On-Campus Interviews (OCI) Orientation

Rosanna Catalano
Assistant Dean for Placement
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Nathan Moon
Assistant Director
nmoon@law.fsu.edu
What is the On-Campus Interviews (OCI) Program?

Legal employers visit the law school during the Fall and Spring semesters to conduct interviews for summer and permanent positions.

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Students use *Symplicity* to apply to interview with employers, and employers select students to be interviewed during their OCI visit.
What is the On-Campus Interviews (OCI) Program?

OCI interviews are typically “pre-screen” interviews that last between 15-30 minutes.

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After the OCI interviews, selected students receive a “call back” interview.

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The more in-depth “call back interviews” take place at the employers’ offices, typically at the employers’ expense.
What is the On-Campus Interviews (OCI) Program?

Approximately 15% of students receive offers through OCI.

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OCI is only one of many ways to find a job, so do not limit your search to only those employers interviewing on campus.
When do On-Campus Interviews (OCI) begin?

Begin dropping for employers
July 28, 2014

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Fall OCI starts *two weeks before classes begin*
August 11, 2014

***

Our smaller Spring OCI Program typically starts in early January and runs through the semester
**What employers participate in OCI?**

*Typical Fall Employers*

- **Large to mid-size law firms** that know in advance that they will have the need and the resources to support clerks and/or associates during the following summer.

- Larger law firms tend to set high academic criteria for candidates. Some of these employers require or prefer candidates who are in the top x% of the class or who participate in a co-curricular activity.

- Fall OCI begins *two weeks before classes* start so make your summer plans accordingly.
What employers participate in OCI?

**Typical Spring Employers**

- **Medium to smaller employers** looking to hire 3Ls and recent graduates to fill entry-level positions.
- Occasionally, employers interview 1Ls and 2Ls for summer positions that may not have been filled during Fall OCI.
- **Government (State Attorneys, Public Defenders, etc.)** and public interest employers occasionally interview for summer positions, but most interview graduates for permanent positions after graduation.
What large firms participate in OCI?

Foley & Lardner LLP
Firm Size: 900+
Number of Offices: 20+

Baker Hostetler
Firm Size: 500+
Number of Offices: 11
What large firms participate in OCI?

**Gunster**
- Firm Size: 100+
- Number of Offices: 8

**White & Case**
- Firm Size: 700+
- Number of Offices: 36
What large firms participate in OCI?

Gray Robinson
Firm Size: 200+
Number of Offices: 11

Holland & Knight
Firm Size: 700+
Number of Offices: 17
How do I view a list of participating employers?

- Log in to your Symplicity account and check the OCI tab: [https://law-fsu-csm.symplicity.com/students/](https://law-fsu-csm.symplicity.com/students/)

- You will only see employers interviewing for your class year (1L, 2L, 3L)

- The Placement Office will send out weekly e-mails with a complete list of ALL participating employers
# OCI & Resume Referral Calendar of Participating Employers

**On-Campus Interview Employers**

To apply for the OCIs listed, please log on to Symplicity and click on the OCI tab.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Application Deadline</th>
<th>OCI Date</th>
<th>Classes/Position(s)</th>
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<td>Burr &amp; Forman LLP Orlando, Tampa, Fort Lauderdale, Florida; Jackson, MS; Nashville, TN; Atlanta, GA; Birmingham, AL</td>
<td>7/28/2014</td>
<td>8/11/2014</td>
<td>2L – Law Clerk/Intern (Paid)</td>
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<tr>
<td>Nelson Mullins Riley &amp; Scarborough LLP Atlanta, Boston, Columbia (SC), Charleston (SC), Charlotte (NC), Greenville (SC), Huntington (WV), Jacksonville (FL), Myrtle Beach, Nashville (TN), Raleigh (NC), Washington, D.C., and Winston-Salem (NC)</td>
<td>7/28/2014</td>
<td>8/11/2014</td>
<td>2L – Law Clerk/Intern (Paid)</td>
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<td>Gunster Fort Lauderdale, Jacksonville, Miami, Tampa, &amp; West Palm Beach</td>
<td>7/29/2014</td>
<td>8/12/2014</td>
<td>2L – Law Clerk/Intern (Paid)</td>
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Researching Employers

- Firm, agency or organization web site
- Facebook or LinkedIn
- Martindale.com
- WestLaw and LexisNexis
- Google and other search engines
- Local newspaper or news organization
- Faculty, alumni, contacts, students that have worked at the firm, or agency
Delivering results.

