



CHAPMAN UNIVERSITY
FOWLER SCHOOL OF LAW

Career Services Office

OCI Handbook

Career Services Office

Kennedy Hall, Suite 303

Please check with a counselor for individual appointment times.

<http://www.chapman.edu/law/careers/index.aspx>

What is OCI and How Do Employers Recruit?

“OCI” stands for On-Campus Interviewing. Law firms, government agencies, public interest organizations, and corporations that can project their hiring needs in advance participate in Fall or Spring OCI. These employers seek to attract the best new attorneys and to develop relationships with specific law schools. Generally, Fall OCI is the main recruitment period for large firms and some government agencies.

Many employers also participate in recruitment through Resume Collection. These employers are seeking Fowler Law School candidates, but they will contact students they wish to interview directly and will arrange to interview candidates at their office rather than on campus.

If a firm or agency is not participating in OCI or Resume Collection, and you plan to apply to the employer directly, please be aware that the hiring timeline used for OCI also applies to applicants applying directly (“Resume Direct”). As soon as OCI interviewing starts, employers begin making offers. This means that to remain competitive, you should apply as early in the OCI season as possible to have the best chance for consideration.

Please be aware that many employers do not participate in on-campus interviewing or resume collection programs. In fact, the majority of law firms do not participate in on-campus interview programs. Why? Their hiring needs are much more uncertain. For instance, they may only have one law clerk who will remain with the firm until he or she chooses to find a different position. When that occurs, the firm will need to fill the position *immediately*. Therefore, the employer does not have the ability to forecast its hiring needs in a manner conducive to on-campus interviewing. This is particularly true of small firms, but many mid-size firms as well. In Orange County, 85% of all law firms are comprised of 1-15 attorneys.

Do not be disappointed if you are not selected for an on-campus interview. This does not mean that there are no employment opportunities; it just means that you need to consider other methods of finding a job. For example, small firms often hire law clerks based on networking activities and other means. Therefore, if you have not become active in a bar association, performed informational interviews, or engaged in other activities to build and maintain your network of professional relationships, now is the time to start.



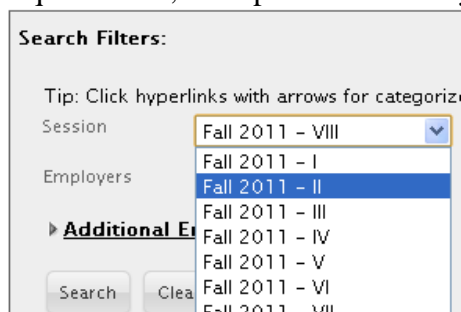
You cannot proceed to the “Electronic Application Submission (‘Bidding’) Instructions” without completing and submitting a Release Form & Participation Agreement Form, which can be found online here: <http://www.chapman.edu/law/careers/students-alumni/oci-release-and-participation-agreement-form.aspx>

Electronic Application Submission (“Bidding”) Instructions

1. Read through the entire *OCI Handbook* and date summary for the applicable OCI season. Employer participation and information are subject to change. We will provide updated information as necessary.
2. Research the employers who are participating in this season’s On-Campus Interview Program by reviewing the information under the “OCI” tab of Symplicity and doing your own research. As you review the information on Symplicity, you will note that employers supply the Career Services Office (CSO) with specific hiring criteria, which may include GPA, class rank, or other requirements. Please realize that these are **employer requirements**. *If you do not meet an employer’s hiring criteria, but feel that you are a great candidate for the position, please consult with a counselor in the Career Services Office.*
3. Review the application materials requested by each employer (found on Symplicity). **If an employer has requested an applicant pool with a specific minimum GPA or class rank, you must indicate this information on your resume.** Before forwarding your materials to the employers you have applied to, the CSO will check to verify that application(s) meet the employers’ requirements.
4. Please complete the CSO Release Form & Participation Agreement Form online: <http://www.chapman.edu/law/careers/students-alumni/oci-release-and-participation-agreement-form.aspx>. **The CSO cannot send application materials to employers without this authorization.**

Electronic Application Submission (“Bidding”)*

1. Upload your *resume* first on the “Documents” tab, which will enable you to view the employers’ required application materials on the “OCI” tab.
2. Click on the “OCI” tab to view the roster of participating employers. (Please note: Those who are OCI employers will be assigned an interview date; those who are Resume Collection employers will have an “N/A” because they will contact students directly to schedule interviews at their office.)
3. Be sure to select the appropriate “Session” (e.g., “20_ _ Spring”) at the top of the page in the drop-down menu. A “Session” is a window time when you may apply to specific employers. Because some employers may register for OCI later or have other deadline requirements, multiple Sessions may be created. Example: “2019 Spring – II.”



