



COLLEGE OF LAW
PLACEMENT OFFICE

**ON-CAMPUS INTERVIEWS
(OCI)
HANDBOOK**

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FLORIDA STATE LAW

TABLE OF CONTENTS

To immediately go to a particular section, hold the “ctrl” key down and click on the section heading in the Table of Contents.

On-Campus Interviews: The Process	4
What is it?	4
Who participates in OCI?.....	4
Participating Employer Calendar	5
Employer Research	5
Importance of Grades, Class Rank and Other Activities	5
Submitting Your Resume for Interviews	6
Employer Interview Selection Process.....	6
Signing-up for Interview Times.....	7
Policy on Canceling Interviews and “No-Shows”	7
The Interview	8
Thank-you Notes.....	9
Callback Interviews and Job Offers.....	9
Resume Referral Program.....	9
How Can the Placement Office Help During OCI?	9
Appendix A	
<i>Symlicity User Guide for On-Campus Interviews (OCI)</i>	10
I. Starting Out (OCI)	11
II. Required Profile Fields (OCI)	12
III. Apply (Drop) for OCI Employer.....	13
A. Uploading Resumes, Cover Letters, Transcripts, and Other Documents	13
B. Dropping (Applying) to OCI Employers	15
C. Confirm Drop (Application)	17
D. Employer Selection	17
E. Selecting a Time Slot on the Interview Day.....	18
F. Confirm Interview Times.....	19
Appendix B	
<i>Symlicity User Guide for Resume Referrals</i>	20
I. Starting Out.....	21
II. Dropping (Applying) for Resume Referrals.....	22
A. View Resume Referral Employers	22
B. Dropping (Submitting) Your Resume.....	23
Appendix C	
<i>OCI Frequently Asked Questions</i>	24

Appendix D

The OCI Interview:.....30

I. Pre-Interview Homework31

II. What Are Employers Looking for with Their Interview Questions?.....32

III. What Interviewers Like and Dislike32

IV. Know Yourself.....33

V. Know Your Resume and Cover Letter34

VI. The Interview Questions.....34

VII. The Critical Answers.....36

VIII. Be Prepared to Answer “Do You Have Any Questions for Me?”38

IX. Looking and Dressing the Part.....40

X. The Main Event.....41

XI. Post Interview Follow-up.....45

Appendix E

The National Association for Law Placement (NALP)Timing Guidelines.....46

ON-CAMPUS INTERVIEWS: THE PROCESS

What is it?

During the Spring and Fall, the Placement Office sponsors an on-campus interviewing program (“OCI”). OCI is probably the most visible effort of the Placement Office and the one most well known by students. However, it is only one of many ways to find a job. Approximately 25-30% of the students receive their jobs through OCI. **Therefore, you should not limit your search to only those employers interviewing on campus. Instead, take advantage of other opportunities such as networking, volunteer work, job fairs, and targeted mailings.** A Placement Office staff member will be happy to assist you in defining and narrowing your job search efforts.

Who participates in OCI?

Fall and Spring OCIs attract employers wishing to recruit Florida State University students and graduates to fill vacant positions. The time of year (Spring or Fall) can, to a certain degree, influence the type of employers participating in OCI. Below is a brief description of the types of employers and positions participating in OCI by semester. However, while there is a trend, students should review all participating employers and positions as employers may recruit on campus at any time, for any type of position. To learn more about each employer visit the employer’s website.

If an employer sets “REQUIRED” criteria and you do not meet a specific employer’s criteria, please do not be discouraged. We encourage students to solicit the firms/employers independently of OCI. In many instances we have seen this approach work successfully for students.

NOTE: if you would like to solicit a firm independently of OCI, contact the Placement Office first so we can give you the correct contact information for that employer.

Spring

The spring typically attracts employers looking to hire 3Ls and recent graduates to fill entry-level positions. Employers that did not fill summer positions in the fall may also be looking to fill summer positions, and therefore, there may also be opportunities for 2Ls and some 1Ls.

Fall

The law firms and legal employers who recruit on campus are generally organizations that know in advance that they will have the need and the resources to support clerks and/or associates during the following summer. **Therefore, Fall OCI generally attracts larger law firms which tend to set high academic criteria for candidates.** These employers typically recruit regionally and sometimes nationally on an annual basis. During Fall OCI **employers will be interviewing on campus two weeks before classes start so make your summer plans accordingly.**

Participating Employer Calendar

The first step is to review the list of employers that have registered to participate. The list includes the name of the employer; the cities for which the employer is interviewing; the date the employer will be interviewing; the resume deadline date; class years requested; hiring criteria set by the employer; and materials requested to bring to the interview. This list is maintained on Symplicity. To view it:

- 1) Log onto <https://law-fsu-csm.symplicity.com/students/> using your username and password; (If you have forgotten your username and password, please call the Placement Office.)
- 2) Click on the “OCI” button at the top of the screen; and
- 3) Select the applicable session from the drop down menu (example, Fall 2010 OCI). Scroll down to view the upcoming interviews and events scheduled. **Please note that you will only see those employers interviewing for your particular class year.**

***Employers are added on an on-going basis, so it is important to routinely check the OCI tab housed in Symplicity for updates throughout the interviewing process. It is your responsibility to check the OCI tab in Symplicity and your email frequently so you do not miss any deadlines or opportunities!

Employer Research

Two great resources for information about firms are Martindale Hubbell, which can be found on the web at www.martindale.com, and the NALP Directory, which can be found at www.nalpdirectory.org.

RESEARCH, RESEARCH, RESEARCH the employers!! The biggest complaint heard from employers during interviews is that a student did not know anything about the firm, which makes it appear as though the student is not genuinely interested in working for that employer. You should examine the materials available for each employer carefully to obtain as much information as possible about the employer’s practice areas, location, salary, etc.

Also consider whether you meet the employer’s hiring criteria, if specified. If an employer **REQUIRES** that students have certain qualifications to interview (e.g., top 25%, Law Review, etc.), you may NOT drop for an interview with that employer unless you meet those qualifications. **However, you may drop for any firm that has PREFERRED hiring criteria.**

Importance of Grades, Class Rank and Other Activities

There is no doubt that some employers emphasize grades, class rank, and other activities such as *Law Review* or Moot Court in selecting which students to interview. However, the employers participating in OCI are diverse in size, location, and type of practice. Therefore, do not automatically assume OCI has nothing to offer you. Frequently employers are attracted by other factors in a student’s background such as previous work experience,

leadership, communication skills, and attitude. In addition, many of the State Attorney's Offices and Public Defender's Offices participate in OCI and they typically seek students with practical experience over grades. **If an employer sets "REQUIRED" criteria and you do not meet a specific employer's criteria, please do not be discouraged. We encourage students to solicit the firms/employers independently of OCI. In many instances we have seen this approach work successfully for students.**

NOTE: if you would like to solicit a firm independently of OCI, contact the Placement Office first so we can give you the correct contact information for that employer.

Submitting Your Resume for Interviews

When participating in OCI, or any On-Campus recruiting activity, you must abide by the "No Show" Policy. This policy can be found on page 6 of this handbook and in the green hint section in Symplicity under the OCI tabs. **Please read this policy carefully.**

Once you have studied the OCI tab and reviewed the employer information, you are ready to submit your resume (this is also called "dropping" your resume). You will submit your resume online through <https://law-fsu-csm.symplicity.com/students/>.

