You must respond to all e-mails and phone calls promptly and professionally.

What happens if I miss a deadline?

Please contact the Office of Career Services immediately. We will work with you to determine if the employer will accept late application materials and if so, what application method(s) may be available to you. **Do not contact the OCI/Resume Collect employer directly.**

What is a suitable writing sample?

Consider your audience. Employers generally want to review a piece of writing that is similar to what they do, like a memorandum or brief. **Most employers do not want a writing sample longer than eight pages.** Use your best legal writing; choose a document from your summer employment or a law school writing assignment. If you are using writing produced during summer employment, remember to gain the employer's approval and redact identifying information for confidentiality purposes. Additionally, the sample you choose should not contain any written remarks from a reviewer (i.e. a professor or supervisor) nor should it be highly edited. **[Review our Cover Letter & Other Application Materials Guide (Symplicity, Resources, Document Library)]**