The image shows a screenshot of a web application's search filter interface. At the top, it says "Search Filters:". Below that is a tip: "Tip: Click hyperlinks with arrows for categoriz...". There are two main filter categories: "Session" and "Employers". The "Session" dropdown menu is open, showing a list of sessions from "Fall 2011 - VIII" at the top to "Fall 2011 - VII" at the bottom. The "Fall 2011 - II" option is currently selected and highlighted in blue. Below the "Employers" filter, there is a link for "Additional E...". At the bottom of the filter area, there are "Search" and "Clear" buttons.

- Click on the “Review” button for each employer. All pertinent hiring criteria will be contained on this page. Be sure to pay attention to the “Additional Requests/Information” pane, so you know exactly what type of candidate the employer prefers and/or requires, as well as the office for which the employer is recruiting.

| Date ▼ | Interviewing For | Additional Requests/Information |
|----------|--------------------------------------|--|
| Aug 27th | Costa Mesa, CA; Orange County Office | Top 10% (required) Law Review (preferred) |


- Under “Bid Details,” you will find the required application materials for each employer. **The default resume you selected will automatically be submitted to your selected employer(s), unless you affirmatively upload and select a different resume for a particular employer.** If you do not have a required application material uploaded, the system will alert you with the following prompt: “**You need to upload missing document types to be able to submit a bid for this employer.**”
- Please make sure you have uploaded the correct resume and the correct cover letter.
- Once you have uploaded and selected the respective materials, click on the “Apply” button.
- Before each Symplicity Session closes, you will have the opportunity to cancel a submission or resubmit materials by clicking on the “Withdraw” button.

*For more information on using the “OCI” module, please reference the user guide found on the OCI page on the Career Services website.

Scheduling Your OCI

If You are Selected for an Interview

After materials are electronically submitted, each employer pre-screens the application materials it receives and indicates which students it would like to interview.

| | |
|---|---|
|  | PLEASE DO NOT SIGN-UP FOR ON-CAMPUS INTERVIEWS ON SYMPPLICITY UNTIL YOU HAVE BEEN NOTIFIED BY THE CSO THAT YOU HAVE BEEN SELECTED FOR AN INTERVIEW. |
|---|---|

If you are selected for an on-campus interview, the CSO will contact you via e-mail. The e-mail will be sent to your e-mail address as listed on Symplicity. As soon as you have been notified that you have an interview, please go to the Symplicity system and click on the “OCI” tab then select the appropriate Session from the drop-down menu.

| | Employer ▲ | Office Recruiting For: | Interview Dates ▲ | Invitations |
|---------------------------------------|---|---------------------------------------|-------------------|---|
| <input type="button" value="Review"/> |  Children's Law Center of Los Angeles (Monterey Park, CA) Monterey Park, CA | Office(s) Recruiting For: Los Angeles | Nov 22nd | <input type="button" value="Accept Preselect"/> |

There will be an “Accept Preselect” button under the “Interview Dates” column, next to the name of the employer that has selected you for an interview. Click on this button and select any of the times that are still available. *Please sign up for your interview promptly* (within **24 hours** of receiving an invitation to interview). The CSO needs to send a confirmed interview schedule to each participating employer several days in advance of their campus visit. If you do not select a date promptly, then you will be assigned a time.

OCI Cancellation Policy:

You cannot cancel any interviews except for an emergency (e.g., serious injury or death in the family) or if you have already accepted another position for the same term. Interviews may occur during class time, so you must notify your faculty accordingly. You should cancel an interview only if you are facing truly exigent circumstances.

Failing to attend an interview damages our relationships with employers and disadvantages your peers’ prospective relationship with that employer. Such failure will affect your OCI/Resume Collection participation privileges.

A Note about the Timing of On-Campus Interviews:

While the CSO realizes that attending class is a priority, be aware that employers conduct interviews during normal business hours. Therefore, you may find that some interview slots conflict with your classes. Attorneys participating in OCI are sacrificing a *significant* amount of time and revenue to be here. **Please be sure to communicate with your professors ahead of time regarding interviews that conflict with your classes.**

Instructions for the Military JAG Corps (Army, Navy, Air Force, Marine, Coast Guard):

The Air Force, Army and Navy JAG Corps require that you submit your application to the appropriate selection board. On-campus interviews with these branches of the Armed Forces are typically designed to inform you about the application process, answer your questions about JAG service, and supply you with information about how best to portray your qualifications to the selection board. However, you do still need to sign up for an interview slot. If you are interested in interviewing with any of these entities, which have summer and post-graduate positions available, please sign up for an interview time by following the instructions above.