****Occasionally, OCI employers require more than a resume (i.e., transcripts and writing samples).** You will need to upload a scanned unofficial transcript and writing sample into Symplicity so you are prepared to "drop" these documents as well if asked to do so. **Most OCI employers will NOT require you to "drop" these documents with your resume.** Instead, you will be required to bring the documents to the interview if you are selected to interview with that employer. You will not need to submit a cover letter with your resume for an OCI unless indicated by the employer, which is sometimes requested.

The interview **resume deadlines are at 11:59 p.m. on the deadline date indicated. Deadlines are set for 14 days before the date that the employer will be on campus.** This allows sufficient time for the firm to receive the resumes, to make the interview selections, and to return their interview selections to the Placement Office one (1) week before their interviews begin.

After the 11:59 pm deadline, the resumes will be automatically bundled into a pdf file and emailed directly to the employer.

****THERE WILL BE NO EXCEPTIONS TO THE 11:59 PM DEADLINE.****

Employer Interview Selection Process

The employers have several days after they receive their resumes to review the resumes and make interview selections. The employer then contacts the Placement Office to notify us of which students they would like to interview. Interview appointments are generally for 20 to 30 minute periods depending upon the employer's preference. If you are selected for an interview, you will be notified via email and will have a notice on Symplicity. **It is your**

responsibility to check your email and Symplicity to see if you have been selected for an interview. You will also be notified by email if you are not selected for an interview.

We ask employers to let us know their interview selections no later than one week prior to their interview date so that you have adequate time to prepare for the interview. However, not all employers comply with this request. We will do our best to post the interview selections immediately upon receipt. Also, note that sometimes an employer will wish to interview more students than originally submitted resumes for the firm. If this happens, an email will be sent re-advertising the event to all students.

Signing-up for Interview Times

If you are selected for an interview, you are **REQUIRED** to sign-up for an interview time as soon as possible. **You cannot decline an interview.** The only instance in which you can decline an interview is if you have accepted an offer with another firm. In that case, you must meet with the Director and explain the situation. You will sign up for the interviews online using <https://law-fsu-csm.symplicity.com/students/>. The interview times are first-come, first-served, so it is important for you to sign-up early! Once you sign up for a slot, you cannot change it!

You should not sign up for a time that is during your classes. Classes are of utmost importance in law school, so make sure you sign up for a time as soon as you are notified to avoid schedule conflicts. If you do have a conflict, you will need to meet with the Assistant Director to try to schedule your interview around the conflict.

Students are responsible for keeping track of their individual interview appointments. The Placement Office does not send reminders to students about their interviews. You must be responsible and keep track of these important dates and times! You can view and print your schedule at your leisure using Symplicity.

Policy on Canceling Interviews and “No-Shows”

By submitting your resume for an employer for OCI, you are agreeing to accept an invitation to interview with that employer. As such, if you are selected for an interview, you are **REQUIRED** to sign-up for an interview time as soon as possible. Therefore, you should only drop for employers in which you have a genuine interest. Do not deny your fellow classmates potential job opportunities by dropping for employers who do not really interest you.

You may cancel an interview for “Good Cause” **ONLY** if you do so two (2) business days prior to the scheduled interview date. Good Cause means either an emergency arose that will make you miss the interview or that you have accepted an offer with another firm. The Placement Office Director determines what constitutes Good Cause. If an employer calls in late with its interview selections (so that you do not have two business days advance notice), you may not cancel your interview. In order to be excused from an interview, you must meet with the Placement Director at least two (2) business days prior to the scheduled interview date and provide Good Cause for desiring to cancel your interview.

You are considered a “No-Show” if you:

1. fail to appear for a scheduled interview at the appointed time;
2. if you cancel an interview less than two (2) business days before the interview EVEN IF you feel that you have a valid excuse (e.g., car trouble, illness, etc.);
OR
3. if you cancel an interview without Good Cause more than two (2) days before the interview.

Your first No-Show requires an appointment with the Placement Director and a letter of apology to the interviewer within five (5) business days of the scheduled interview. The letter of apology, along with a pre-addressed envelope, must be brought to your appointment with the Director for review. The Director will mail the letter on your behalf. Until the foregoing steps are completed, you will be unable to sign-up for interviews or drop your resume for any additional employers. Once your letter has been approved and mailed, you will be able to participate in the College of Law’s recruiting activities.

After your second No-Show, you will be denied all future participation in the College of Law’s recruiting activities **for the balance of the academic year and your Symplicity account will be “blocked” from further participation in recruiting events.** This will occur even if you have been pre-selected for other interviews. You will receive a letter from the Director informing you of your loss of services for lack of professional responsibility. The Placement Office will also provide a copy of that letter to the Associate Dean of Student Affairs to include in your student file.

Please remember that the College of Law’s recruiting activities are very competitive and highly sought after by students. A missed interview or late cancellation inconveniences the employer; reflects poorly on you; and jeopardizes the relationship between the employer and the College of Law.

The Interview

On the day of the interview, a sign will be posted in the Placement Office that will inform you of the location of the interview. This information will also be available on your schedule on Symplicity; however, be sure to check the Placement Office on the morning of your interview in case there is a last minute room change. All interviews will be conducted on the law school’s premises.

You should bring an extra copy of your resume, your transcript, and a writing sample to every interview.

You should arrive for your interview at least five (5) minutes prior to your scheduled interview time. Outside the interview room, the Placement Office will have a copy of the employer’s information sheets available for one last review. Two (2) minutes prior to your scheduled interview time, gently knock on the door to let the interviewer know you are ready. Then wait until the interviewer invites you in.

Thank-you Notes

After your interview you should write each interviewer a note thanking him or her for the interview. By 12:00 (noon) on the day after an employer has interviewed on campus, the interviewers' information will be placed in a notebook labeled "Thank-You" located at the front desk in the Placement Office. This notebook will be a good resource for you to double-check the spelling of names and obtain mailing addresses. For sample thank you notes, please see the College of Law's Career Development Handbook or go to <http://www.law.fsu.edu/placement/resumes.html> .

Callback Interviews and Job Offers

For suggestions on how to handle callback interviews and job offers, please consult the College of Law's Career Development Handbook. An electronic copy is available <http://law.fsu.edu/placement/studenthandbook.html> . Copies are also available in the Placement Office.

RESUME REFERRAL PROGRAM

In addition to OCI, we have a Resume Referral Program for firms that are not visiting the campus. Students submit resumes on Symplicity by the deadline date, and then our office forwards the resumes to the employers. The employers will then contact the students they want to interview directly.

Please continue to check Symplicity daily as new Resume Referrals are added. For more information on how to apply for Resume Referrals, please see the "How to Use Symplicity" section.

HOW CAN THE PLACEMENT OFFICE HELP DURING OCI?

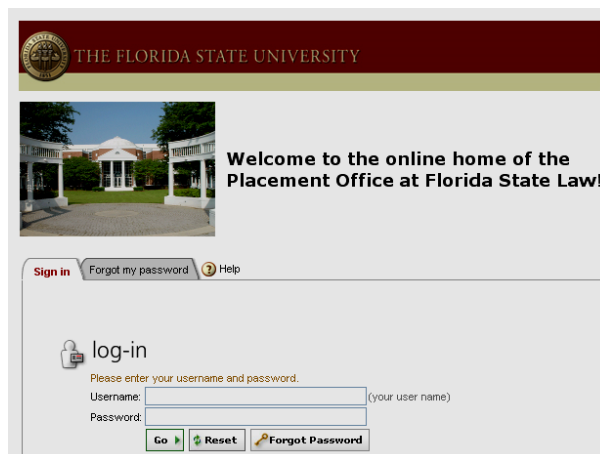
The Placement Office is here to help you with all aspects of your job search. Some students find it overwhelming to initiate a job search because of the wide variety of firms out there and locations to choose from. The Director or Assistant Director can meet with you to discuss firms, locations, and how to start narrowing your search. We will host workshops on job search strategies, resumes/cover letters, and interviewing skills. We are also happy to review resumes, cover letters, and thank you letters. These are just some of the ways the Placement Office can help you as you job search, so please take advantage of our services!