Our attorneys seamlessly led the Ricketts family in the acquisition of a controlling interest in the iconic Chicago Cubs franchise, the single largest transaction ever for a North American sports franchise.

LEARN MORE ABOUT THE CUBS TRANSACTION ▶
EXPLORE OUR EXPERIENCE ▶
Researching Employers
Jonathan W. Oliff
Senior Counsel

Jonathan W. Oliff is senior counsel in the Jacksonville office of Foley & Lardner LLP, where he is a member of the firm's Labor & Employment Practice. Mr. Oliff assists employers in a wide range of human resources matters. He regularly counsels clients and develops problem prevention and resolution strategies concerning employment and personnel issues.

Mr. Oliff has successfully represented private and public employers in employment discrimination, wage and hour, class action, non-compete, and other litigation matters in federal and state courts, as well as in proceedings before federal and state administrative agencies. He has also handled a variety of labor matters before the Department of Labor, National Labor Relations Board, and numerous state labor commissions.

Mr. Oliff is a member of the Florida Bar and serves on the Executive Council of its Labor and Employment Law Section. He is admitted to practice before the U.S. Court of Appeals, for the Third, Fifth, and Eleventh Circuits; the U.S. District Court in the Northern, Middle and Southern Districts of Florida; and all Florida State Courts. He is also a member of the American Bar Association and its Labor and Employment Section.

Mr. Oliff is a graduate of the Florida State University College of Law (J.D., cum laude, 2001), where he was a member of the Moot Court Team. He received his undergraduate degree from the University of Florida (B.S., with honors, 1995).
Researching Large Employers

- A great resource is the National Association for Law Placement (NALP) Employer Directory
  - Basic Employer Information
  - Office/Organization Size
  - Demographic Information
  - Other Offices
  - Primary Practice Areas
  - Compensation & Employment Data
  - Student Employment Information
  - Attorney Hours
  - Clerkship/Credit/Supplemental Compensation
  - Benefits
  - Work/Life Information
  - Training and Professional Development
  - Partnership Data
  - Diversity Recruitment & Retention Efforts
  - On-Campus Interviews
  - Pro Bono Information
Researching Employers

NALP Directory of Legal Employers

INFORMATION
Click on the icons below to print, view the employer questionnaire and add to your list. Click on FAQ at left for definitions of terms.

EMPLOYER INFO

Employer Name: FOLEY & LARDNER LLP - ORLANDO
Address: 111 NORTH ORANGE AVENUE, SUITE 1800
City: ORLANDO
State, Zip: Florida, 32802-2193
Country: United States
Phone: (407) 423-7656
Fax: (407) 648-1743
Web: www.foleyrecruiting.com

Hiring Attorney: Mr. Kevin Fowler

Recruiting Contact: Ms. Sarah Kastelic
Title: Regional Legal Recruiting Coordinator
Employer Name: FOLEY & LARDNER LLP - ORLANDO
Address: 321 North Clark Street
City: Chicago
State, Zip: Illinois, 60654
Country: United States
Phone: (312) 832-4337
Fax: 312-832-4700
Email: skastelic@foley.com
Researching Employers

COMPENSATION & EMPLOYMENT DATA

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<tr>
<td>1Ls</td>
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STUDENT EMPLOYMENT INFORMATION