Note: In some cases, if you have applied directly to a particular branch of the military, you may have a formal on-campus interview rather than an informational interview.

The Role of OCI in Your Job Search

Did you know that only about a fourth of all law students nationwide receive their first legal position through OCI? What does this statistic mean for you as a job seeker and for the CSO as it assists you with your employment needs? As a job seeker, you need to realize that on-campus interviewing is only *one* option you should explore as you conduct your job search. While we hope that you will take advantage of this program, **you cannot rely on OCI to the exclusion of other job searching techniques.** Develop a job search strategy which incorporates a broad range of search techniques.

Many students wonder why law schools spend so much time and effort organizing on-campus interview programs and wonder what their importance is, especially when the majority of students secure employment through other means. On-campus interview programs enhance your current and future employment opportunities by creating a positive image of the law school. It is also an opportunity for students to meet prospective employers and hone their interviewing skills.

On-campus interviews are just *one* of the many services provided by the CSO. We also organize networking events, job search skills training workshops, mentor programs and provide personal career counseling. Please meet with a career counselor regularly to review your job search strategy.

Non-Discrimination and Anti-Harassment Policy

Chapman University Fowler School of Law prohibits any form of harassment or discrimination in employment based upon an individual's race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law, so that all members of the law school community are treated at all times with dignity and respect.

The services and facilities of the Career Services Office are available only to those employers who observe the principle of equal opportunity and whose practices are consistent with the law school's nondiscrimination and anti-harassment policy.

Use of the law school's facilities and/or the posting of a job opening by any prospective employer constitutes a representation by the employer that its employment practices are in accord with the law school's nondiscrimination and anti-harassment policy. Fowler School of Law expects that all employers will consider, in good faith, each applicant on the basis of his or her individual merits and will conduct themselves during interviews and employment in a manner consistent with the law school's nondiscrimination and anti-harassment policy. Any violation of the policy will result in a loss of privileges to post employment opportunities and participate in any recruiting programs through the law school.

If you feel that you have been the victim of discrimination by any on-campus interviewer, please contact the Assistant Dean for Career Services.

OCI Glossary of Terms

Bidding: Within the Symplicity system, term used to describe the procedure to apply to an employer electronically. You will “bid” on both OCI and Resume Collection employers in Symplicity.

Callback Interview: Describes the type of interview that follows the screening or on-campus interview. They typically last for a few hours. Candidates are invited to the firm to meet with associates, partners, and recruiting personnel. Callback interviews usually include a meal.

“Documents” Tab: This is the icon on your Symplicity toolbar where you will upload all pertinent materials, such as your resume(s), cover letter(s), writing sample, and transcript. All materials are uploaded on the “Documents” tab before they can be submitted via the “OCI” tab.

Fall Recruitment: The term used to describe a variety of recruitment activities that happen during the fall (beginning in July and continuing through September), including OCI, Resume Collection, Resume Direct and other jobs fairs/consortium events (e.g., Loyola Chicago Patent Interview Program, IP Associate Search). Our Resume Book is also assembled and sent to employers during Fall Recruitment.

Traditionally, large and some mid-sized law firm have recruited annually in the fall to fill their summer associate positions. Other employers, including small firms, government agencies, and public interest organizations also participate in Fall Recruitment, but may be seeking to hire for spring as well as summer.

NALP: This is the acronym used for the National Association for Law Placement, the organization which regulates the hiring process for law students for member firms. Mostly large firms are NALP members, as well as law schools, including Fowler Law School.

NALP Directory of Legal Employers: The publication—which is available in hardcopy and online at www.nalpdirectory.com—is a comprehensive listing of large and mid-sized law firms in the U.S. and Canada. The *Directory* is a good source for researching and determining employer application requirements for Fall Recruitment, when most large law firms typically recruit. In addition, the *Directory* also contains a listing of information for some government agencies and public interest organizations.

“OCI” Tab: This is the icon on your Symplicity toolbar where all the OCI and Resume Collection employers are listed with their hiring criteria, etc. This is where you will submit application materials (“bid”) to schedule an interview, if you are invited to do so.