ON-CAMPUS INTERVIEWS (OCI) HANDBOOK

Appendix A

Symlicity User Guide for On-Campus Interviews (OCI)

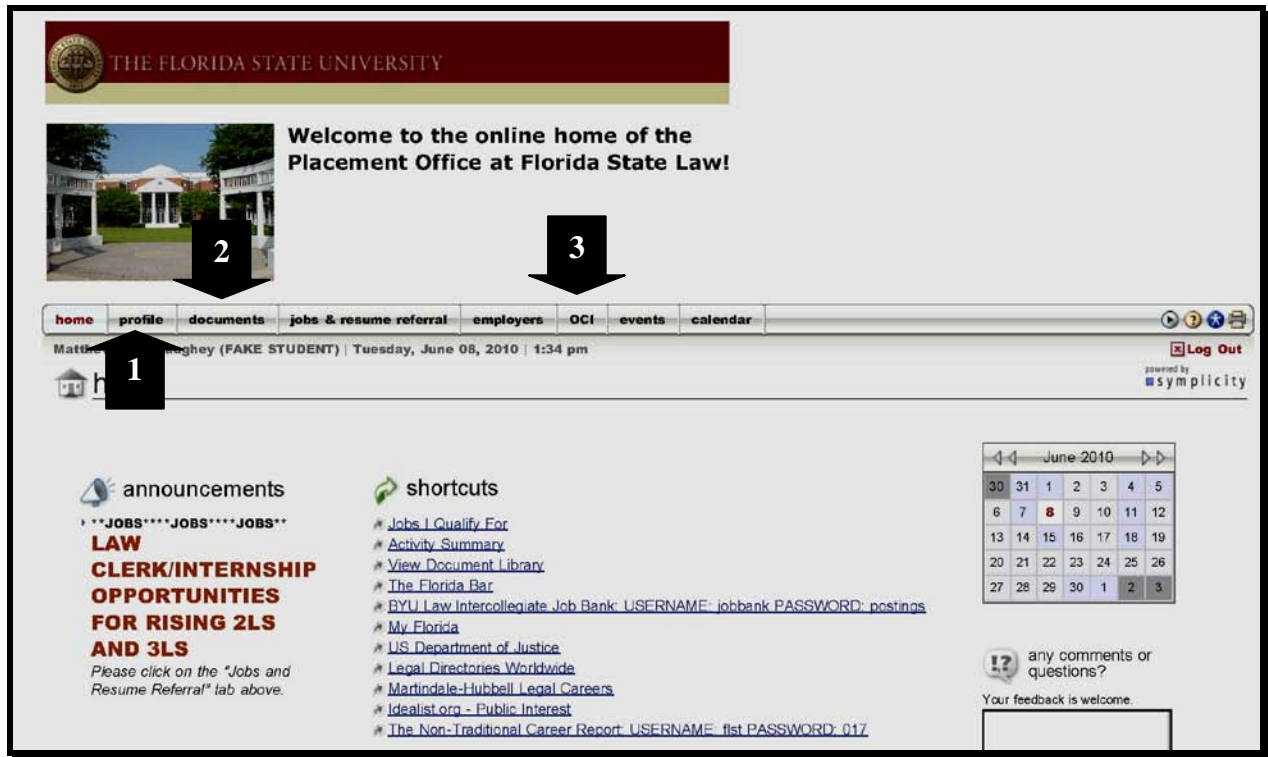
<https://law-fsu-csm.symlicity.com/students/>



Username and passwords are e-mailed to law students as 1Ls prior to the 1L Placement Office Orientation during the fall semester.

Contact the Placement Office at 850.644.4495 or rmarsey@law.fsu.edu if you have forgotten your username and/or password.

I. Starting Out (OCI)



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.

II. Required Profile Fields (OCI)

Click "Profile" tab

The screenshot shows the OCI profile page with the following elements:

- Navigation Bar:** home, profile, documents, jobs & resume referral, employers, OCI, events, calendar. A box highlights the "profile" tab with an arrow pointing to the instruction "Click 'Profile' tab".
- User Info:** Elmer Ignacio | Thursday, July 01, 2010 | 11:46 am. Log Out button. powered by symlicity.
- Profile Tabs:** Personal Information, Academic Information (selected), Privacy, Employment, Password/Preferences, Activity Summary, Help.
- Form Fields:**
 - Graduation Date: Enter the expected date of your graduation. May 2012.
 - Year in school: Choose your current year in school. 2L.
 - Activities/Skills: Law School Activities. [select]
 - Practice Area(s): Administrative/Regulatory Law, Admiralty and Maritime, Agriculture Law, Alternative Dispute/Mediation, Animal Law. An arrow labeled "1" points to this dropdown.
 - Preferred Job: [select]
 - Geographic Preferences:
 - Geographic Preference #1: Florida-Orlando
 - Geographic Preference #2: Florida-Tampa/St. Petersburg/Clearwater
 - Geographic Preference #3: Florida-TallahasseeAn arrow labeled "2" points to these dropdowns.
- Buttons:** Save Changes, Save Changes And Continue, Cancel. An arrow labeled "3" points to the "Save Changes" button.
- Completion Status:**
 - Personal Information: ✓ Graduation Date, ✗ Activities/Skills, ✓ Practice Area(s), ✗ Preferred Job, ✓ Geographic Preference #1, ✓ Geographic Preference #2, ✓ Geographic Preference #3.
 - Privacy: documents: ✓ 7 documents uploaded.