# 2010 Summer 2Ls considered for associate offers: 1
# offers made: 1
Hire school term clerks? CBC
1Ls hired? TBD
When after 12/1 should 1Ls apply? 12/02
Split summers allowed? CBC
If yes, minimum weeks: 6
Comments: Prefer Split Summers First Half
Accept applications for the 2012 Summer Program from:
Joint degree students graduating in 2014 or later? N
Evening students graduating in 2014? N
Judicial Clerks? Y
Students at non-US law schools? N
Do you hire domestic LLM.s? N
In what practice areas:
Do you hire foreign LLM.s? N
In what practice areas:
When should LLM.s submit applications?
Preferred application materials:
Hiring Criteria:
Strength of character demonstrating high motivation and work ethic; leadership, communication, collaboration, and interpersonal skills leading to outstanding and diverse attorneys who genuinely enjoy working together. See our recruiting website, www.foleyrecruiting.com.

DEMOGRAPHIC INFORMATION

As of Feb. 1, 2011

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</table>

Comments: Native Hawaiian/Other Pacific Islander attorneys are members of our Asian Pacific American Affinity Group and for the purpose of this form, included as part of the Asian demographic.
Researching Employers

The image shows a screenshot of a webpage from martindale.com. The page is titled "Foley & Lardner LLP – Firm Profile." The firm profile includes information about the firm, such as its size, year established, and website. There is an option to "Send Email" and a "Law Firm Snapshot" which provides additional information about the firm's expertise. The page also includes tabs for different sections like "People," "Law Firms & Organizations," "Groups & Topics," and "Jobs." The image highlights the importance of researching employers when considering job opportunities.
Researching Employers

LexisNexis Law Firm Snapshot

Foley & Lardner LLP

FEDERAL LITIGATION ACTIVITY (Last 2 years; data derived from LexisNexis atVantage)

By Practice Area

- Toxic Torts: 1,661 (68%)
- Intellectual Property: 175 (7%)
- Contracts: 140 (6%)
- Labor and Employment: 122 (5%)
- Other Statutory Actions: 63 (3%)
- Other: 258 (11%)

By Jurisdiction

- PA: 1,674 (69%)
- FL: 140 (6%)
- CA: 129 (5%)
- IL: 92 (4%)
- WI: 88 (4%)
- Other: 320 (13%)

By Role

- Defendant: 2,226 (87%)
- Plaintiff: 218 (8%)
- Other: 122 (5%)

U.S. PATENT ACTIVITY (Last 2 years; data derived from LexisNexis atVantage)

By Classification

- Drug, bio-affecting and body treating compositions: 122 (4%)
- Land vehicles: 104 (4%)
- Chemistry: molecular biology and microbiology: 87 (3%)
- Active solid-state devices (e.g., transistors, solid-state diodes): 82 (3%)
- Telecommunications: 68 (2%)
- Other: 2,305 (84%)

TRANSACTIONAL ACTIVITY (Last 2 years; data derived from LexisNexis atVantage)

- Total Value of Transactions: $4.28B
- Total Number of Transactions: 42

Source: Martindale-Hubbell
Researching Employers

Foley hires former White House intellectual property head

By Bloomberg News
March 20, 2012

Foley & Lardner LLP hired Andrew S. Baluch for its intellectual property practice, the Milwaukee-based firm said.

Baluch was previously the director of international intellectual property enforcement for the office of the IP Enforcement Coordinator at the White House. Before his White House appointment, Baluch was expert legal adviser to the undersecretary and director of the U.S. Patent & Trademark Office.

He has also served as a judicial clerk to Judge Richard Linn of the Court of Appeals for the Federal Circuit, the Washington-based court that hears appeals of patent cases. Before he was appointed to the bench in 1999, Linn was himself a partner at Foley, where Baluch practiced as an associate before he became a judicial clerk.

Baluch has an undergraduate degree in materials science engineering from Northwestern University and a law degree from Boston University.
Researching Employers

Three Firms Circle the Bases on $2.15 Billion Dodgers Bankruptcy Sale

Dewey & LeBoeuf, Foley & Lardner, and Sullivan & Cromwell are advising various creditors' committee group's $2.15 billion acquisition of Major League Baseball's Los Angeles Dodgers, the highest price ever paid for a professional sports team.