Recruiting Coordinator/Manager/Director: The member of the recruiting team at most large firms who oversees OCI and summer associate programs; this person is the liaison for the recruiting department and works closely with the hiring partner. Resume Direct submissions should be sent to the Recruiting contact—not the hiring partner.

Resume Direct: Sending resumes directly to employers (those who are not participating in OCI or Resume Collection at Fowler Law School). Some law firms refer to this as “direct send.”

Note: Timing is critical for Resume Direct. If you are sending materials to large firms for summer associate consideration, please do so by the first week of August.

Screening Interview: Describes the type of interview that most firms conduct initially with summer associate candidates. A “screening interview” is typically the on-campus interview. It generally lasts 20-30 minutes.

Session: A “Session” is a window of time when you may apply to specific employers. Because some employers may register for OCI later or have other deadline requirements, multiple Sessions may be created. Example: “Spring 2016 – II.”

Spring Recruitment: During the spring, small firms, government agencies, and public interest organizations continue to recruit for the spring, summer, and fall. For example, the Orange County District Attorney’s Office will be seeking applicants in the spring for both their summer and fall internship programs.

Note: Public interest organizations recruit solely in the spring because they only offer summer programs.

Suit: A matching jacket and pants or skirt. *A suit is not a blazer and dress slacks.*

Supplemental Sessions: Additional employer(s) participating in an OCI/Resume Collection Session within a particular season. Note: All Supplemental Sessions will be announced when they become available.

OCI FAQ's

1. When can I begin sending resumes to large NALP firms (Resume Direct)?

Typically, you should prepare your applications during the months of June and July so that you are ready to apply by the first week of August. With every week that passes from the first week of August to the remainder of the OCI season, your application becomes less competitive because firms are making offers throughout the season as soon as they begin interviewing.

2. Do I e-mail or mail my application to the Resume Direct firms?

Large firm recruiters will have their own preferences regarding method of application. Follow the recruiter's directions and preferences. If the recruiter does not state a preference, or if you are applying directly to a smaller firm that does not have a named recruiter, we recommend that you submit hard copy applications. When receiving unsolicited e-mail, it is much too easy for a prospective employer to simply hit the "delete" button without anyone ever seeing your application. At least with a hard copy, someone must open your application and look at it.

3. I haven't heard anything from the firm(s) I sent resumes to for Resume Direct. Should I contact them?

It is appropriate to contact the recruiting departments after you have sent application materials to them. However, be aware these recruiters are very busy. They may receive hundreds of applications in a two- to three-month window in addition to coordinating OCI at other law schools. So, be patient and courteous. Allow two to three weeks after applying to follow up by phone or e-mail.

4. If a firm is participating in Fowler Law School's OCI program, but doesn't have Fowler Law School listed as one of its OCI firms on its website, is the firm legitimately recruiting at Fowler Law School?

Yes, firms that our office lists as participating in Fowler Law School's OCI have completed and submitted a registration form specifically requesting to participate. OCI is a time-consuming process for employers. No firm would make such an investment of time and resources if it were not sincerely interested in the school's students.

5. Should I apply to multiple offices within one firm? I live in Orange County, and I am committed to staying here for my career. Should this be expressed to the employer?

There are many factors to consider when making this determination. Please consult with a CSO counselor to discuss your individual situation. Do express your geographic commitment in your application. Firms want to know that you *really* want to work for them at that location. Too often, students haphazardly apply to locations where they have few or no geographic ties. Show them your interest and enthusiasm by describing it in the cover letter. Cite specifics that clearly illustrate your connection to the area.

6. My friend at another law school has already received an offer from the same firm that interviewed at Fowler Law School. When will we hear?

Every firm conducts its hiring differently. Some make offers on a rolling basis; others wait until the end of the season, and some hold out until they interview at particular schools. This answer varies greatly by firm and by school. It is best to remain patient and follow up after a week or so.

7. Will the CSO notify me about an interview for a Resume Collection employer?

No. All interviews will be coordinated by the firm. The employer will notify you directly to schedule interviews, if the firm is interested in you.

8. Why is the Fall OCI season beginning so early?

The process for large firms is competitive—they want to attract the best of the best. They know that most top candidates may be interviewing with multiple firms, and they want to ensure that they have the best—and most diverse—pool of applicants. So the earlier they start the process, the greater their chances are for having a successful incoming summer associate class.