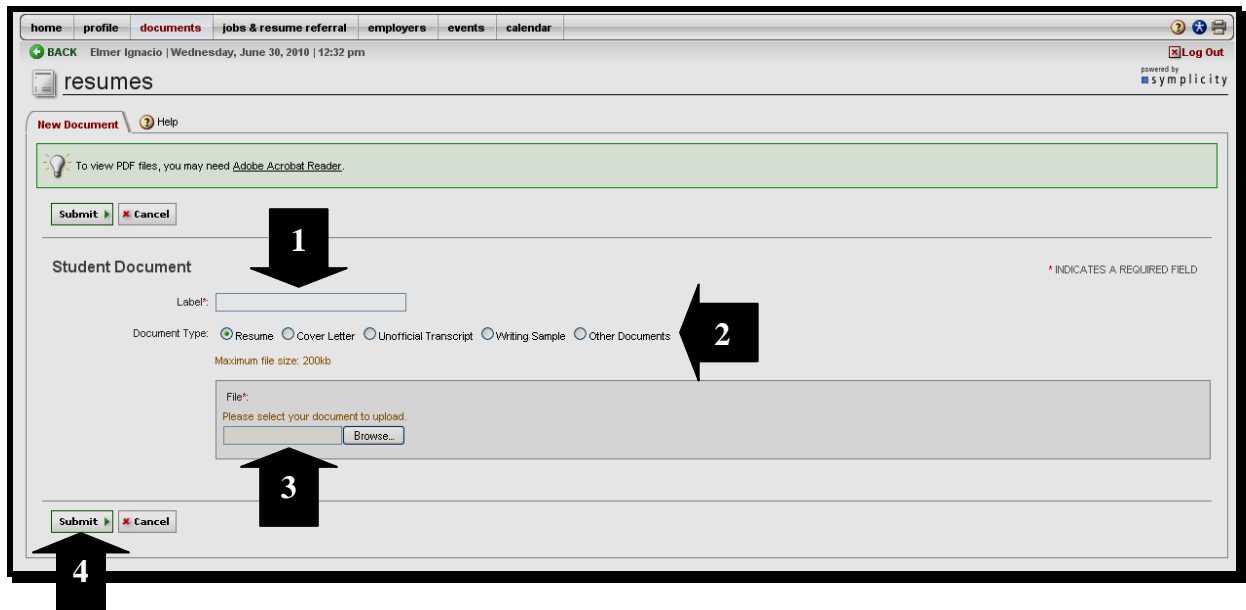
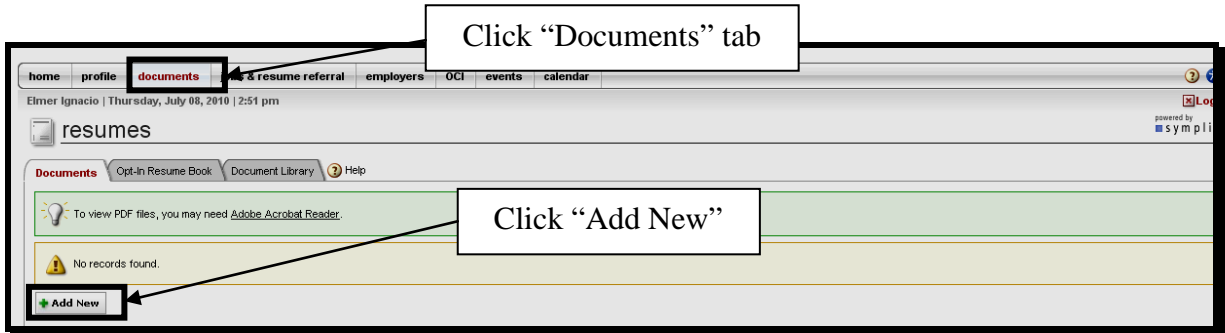
Profile Tab

- 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. To select more than one, hold down the "Ctrl" key as you select each geographic preference.
- 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.****

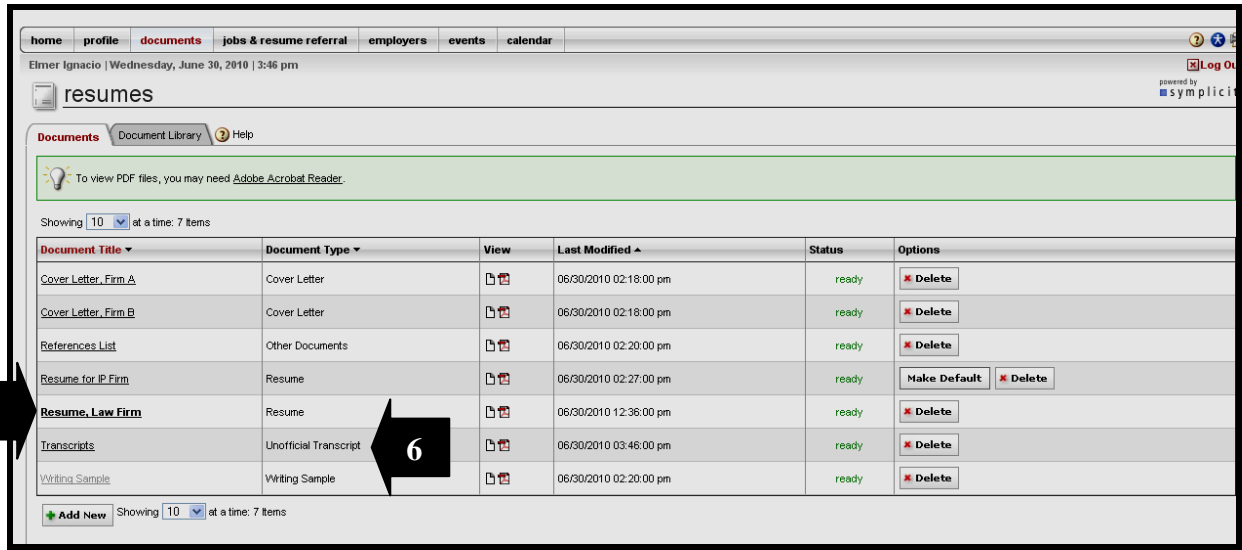
III. Apply (Drop) for OCI Employer

A. Uploading Resumes, Cover Letters, Transcripts, and Other Documents



- 1. Label** Name the document you are uploading. Employers will see document titles, so use appropriate names (“Resume, GrayRobinson;” “ECI Resume,” etc.)
- 2. Document Type** Before selecting a file to upload, you **MUST FIRST CHOOSE THE DOCUMENT TYPE**, whether a “Resume,” “Cover Letter,” “Unofficial Transcript,” or “Writing Sample.” References and other documents should be “Other Documents.”
- 3. Select File** Click “Browse” to find the document on your computer.
- 4. Submit** Click “Submit” to finish uploading a document.

****Confirm that you have successfully uploaded a document by looking at the document list.****



5. 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.

6. 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.****

B. Dropping (Applying) to OCI Employers

Click "OCI" tab

The screenshot shows the 'on-campus interviews' web application. The 'OCI' tab is selected in the navigation bar. The interface includes a search filter section with a 'Session' dropdown menu set to 'Fall 2010'. A 'Default OCI Resume' section is visible, along with an 'Important Dates' section. A table of employers is displayed at the bottom, with columns for 'Employer', 'Locations Interviewing For', 'Submission Deadline', 'Interview Dates', 'documents', and 'Bidding/Application'. The table lists several employers, including Adams and Reese, L.L.P., Baker Hostetler, L.L.P., Bush Ross, P.A., Carlton Fields, P.A., Fowler White Boggs, P.A., and Fox Rothschild LLP. Arrows numbered 1 through 4 point to the 'Session' dropdown, the 'Review' button, the 'Submission Deadline' column, and the 'Apply' button, respectively.

1. **Session** Use the drop down menu to indicate appropriate Session ("Fall 2010," "Spring 2011," etc.)
2. **Employer** This table lists employers and offices interviewing. Click "Review" for more information about the employer.
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.