Lawyers from nearly a dozen other Am Law 200 firms took part in the
Researching Employers

Florida State University College of Law
Alumni Directory
Results Reflect Business Information Only

Enter values in any of the fields below to search, or use the Quick Search links above.

Name
(last, first)
Business Address
City
State
Profession
Zip

Search
Reset

For more information or to have any questions, please contact the Office of Development and Alumni Affairs.
Researching Employers

Florida State University College of Law

Placement Mentor Directory

Placement Mentors make themselves available to students and recent graduates to answer questions about job search strategies, networking and breaking into markets, whether that be practice areas or location. Approximately 600 Florida State Law alumni serve as Placement Mentors.

Current students also serve as Student Placement Mentors. If you want the insight of a student who was a summer associate or law clerk, enter "summer associate" or "law clerk" in the Position field and click "Search."

<table>
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<tr>
<th>Results</th>
<th>Show Details</th>
<th>Search Again</th>
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<tbody>
<tr>
<td>Choni Renee Adams, Esq 2001</td>
<td>Foley &amp; Lardner LLP</td>
<td>Orlando, FL 32801</td>
</tr>
<tr>
<td>Profession Corporate</td>
<td>(407) 423-7566</td>
<td><a href="mailto:capams@foley.com">capams@foley.com</a></td>
</tr>
<tr>
<td>Partner Nate Wesley Strickland, Esq. 1999</td>
<td>Foley &amp; Lardner LLP</td>
<td>106 E College Ave Ste 900</td>
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<tr>
<td>Position: Partner</td>
<td>Tallahassee, FL 32301-7732</td>
<td>(850) 222-6500</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:nstrickland@foley.com">nstrickland@foley.com</a></td>
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# Researching Employers

## Florida State University College of Law

### Alumni Directory

Results Filtered: Business Information Only

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<tr>
<th>Name</th>
<th>Title</th>
<th>Firm Name</th>
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<tr>
<td>Christ Renee Adams, Esq.</td>
<td>2001</td>
<td>Foley &amp; Lardner LLP</td>
<td>111 N Orange Ave Ste 1800</td>
<td>Orlando</td>
<td>FL</td>
<td>(407) 429-7666</td>
<td><a href="mailto:csadams@flsk.com">csadams@flsk.com</a></td>
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<tr>
<td>Associate Adam R. Aloise, Esq.</td>
<td>2004</td>
<td>Foley &amp; Lardner LLP</td>
<td>100 N Tamapa St Ste 2700</td>
<td>Tampa</td>
<td>FL</td>
<td>(813) 226-4106</td>
<td><a href="mailto:paloise@flsk.com">paloise@flsk.com</a></td>
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<tr>
<td>Julie Angelini, Esq.</td>
<td>2008</td>
<td>Foley &amp; Lardner LLP</td>
<td>PO Box 2193</td>
<td>Orlando</td>
<td>FL</td>
<td>(407) 246-3266</td>
<td><a href="mailto:jangelin@flsk.com">jangelin@flsk.com</a></td>
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<td>Ryan Scott Calen, Esq.</td>
<td>1998</td>
<td>Foley &amp; Lardner LLP</td>
<td>106 E College Ave Ste 900</td>
<td>Tallahassee</td>
<td>FL</td>
<td>(850) 522-4100</td>
<td><a href="mailto:scalen@flsk.com">scalen@flsk.com</a></td>
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<tr>
<td>Richard M. Carson, Esq.</td>
<td>2001</td>
<td>Foley &amp; Lardner LLP</td>
<td>111 N Orange Ave Ste 1800</td>
<td>Orlando</td>
<td>FL</td>
<td>(407) 429-3223</td>
<td><a href="mailto:rcarson@flsk.com">rcarson@flsk.com</a></td>
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Researching Employers

Foley & Lardner LLP continually evolves to meet the changing legal needs of our clients. Our team-based approach, proprietary client service technology, and practice depth enhance client relationships while seeing clients through their most complex legal challenges. The BTI Consulting Group (... more)

Foley & Lardner LLP has 2,375 followers

How you’re connected to Foley & Lardner LLP

1 First degree connection
30 Second degree connections
1,576 Employees on LinkedIn

Check out insightful statistics about Foley & Lardner LLP employees »

Get Hired Faster with Job Seeker Premium

- Get noticed with a Job Seeker Badge
- Stand out as a Featured Applicant
- Contact recruiters with InMail

Learn More
Can I submit a resume to any participating OCI employer?

