# 2013 Fall Recruitment Overview & Important Action Items

## Before You Apply
- **Approx. Time Frame:** June 2013
- You must submit your OCI/Resume Collection resume and cover letter to the CSO for review by **Mon., June 3**, incorporate the corrections, and upload your revised materials on the “Documents” tab on Symplicity by **Mon., June 24**.
- CSO will begin to distribute the *Fall Recruitment eBulletin*.
- CSO will distribute the *Summer Associate Guide*.
- CSO will announce any summer programming aimed at 2Ls.

## Applying
- **Approx. Time Frame:** July—August 2013
- OCI and RC employers are managed via multiple Sessions.
- You have an unlimited number of applications; they are all unranked.
- We may extend Sessions and add new employers to Sessions.
- Hiring criteria may change, which will be reflected on Symplicity.

## Interview Season
- **Actual Time Frame:** August 5—September 27, 2013
- All students will receive notification whether or not they will interview.
- Most interviews will be “preselect;” others may be preassigned.
- CSO will update students of any/all employer changes.
- Interviews will happen regardless of class schedules.
- Resume Collect/Resume Direct employers will contact you directly, if they wish to invite you to an interview.

## Important Action Items

### Before You Apply:
- Upload a .pdf transcript from WebAdvisor.
- Visit the *NALP Directory of Legal Employers*.
- Sign and submit your 2013 Release Form.
- Call non-NALP firms; inquire about their recruiting calendars.
- Think twice before planning a summer vacation in August, and then don’t do it!
- Make sure you have interview attire (matching suit).

### Applying:
- Look at the start date of each position (varies greatly).
- Apply only if you have a real interest.
- If you apply, you must accept an interview.
- Apply only if you meet the employers’ hiring criteria.
- Research employers before applying.
- Implement any suggested edits on critiqued application materials.

### Interview Season:
- Remain flexible; employers may cancel/change status.*
- Do not call employers to ask for in-office interviews.
- Schedule your interview(s) as soon as you get notification.
- Communicate with professors in advance about any anticipated missed class(es).
- Notify the CSO if you receive and/or accept an offer and need to withdraw.
- Arrive at least 10 minutes early to an interview.

---

*Especially with small firms, schedules may change frequently. It is not uncommon for a firm to cancel at the last minute, not respond, change their status, etc. Please remain flexible. We will update you accordingly with any/all updates on an employer’s OCI date.*