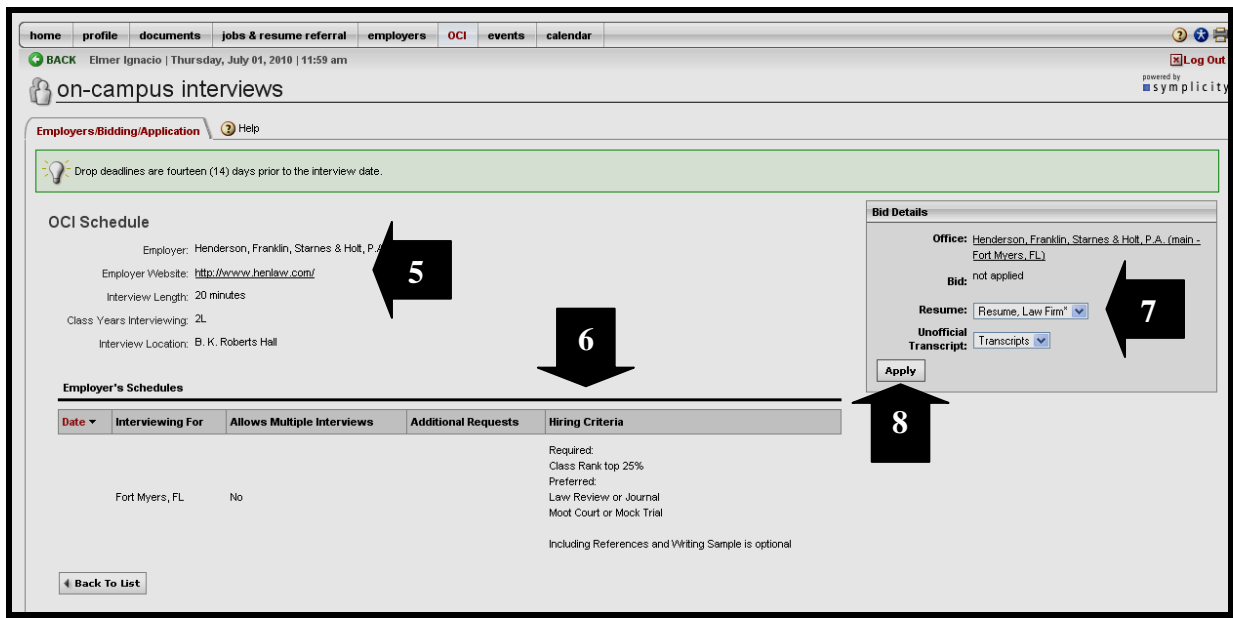
5. **Employer Information**

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 an employer, the system will not allow you to apply.

8. **“Apply”**

Click the “Apply” button to finish.

*****Applying does NOT guarantee you an interview slot.***

For each employer to which you apply, you will receive an e-mail notifying you that you were selected OR notifying you that you were not selected.**

C. Confirm Drop (Application)

	Employer	Locations Interviewing For	Submission Deadline	Interview Dates	documents	Bidding/Application
Review	Adams and Reese, L.L.P. (main-New Orleans, LA)	Baton Rouge, LA; Birmingham, AL; Houston, TX; Jackson, MS; Memphis, TN; Mobile, AL; Nashville, TN; New Orleans, LA; Sarasota, FL; Tampa, FL	Aug 13, 2010	Aug 27th	Resume, Law Firm (def), Cover Letter, Firm Δ, Transcripts	Withdraw
Review	Bush Ross, P.A. (main - Tampa, FL)		Aug 18, 2010	Sep 1st	Resume, Law Firm (def), Transcripts	Withdraw
Review	Baker Hostetler, L.L.P. (Orlando, FL)		Aug 03, 2010	Aug 17th		Apply
Review	Carlton Fields, P.A. (main-Tampa, FL)	Miami, FL; Orlando, FL; West Palm Beach, FL	Jul 27, 2010	Aug 10th		Apply
Review	Fowler White Boggs, P.A. (Jacksonville, FL)		Jul 26, 2010	Aug 9th		Apply

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.

D. Employer Selection

Whether or not you are selected to interview, you will receive an e-mail notification from the Placement Office. You may also check Symplicity to find the status.

1. **“Not Invited”** You have not been selected to interview.
2. **“Pending”** Employer has not yet selected candidates to interview.
3. **“Accept Preselect”** You have been selected to interview. Click the “Accept Preselect” and you will be directed to select an to interview time-slot.

Showing 20 at a time: Items 1-4 of 4							
	Employer	Additional Locations Interviewing For	Submission Deadline	Interview Dates		documents	Bidding/Application
Review	Miami Law Firm		-	Jul 12th	not invited		unavailable - check dates
Review	Orlando Law Firm		Jul 05, 2010	Jul 13th	Accept Preselect		unavailable - check dates
Review	Tampa Law Firm		Jul 05, 2010	Jul 13th	not invited		unavailable - check dates
Review	AAA Law Firm (SAMPLE FIRM)		Jul 05, 2010	Jul 19th	pending	Resume, Law Firm, Cover Letter, Firm Δ, Transcripts, Writing Sample	applied

E. Selecting a Time Slot on the Interview Day

The screenshot shows the 'on-campus interviews' web application. The main form is titled 'OCI Interview' and includes the following fields:

- Employer (Location): Elmer Ignacio
- Interview Date: Jul 10th (indicated by arrow 1)
- Interview Time: A list of time slots from 8:30 am - 8:50 am to 5:40 pm - 6:00 pm (indicated by arrow 3)
- Interview Location: B. K. Roberts Hall (indicated by arrow 2)

The 'Schedule Details' sidebar on the right shows the OCI Schedule for Bush Ross, P.A. (main - Tampa, FL) with an interview length of 20 minutes and class years 3L, 2L. The interview location is B. K. Roberts Hall (indicated by arrow 2).

At the bottom of the form, there are links for Resume, Transcript, and Writing Sample, and 'Signup' and 'Cancel' buttons (indicated by arrow 4).

- 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 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.

F. Confirm Interview Times

Click "Scheduled Interviews" tab

on-campus interviews

Employers/Bidding/Application **Scheduled Interviews** Help

Session: Demo Fall 2009 - OCI

Showing 20 at a time: Items 1-1 of 1

Interview Date	Employer	Locations Interviewing For	Interview Time	Interview Location	Interview Room
Jul 10, 2009	Bush Ross, P.A.		9:30 am - 9:50 am	B. K. Roberts Hall	232

1 2 3 4

Page generated in 0.18

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

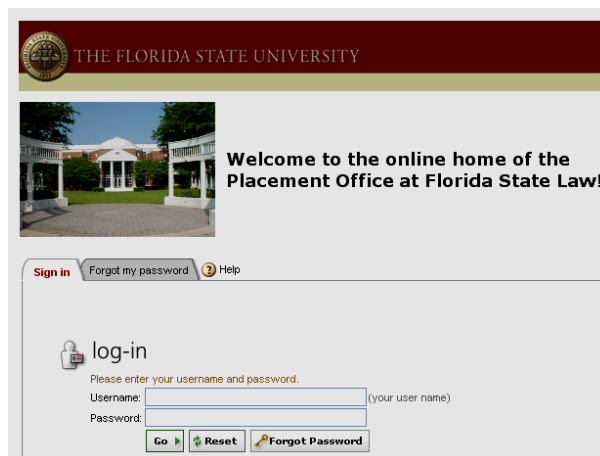
****Stop by the Placement Office 5-10 minutes before your interview. We will either confirm your interview time and/or update you of any last minute changes like room locations, interviewer(s), etc.****