“REQUIRED” Criteria

If you do not meet “required” criteria, you should not apply, but please do not be discouraged. Contact the Placement Office about the possibility of making other arrangements to have your resume considered by the employer.

***

Historically, only 30% of OCI employers have “required” criteria. The majority only have “preferred” criteria.
Can I submit a resume to any participating OCI employer?

“PREFERRED” Criteria

We encourage you to submit your resume even if you do not meet this criteria.

***

Practical legal experience, demonstrated leadership, and strong professional background are just some of the things employers consider.

***

Let the employer decide – it is not always about the GPA.
Common Question: I have no legal experience on my resume

• In non-legal positions highlight your transferable skills, such as:
  o Writing
  o Research
  o Leadership
  o Communication / Client Contact

• Grades are important to large firms. Undergraduate academic achievements can also be relevant to an employer.
What are Resume Referrals?

• In addition to OCI, we also offer a recruitment program for employers who are unable to visit campus but wish to consider Florida State Law students through our Resume Referral Program.

• Students use *Syrmplicity* to view Resume Referral employers and submit resumes to employers.

• If a student is selected to interview through this process, the employer will follow-up directly with the student to schedule an interview.
Ethics in Accepting Job Offers

• For questions on how to handle job offers, we encourage you make an appointment to speak with the Placement Dean or Assistant Director.

• Please remember, acceptance of an offer represents a commitment to the employer, and receiving a better offer is not an ethically acceptable reason to renege on your acceptance.

• Your repudiation of an offer that you have previously accepted could cost your fellow students important job opportunities.
12 Important Things to Know Before You Drop Your Resume

1. Do your homework on each of the employers and make sure you are interested in potentially working for them before you drop your resume. Interview space is very limited and OCI should not be used as a “practice” for interviewing with employers you would not consider.

2. Your unofficial transcript may be obtained online from the Records Office by going to https://records.law.fsu.edu and logging in using your regular Blackboard login information.

3. Be aware that transcripts obtained through Blackboard are on a 4.0-scale and should not be used for OCI purposes.

4. Make sure your resume is up to date and remember that the Placement Office is available to review your resume at any time.

5. Familiarize yourself with the OCI No Show Policy

6. Prepare for the Interview. Research the people you will be meeting and make sure you know about the employer (office locations, practice areas, FSU alumni, etc.). The Placement Office can help you with this.
7. Arrive early for your interview. Check in with the Placement Office to confirm the interview location and identities of the interviewers.

8. Come prepared with several questions ready to ask at the end of the interview. Good questions unique to the employer shows a genuine interest in the employer and can be a way to distinguish yourself from other interviewees.

9. Always send a follow-up Thank You Note to each person in the interview.

10. If you receive a Call-Back Interview, let the Placement Office know. We are here to help you prepare for those lengthier and more in-depth interviews.

11. If you are interested in an employer who is not recruiting for your class year, contact Assistant Director, Nathan Moon at nmoon@law.fsu.edu and he can help put you in touch.

12. Once you accept an offer, please let the Placement Office know immediately. And, if you accept an offer and still have outstanding interview commitments, we can help you navigate that situation.
How to Apply (Drop) for OCI Employers

Symplicity User Guide
How to Participate in OCI

• Logon to Symplicity and update your profile

• Upload your resume and other requested documents

• Review the interview dates and drop (application) deadlines

• For each employer you are interested in applying, submit all required documents via Symplicity by the drop deadline
Getting Started

Welcome to the online home of the Placement Office at Florida State Law!

https://law-fsu-csm.symplicity.com/students/
Main Tabs on the Navigation Bar

1. **Profile:**
   Fill-in required fields in order to view jobs and participate in OCI

2. **Documents:**
   Use to upload resumes, cover letters, and other documents requested by employers

3. **OCI:**
   View OCI employers; “drop” (apply); and if selected by an employer, schedule your interview time slot
Required Profile Fields

1. Practice Area:
   Pick at least one. To select more than one, hold down the “Ctrl” key as you select each practice area.