9. Am I unable to submit application materials after a particular session closes?

If you miss any application deadline, you will have to apply directly to the firm to be considered.

10. I can't determine what application materials an employer has requested. Is there something wrong with Symplicity?

To view an employer's requested materials, you **MUST** first upload a resume on the "Documents" tab. **The system will not allow you to view the requested materials without having a default resume.**

11. How far in advance do employers recruit?

It depends on the employer's needs. Please review the employer's information on Symplicity.

12. I accepted an offer already, but received an invitation to interview. Whom should I contact?

Please inform Assistant Dean Susie Park or Director of Career Services Deirdre Kelly (suspark@chapman.edu or <mailto:dekelly@chapman.edu>) as soon as you accept an offer. This way, other students may have the opportunity to interview, and there will not be any confusion when you do not select an interview time.

13. Can I request reciprocity from another school to participate in their OCI?

No. Most ABA-accredited law schools close all reciprocal services during OCI. When reciprocity does open, OCI participation is prohibited.

14. Should I accept the first offer that I receive? I'm fearful that, in this economy, if I don't accept early enough, the firm will offer the position to somebody else.

NALP firms offering full-time positions to commence following graduation are required to comply with NALP policies on the timing of offers. For a complete explanation of the policy, please visit <http://www.nalp.org>. Small and mid-sized firms typically do not allow for that same holding period. However, they usually will allow some period of time to accept an offer.

15. A public interest organization or government agency is recruiting an "extern" during OCI. I thought externships are handled by Professor Larmore...

This is correct. However, some interviews for public interest and government agencies will be coordinated by the CSO. If you decide to receive credit as an "extern," you should consult with Professor Larmore.

16. What can I expect to earn as a summer associate at a large law firm?

Although it varies by firm and geographic area, most large firms in LA and Orange County pay between \$2,500-\$3,000/week.

17. Can I negotiate the proposed salary?

Large firms will not allow candidates to negotiate—salaries are set months ahead by the hiring committee. However, small and mid-sized firms may allow negotiation.

18. How do I locate out-of-state summer employment?

Though a limited number of out-of-state employers take advantage of our OCI/Resume Collection Program, you may apply directly to employers nationwide. Please review FAQ's 2, 3 and 4 for information on timing of applications. You may consider requesting reciprocity with another law school outside of the OCI season.

19. Is it too late to send a thank-you letter a week or so after my interview?

Generally speaking—yes. Proper interview etiquette indicates to send a thank-you letter/e-mail within 24 hours of an interview. Hard copy letters or e-mails are appropriate. Also, if you send your thank-you immediately via e-mail, it may have some positive impact on the firm's hiring decision.

20. Does the CSO provide thank-you letter samples?

Yes. Thank you letter samples are available on the "Students/Alumni Resources" page under the "Handouts and Samples" link on the CSO website.

21. Should I prepare references for the interviews?

Yes, you should come prepared with a list of references and additional copies of your resume and other required application materials.

22. Intellectual Property (IP) firms indicate a "computer science degree" or a "technical background." What if I don't have these credentials; can I apply?

IP is a special practice area that demands a certain type of experience and proficiency. It is not just competitive scholastically; it really requires a certain skill set. If you do not meet these criteria, you should not apply, as recruiting coordinators will automatically screen out these types of resumes. Always contact the CSO to discuss your qualifications, if you are uncertain whether you should apply. We are always happy to contact employers to clarify their requirements or determine if an exception applies.

23. Can I work for more than one legal employer over the summer?

Yes, some NALP firms will allow you to "split your summer." For example, you may work six weeks for firm XYZ, followed by six weeks with firm ABC.

Other legal employers, such as government agencies and public interest organizations, may offer part-time employment opportunities which would allow you to work for a second organization or firm. You may, in some cases, work for both employers concurrently or in consecutive work assignments. Always notify your prospective employers of your intention to work for a second employer so that a conflicts check can be completed.

24. An employer requires "Top 10%," but my ranking is slightly over 10%.

Some firms have strict GPA or class ranking requirements. Generally, those outside the criteria will not be considered. Please consult the CSO if you feel an exception may apply. It is imperative that you indicate your GPA/class rank under the "Education" section of your resume if an employer has a GPA/class rank requirement.

25. I'm a rising 3L. Will there be opportunities for me in the fall?

Fall OCI is heavily geared toward 2Ls. However, small firms and government agencies will often consider 3Ls for work during the school year and/or for post-graduate work. Large firms generally do not consider 3Ls for attorney positions.