ON-CAMPUS INTERVIEWS (OCI) HANDBOOK

Appendix B

Symlicity User Guide for Resume Referrals

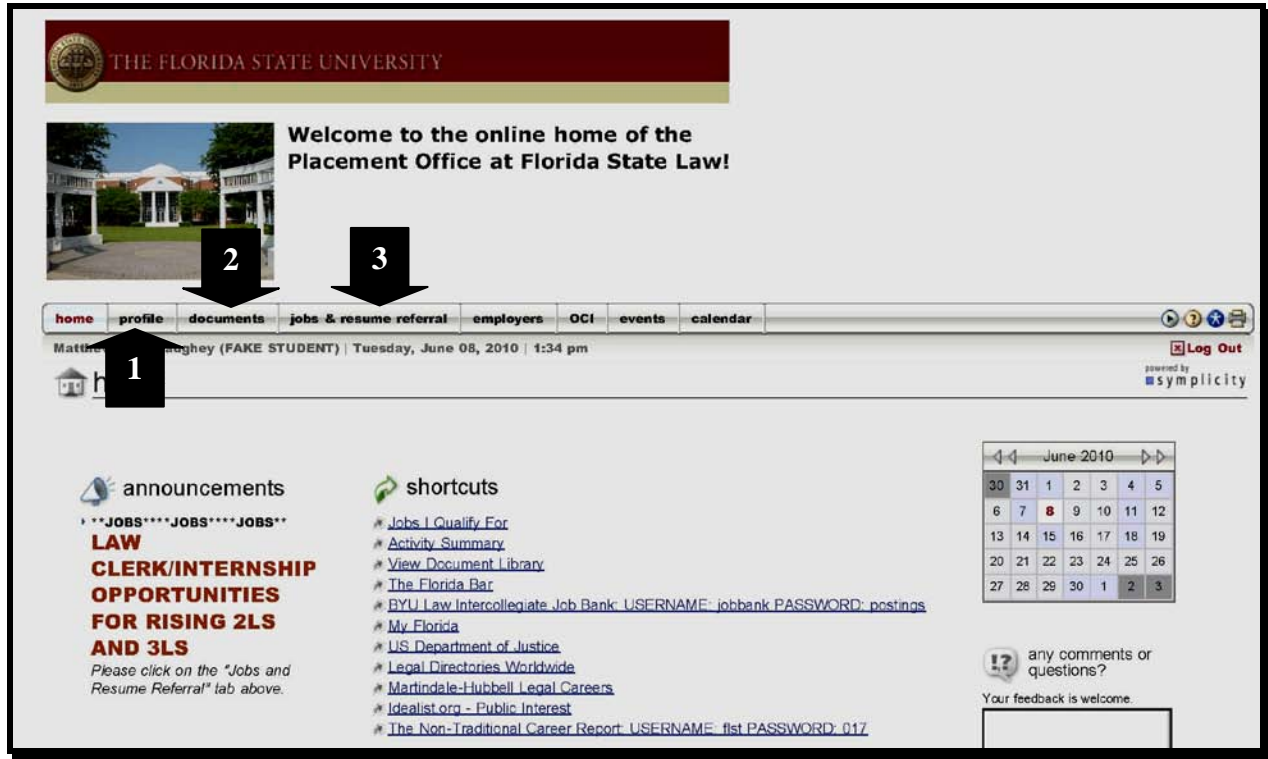
<https://law-fsu-csm.symlicity.com/students/>



Username and passwords are e-mailed to law students as 1Ls prior to the 1L Placement Office Orientation during the fall semester.

Contact the Placement Office at 850.644.4495 or rmarsey@law.fsu.edu if you have forgotten your username and/or password.

I. Starting Out



Main Tabs on the Navigation Bar

- 1. Profile** If you have not provided required information, please refer to Appendix A, Section II, for instructions.
- 2. Documents** You need to have a resume uploaded in order to drop (apply) for a Resume Referral employer. Please refer to Appendix A, Section III, A, for instructions on uploading a resume.
- 3. Jobs & Resume Referrals** View employers who wish to consider Florida State Law students but are unable to participate in OCI.

II. Dropping (Applying) for Resume Referrals

A. View Resume Referral Employers

Click “Jobs and Resume Referral” tab

The screenshot shows a web application interface for job search. The top navigation bar includes tabs for 'home', 'profile', 'documents', 'jobs & resume referral', 'employers', 'OCI', 'events', and 'calendar'. The 'jobs & resume referral' tab is highlighted. Below the navigation bar, there is a search area with fields for 'Practice Areas', 'Position Type' (set to 'RESUME REFERRAL'), 'Class Level', and 'Keywords'. A 'Search' button is located below these fields. Below the search area, there is a 'Batch Options' section with a link for 'View Printable Job List'. The main content area displays a table of job listings with columns for Job Title, ID, Employer, Location, Position Type, Posted, Deadline, Status, and Options. The table contains several rows of job listings, all of which are 'RESUME REFERRAL' positions. Annotations include a callout box pointing to the 'jobs & resume referral' tab, and numbered arrows (1-4) pointing to the 'RESUME REFERRAL' dropdown menu, the 'Search' button, the 'View Printable Job List' link, and the 'Deadline' column in the job listing table, respectively.

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Status	Options
Associate (entry-level)	4360	Shapiro Law Group (Bradenton, FL)	Florida-Sarasota/Bradenton	RESUME REFERRAL	Jun 24, 2010	Jul 29, 2010	✓	★ ADD FAVORITE
Internship (Non-Paid)	4367	Placement Office Advertisement	Florida-Tallahassee	Law Clerk/Intern, RESUME REFERRAL, Other	Jun 28, 2010	Jul 29, 2010	✓	★ ADD FAVORITE
Law Clerk (2L, 3L)	4345	Christopher & Weisberg, P.A. (Fort Lauderdale, FL)	Florida-Fort Lauderdale	RESUME REFERRAL	Jun 23, 2010	Aug 31, 2010	✓	★ ADD FAVORITE
Summer Associate (2L)	4348	Ford & Harrison, L.L.P. (main - Atlanta, GA)	Florida	RESUME REFERRAL	Jun 23, 2010	Aug 01, 2010	✓	★ ADD FAVORITE
Summer Associate (2L)	4156	Sutherland, Asbill & Brennan, L.L.P. (Atlanta, GA)	Georgia	RESUME REFERRAL	May 27, 2010	Aug 15, 2010	✓	★ ADD FAVORITE
Summer Associate (2L)	4219	Weil, Gotshal & Manges LLP	Florida-Miami/Fort Lauderdale	RESUME REFERRAL	Jun 08, 2010	Sep 01, 2010	✓	★ ADD FAVORITE

- 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.

B. Dropping (Submitting) Your Resume

Click the position title

<input type="checkbox"/>	Summer Associate (2L)	4348	Ford & Harrison, L.L.P. (main - Atlanta, GA)	Florida	RESUME REFERRAL	Jun 23, 2010	Aug 01, 2010	✓	ADD FAVORITE
<input type="checkbox"/>	Summer Associate (2L)	4156	Sutherland, Asbill & Brennan, L.L.P. (Atlanta, GA)	Georgia	RESUME REFERRAL	May 27, 2010	Aug 15, 2010	✓	ADD FAVORITE
<input type="checkbox"/>	Summer Associate (2L)	4274	Will, Gotshal & Manges LLP	Florida-Miami/Fort Lauderdale	RESUME REFERRAL	Jun 08, 2010	Sep 01, 2010	✓	ADD FAVORITE

job postings
powered by sym plicity

Summer Associate (2L) [Video Tutorial](#) [Help](#)

Position Information

Employer: Ford & Harrison, L.L.P. (main - Atlanta, GA) [View profile](#)

Title: Summer Associate (2L)

Description: RESUME REFERRAL
Summer Associate 2011 (2L)
Tampa, FL and Atlanta, GA
Deadline: August 1, 2010

About the firm
 Founded in Atlanta in 1978, Ford & Harrison is a labor and employment law firm with a national practice in all aspects of labor and employment law. Close to 190 labor and employment lawyers in 18 offices across the country strive to provide clients with sound legal advice, practical counseling and excellent client service.

Today organizations must operate in a highly regulated, litigious business climate. However, employers are able to minimize the legal risks involved in making employment decisions without compromising business needs.