2. Geographic Preference:
   Pick at least one.

3. Save Changes:
   After filling in the required fields, click “Save Changes”.

**Selecting a particular practice area(s) and geographic preference(s) will NOT limit the employers or jobs to which you may view and apply.**
Uploading Documents

1. Click “Documents” tab

2. Click “Add New”
Uploading Documents

1. Name the document you are uploading. Employers will see document titles, so use appropriate names “Resume, GrayRobinson;” “ECI Resume,” etc.

2. Before selecting a file to upload, choose the document type, whether a “Resume,” “Cover Letter,” “Unofficial Transcript,” or “Writing Sample.” References and other documents should be “Other Documents.”

3. Click “Browse” to find the file on your computer

4. Click “Submit” to finish uploading the document
3. **Default Resume:**
If you have more than one resume uploaded, one will be designated as your “default” resume which will be the first option when submitting a resume to employers. It is also shown in bold type under the “Document Title” column.

Use the “Make Default” button on the “Options” column to change your default resume.

4. **Unofficial Transcripts:**
Unofficial transcripts indicate your grades on a 100-point scale and can be obtained from the law school Admissions and Registrar’s Office.

**Transcripts obtained from Blackboard should NOT be used for OCI purposes**
Applying (Dropping) to OCI Employers

1. **Session:**
   Use the drop down menu to indicate appropriate Session ("Fall 2014, "Spring 2015," etc.)

2. **Session:**
   This table lists employers and offices interviewing.

Click "OCI" tab
Click “Review” if you wish to review for more information about the employer, including hiring criteria.

3. **Submission Deadline:**
Deadline to “drop” (submit resumes and other requested documents) is fourteen (14) days prior to the interview date on which the employer will be on campus.

**Interview Date:**
Date on which employer will be conducting interviews on campus.

4. **Apply:**
Click “Apply” to drop your resume to each employer you wish to apply.
Reviewing Employer Details

5. Employer Information
Note employer name, interview length, class year(s) interviewing, and interview location.

6. Hiring Criteria
“Required” – Please kindly apply ONLY if you meet required criteria, if any.

“Preferred” – As this is a preference rather than a requirement, the Placement Office encourages you to apply even if you do not meet the preferred criteria. There may be other things about you that may attract an employer.

7. Dropping (Applying)
If you meet the criteria and want to submit your resume, use the drop-down menu to select documents you wish to submit. If you do not have a document uploaded (cover letter, references, etc.) which is requested by the employer, the system will not allow you to apply.

8. Apply
Click the “Apply” button to finish.
## 1. Bidding / Application

To confirm that you successfully dropped for an employer, your submitted documents should appear on this screen. Anytime before the drop deadline, you can click the “Withdraw” button to either withdraw yourself from consideration OR you can upload any updated documents after first withdrawing documents you originally submitted.

**Applying does NOT guarantee you an interview slot.**
### Employer Selection

1. **“Not Invited”**
   - You have not been selected to interview.

2. **“Accept Preselect”**
   - You have been selected to interview. Click the “Accept Preselect” and you will be directed to select an interview time-slot.

3. **“Preselect Accepted”**
   - You have selected and signed up for an interview with this employer.

4. **“Pending”**
   - The employer has not yet selected candidates to interview.

### IMPORTANT

You will receive an e-mail notification from the Placement Office notifying you if you were selected or were not selected for an interview. Symplicity will convert a “pending” status to a “not invited” status if the employer has not made the interview selections by a certain deadline. Please do not rely on these invitation statuses only.