Ford & Harrison is committed to providing assistance to employers to allow their management teams to successfully deal with increased litigation, government agency investigations, collective bargaining, or union organizing drives by helping to provide the necessary knowledge and insight to deal with these issues.

We concentrate our practice on all areas related to labor and employment law - including employment litigation and class actions, business immigration and employee benefits - so our clients gain from in-depth legal experience in all facets of these issues. We provide current, relevant information to our clients through a variety of resources, such as our SourceBook, newsletters, seminars and briefings. These resources provide valuable preventive maintenance tools to help clients understand the numerous state and federal labor and employment laws.

Hiring Requirements:
 Class rank of top 25%

Hiring Preferences
 Law Review or Journal
 Moot Court or Mock Trial

HOW TO APPLY
 Submit a resume and transcript via sym plicity

Geographic Preference: Florida

Position Type: RESUME REFERRAL

Preferred Experience : 0-3 years

Practice Area(s): Labor and Employment Regulations, Litigation

Application Status

If you wish to apply, please select the document(s) to include and click Submit.

Choose a Resume to submit for this position.

Resume: Resume, Law Firm* [Add New](#)

Choose a Transcript to submit for this position.

Transcript*: [Add New](#)

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

Notes:

ASB [Check Spelling](#)

Important Dates

Posted On: Jun 23, 2010

Applications Accepted Until: Aug 01, 2010

Contact Information

Employer: Ford & Harrison, L.L.P. (main - Atlanta, GA)

Name: Shannon O'Brien

Title: Administrative Assistant

Address: 1275 Peachtree Street, NE, Suite 600
 Atlanta, GA 30309

1. **Position Details** Please carefully read the position description and note any required/preferred criteria, office(s) considering applicants, etc.
2. **Drop (Submit) Documents** Use the drop down menu to select resume, transcripts, etc. you wish to submit. If you do not have a document required by the employer uploaded, you will be unable to apply.
3. **“Submit”** Click “Submit” to finish.

*****Applying does NOT guarantee you an interview slot.***

The Resume Referral employer will contact you directly if they wish to further consider your application.**

**ON-CAMPUS INTERVIEWS (OCI)
HANDBOOK**

Appendix C

OCI Frequently Asked Questions

(updated June 2010)

What is the On-Campus Interviews (OCI) Program?

The On-Campus Interviews (OCI) Program is coordinated by the Placement Office and brings employers to Florida State Law to interview students.

Participating employers include: law firms, corporations, government agencies, and public interest organizations. OCI is conducted throughout the fall and spring semesters. Traditionally, Spring OCI is smaller, and employers who participate in Spring OCI are typically small and mid-sized firms, government agencies and public interest organizations which offer job opportunities to a broader segment of the class.

Who is OCI for? I am not at the top of my class. Does this mean I can't participate? Will there be employers I can interview with?

OCI is for EVERYONE! While some employers will “require” certain criteria (i.e. Top x% of class, Moot Court/Mock Trial, journals, etc.), MOST employers “prefer” certain criteria.

If an employer “requires” that students have certain qualifications to interview (e.g. top 25%, Law Review, etc.), you may NOT drop for an interview with that employer unless you meet those requirements. However, if an employer “prefers” that students have certain qualifications to interview, you are welcome to drop for an interview with that employer!

Employers select students for many reasons such as: previous work experience, language skills, and legal interests. When you review the OCI employers in Symplicity, at first glance it may seem that some legal employers seek only those at the top of the class, but a closer look reveals that a sizeable number of firms seek applicants in the top half of the class or applicants with specific experiences or backgrounds.

During Fall 2008, 2009 and Spring 2009, 2010 a total of 138 employers participated in our recruiting programs at Florida State law. Of those employers, **67% did not require a class rank to interview.** Clearly employers are looking beyond the top 10% of the class in making their selections. It is imperative that you carefully read all OCI postings, resume referral announcements, and job listings as you will see that there are opportunities for all students.

Can I contact an employer that has “required” hiring criteria that I do not meet to see if they are willing to make an exception and interview me?

YES! If you find an employer that “requires” certain criteria you do not meet (i.e. Top x% Class Rank), please contact Becky Marsey (rmarsey@law.fsu.edu) so she can provide you with the contact information for that employer. You can then contact the employer outside of the OCI process to try to secure an interview.

Can I contact an OCI employer who is not recruiting for my class year and ask them if they are willing to make an exception and interview me?

YES! If you find an employer that you do not see in Symplicity because the employer is not interviewing your class year, please contact Becky Marsey (rmarsey@law.fsu.edu) so she can provide you with the contact information for that employer. You can then contact the employer outside of the OCI process to try to secure an interview.

What are the resume drop deadlines for Fall OCI?

Resume drop deadlines for Fall OCI ARE 14 DAYS PRIOR TO THE RECRUITMENT EVENT DATE. Please be sure to check Symplicity for the actual deadline.

Are we supposed to upload a transcript, writing sample, references, etc. into Symplicity in addition to our resume?

Some employers will require you to submit additional documents (unofficial transcript, writing sample, references), so you will want to upload these documents as well and submit them only when the employer requires them.

How will I know if I need to submit additional documents along with my resume (transcript, writing sample, references) to be considered for an interview?

If an employer requires any additional documents for you to "drop" for them, Symplicity will force you to select those documents before you will be able to successfully finish the "drop" process.

**What is the difference between an “official” and an “unofficial” transcript?
Can I print a copy of my transcripts from Blackboard?**

An official copy of your transcripts is obtained by completing a [records request](#) with the registrar’s office. It takes two to three days to process this request. Official transcripts are printed on transcript paper and placed in a sealed envelope. These transcripts become unofficial if the seal is broken.

Unofficial transcripts can be obtained from the records office on the same day as you submit a [records request](#). Unofficial transcripts are printed on plain paper. Students may stop by the Placement Office to scan the unofficial transcripts for uploading to Symplicity.

Transcripts obtained through Blackboard should not be used for OCI purposes. The transcripts on Blackboard are based on the 4.0 grade scale used by main campus. Transcripts from the law school are on the 100 point scale.

If an employer requires I bring a transcript to the interview, can I use an “unofficial” copy of my transcript?

YES- a photo copy of your unofficial transcript is fine.

How do I find OCI employers in Symplicity?

Log onto <https://law-fsu-csm.symplicity.com/students/>. Click on the “OCI” button at the top of the screen. Select one of the available sessions options from the drop down menu. Scroll down to view the upcoming interviews and events scheduled.

I don’t see as many OCI employers in Symplicity as I thought I would. Why is this?

Symplicity only allows you to see the opportunities that are specific to your class year (2L/3L).

How can I find out what employers are participating in OCI that are NOT specific to my class year (2L/3L).

The Placement Office will continue to e-mail all students periodically (once a week or so) with a list of new OCI employers and the class year(s) they are hiring for.

How will we know if we were selected for one of the OCI's we bid on?

If you have dropped your resume for OCI, and you now log into Symplicity and click on the OCI tab, you will find an extra column titled “Invitations”. You will see one of the following words in this column: pending, not invited, or preselect.

Pending: The resume drop deadline hasn’t passed yet. We have not yet sent resumes to the employer for their review.

Not Invited: You were not selected to interview with this employer.

Preselect: The employer has selected you to interview and you need to sign up for a specific interview time.

NOTE: the Placement Office ALWAYS sends each student an e-mail either stating “Congratulations, you have been selected to interview with xyz employer” or “You were not selected to interview with xyz employer”.

When can I expect to know if I was selected?

We ask employers to let us know who they would like to interview no later than 7 days prior to their interview date.