Questions?
Contact Nathan Moon at 850.644.4495

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<table>
<thead>
<tr>
<th>Employer</th>
<th>Additional Locations</th>
<th>Interview Dates</th>
<th>Invitations</th>
<th>documents</th>
<th>Bidding/Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tampa Law Firm</td>
<td></td>
<td>Dec 30, 2010</td>
<td>preselect accepted</td>
<td>Resume, Cover Letter, FirmR, Unofficial Transcript, Writing Sample</td>
<td>applied</td>
</tr>
<tr>
<td>Miami Law Firm</td>
<td></td>
<td>Dec 01, 2010</td>
<td>accept preselect</td>
<td>Resume, Cover Letter, Unofficial Transcript</td>
<td>applied</td>
</tr>
<tr>
<td>Orlando Law Firm</td>
<td></td>
<td>Dec 06, 2010</td>
<td>pending</td>
<td>Resume, Cover Letter, Unofficial Transcript, Writing Sample</td>
<td>withdraw</td>
</tr>
<tr>
<td>Placement Office</td>
<td></td>
<td>Feb 01, 2011</td>
<td>not invited</td>
<td>Resume, Cover Letter, Unofficial Transcript, Writing Sample</td>
<td>applied</td>
</tr>
</tbody>
</table>
Selecting an Interview Time

1. Interview Date:
   Confirm interview date.

2. Interview Location:
   Confirm the interview location. Please come by the Placement Office before your interview time in case there are any last-minute changes to interview room, interview time, etc.

3. Interview Time:
   Select an interview time. This is on a first-come, first-served basis. If you are unable to interview for any remaining time-slots, please visit or contact the Placement Office, and we will make other arrangements if possible.

4. Signup:
   Click “Signup” to confirm your interview time.
Confirming Interview Times

<table>
<thead>
<tr>
<th>Interview Date</th>
<th>Employer</th>
<th>Locations Interviewing For</th>
<th>Interview Time</th>
<th>Interview Location</th>
<th>Interview Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 06, 2010</td>
<td>Miami Law Firm</td>
<td></td>
<td>9:10 am - 9:30 am</td>
<td>B. K. Roberts Hall</td>
<td>L-302A</td>
</tr>
<tr>
<td>Jan 12, 2011</td>
<td>Tampa Law Firm</td>
<td></td>
<td>8:30 am - 8:50 am</td>
<td>B. K. Roberts Hall</td>
<td>L-305B</td>
</tr>
</tbody>
</table>

1. Interview Date: Confirm interview date.
2. Employer: Confirm employer.
3. Interview Time: Confirm interview time.
4. Interview Room: Confirm interview room number.

**Stop by the Placement Office 5-10 minutes before your interview. We will either confirm your interview time and/or update you of any last minute changes like room locations, interviewer(s), etc.**
Resume Referrals

Symplicity User Guide
Applying for Resume Referrals

1. **Position Type:**
   Choose "Resume Referral" from the drop-down menu.

2. **Search:**
   Make sure you click "Search" to get a list of Resume Referral employers.

3. **Job Title / Employer:**
   View positions and employers. Click on the Job Title link to view details about the position and to drop your resume.

4. **Deadline:**
   You must drop (apply) by this date.
Submitting your Resume

1. **Position Details:**
   Please carefully read the position description and note any required / preferred criteria, office(s) considering applicants, etc.

2. **Click the Apply button:**
   When you click “Apply”, a new window will appear.
Submitting your Resume

1. **Select your Resume:**
   Your default resume will automatically be selected. If you have uploaded a new resume specifically for the position, use the drop down arrow to select your resume.

   You may also upload a new resume at this time by clicking “add new”.

2. **Check the other documents required:**
   You may select your document from those already listed by placing a check mark next to the document.

   You may also upload a new document that is required by clicking the “add new” button.

3. **Click Submit:**
   You must click the “Submit” button to complete your application.
Confirming your Application

When you have successfully applied, the “Applied” button will be green and have a check mark.
Thank you and good luck.

Please contact the Placement Office with questions.

Placement Office
850.644.4495
placement@law.fsu.edu