How do I sign up for an interview slot if I am selected by an employer to interview?

Log onto <https://law-fsu-csm.symplicity.com/students/>. Click on the “OCI” button at the top of the screen. Click on “Employers/Bidding/Applications”. Select one of the available session options from the drop down menu (Fall 2010 OCI). Click on “accept preselect”. Click on the interview time you would like. Click “sign up.”

How can I double-check my scheduled interview dates/times?

Log onto <https://law-fsu-csm.symplicity.com/students/>. Click on the “OCI” button at the top of the screen. Click on “scheduled interviews”. Select session from drop-down menu (Fall 2010 OCI).

How do I know if I am supposed to bring anything to my interview?

The Placement Office would recommend you always bring a couple of extra copies of your resume to the interview. If an employer wants you to bring additional documents (transcript, writing sample, etc.), you can find this listed in the “hiring criteria” column of the employer OCI in Symplicity. Additionally, the e-mail you receive from the Placement Office letting you know you have been selected to interview will contain this information.

How many people actually get their jobs from OCI?

OCI is probably the most visible effort of the Placement Office and the one most well known by students. However, it is only one of many ways to find a job. Approximately 25-30% of the students receive their jobs through OCI. Therefore, you should not limit your search to only those employers interviewing on campus. Instead, take advantage of other opportunities such as networking, volunteer work, job fairs, and targeted mailings. A Placement Office staff member will be happy to assist you in defining and narrowing your job search efforts.

What OCI events does the “No Show” policy apply to?

All OCI activities including Fall OCI and Spring OCI.

Should I send a thank you note to my interviewers after my OCI?

YES- After your interview you should write each interviewer a note thanking him or her for the interview. By 12:00 (noon) on the day after an employer has interviewed on campus, the interviewers’ information will be placed in a notebook labeled “Thank-You” located at the front desk in the Placement Office. This notebook will be a good resource for you to double-check the spelling of names and obtain mailing addresses.

ON-CAMPUS INTERVIEWS (OCI)
HANDBOOK

Appendix D

The OCI Interview:

Interview Tips and Strategies

Commonly Asked Questions Asked By Employers

Suggested Questions to Ask an Interviewer

I. PRE-INTERVIEW HOMEWORK

A. Know Your Audience – Research: So, you got the interview. What should you do before you go to the interview? **Research, research, research!** Before the interview, your mission is to find out as much as possible about the employer and the individuals who will be interviewing you. **The number one complaint of employers about interviewees is that they are unprepared to answer basic questions about the firm, agency or organization.** By being prepared, you eliminate this embarrassment, demonstrate your respect for the potential employer and craft intelligent questions to ask your interviewers. Find out all you can through personal contacts, written materials, and the internet. When all else fails, hit the internet and see what the firm is up to in the news or courts.

B. What you need to know: Once you are tapped for an interview, make it your mission to find out as much as possible about the firm or company that has called you in for the interview. Knowing something about the firm or company is also a sign of respect, showing that you take the interview seriously. An easy place to start is with the firm's website. You should also consult the NALP Directory of Legal Employers, Martindale-Hubbell, Lexis, and Westlaw. The Placement Office can also provide a wealth of information. If possible, try to contact past summer associates or alumni to get some personal insight into the workings of the firm. If you know who is going to interview you, look up his or her biography on the firm's website to learn their interests and work that knowledge into conversation during the interview.

C. Quick Resource List

1. Firm, agency or organization website
2. www.martindale.com
3. www.nalpdirectory.com
4. Westlaw and Lexis
5. Google and other search engines
6. Local newspaper or news organization
7. Faculty, alumni, other local contacts, other practicing attorneys
8. Other students who have worked at the firm, agency or organization

D. Relocation: If you are interviewing with an employer and relocation will be required to take the position, you must be prepared to answer questions about why you want to live and work in that location. You should put together a solid list of reasons why you want to be in that location. Research the location by gathering information on the community from places like the city or county's visitor

information center, chamber of commerce, local bar associations, local news, alumni, etc.

II. WHAT ARE EMPLOYERS LOOKING FOR WITH THEIR INTERVIEW QUESTIONS?

A. Do you have the skills to do the job? The interviewer wants to know if you have the skills necessary to do the job, but he or she is also looking at certain soft skills like your ability to figure things out with only basic training, work on a team, etc.

B. Will you fit in? The interviewer wants to know if you will fit in and complement the talents of those you will work with.

C. Do you understand the firm, agency or organization and its purpose? The employer wants to make certain that their firm or organization fits with your career goals. The purpose is two fold. First, if the firm is a fit, you will be motivated to do good work. Second, if the firm fits your goals, you will be likely to stay a long time and not continue your job search for a while.

D. How do you compare to the competition? The interview will constantly be comparing your performance to that of the other candidates it has interviewed and will be interviewing.

E. Do You Have the Right Attitude for the Position and the Firm, Agency or Organization? The employer is looking for the right fit and someone with a positive attitude.

F. Do You Really Want the Job? The employer wants to feel assured that you want to work for them and not just because you need a job.

III. WHAT INTERVIEWERS LIKE AND DISLIKE

A. Interviewers *LIKE* candidates that:

1. Are energetic, enthusiastic;
2. Have done research on the firm and can intelligently discuss how he or she would be a good fit;
3. Who can distinguish themselves from the masses; and
4. Have strong ties to an area and can demonstrate those ties.

B. Interviewers *DISLIKE* candidates that:

1. Are unprepared and have not bothered to do some research on the firm;

2. Who do not ask any questions;
3. Who reveal that they are not really interested in the practice of law, firms areas of practice or in practicing in a particular place;
4. Who are inarticulate and answer questions with a simple "yes" or a "no."
5. Who are disrespectful, demonstrate a sense of entitlement or display a cocky, "know-it-all" attitude; and
6. Who show up late.

IV. KNOW YOURSELF

Before interviewing, it is exceptionally important that you assess your own skills so that you can convey what it is that makes you different from all the other candidates.

A. The Three Skill Types:

1. Skills learned through past experience and education (knowledge-based skills).
2. Skills you bring with you to any job (transferable or portable skills).
3. Personality traits (the things that make you who you are).

B. Assessment Tool:

1. Divide a sheet of paper into three columns: (1) previous experience; (2) transferable skills; and (3) personality.
2. The previous experience column may include things like: communication skills, project management skills, other specialized skills, research skills, relationship building skills, and other knowledge.
3. The portable skills column may include things like: customer focus; communications; writing skills; very organized; good at coordinating; leader; problem solver; project management; excellent follow-through; time management.
4. The personality column may include things like: self-starter, independent, friendly, well-organized, quick learner, good judgment, good attitude, creative, analytical, flexible, goal-directed.
5. Not everything needs to be a positive. Remember you are assessing yourself.

C. What are Hiring Partners Looking for? Hiring partners have identified the following personal characteristics as indicators of an applicant's potential success as a lawyer:

good communicator, charisma, team player/consensus builder, intelligence, integrity/strength of character, sincerity, common sense, ability to work under

pressure, confidence, initiative, self-motivation/self-starter, enthusiasm, ambition, hard-working, humble assertiveness, problem-solving skills, creativity, good personality, ability to think on one's feet, and ability to relate to diverse individuals.

D. Next Step: Having assessed your skills and compared it to the above list, you should have an idea of the strengths you have to offer a firm, agency or organization. The rest of the personal assessment exercise will come as you prepare answers to potential questions and prepare to expand on the experiences you have included on your resume. When you finish your self-assessment process:

1. You will have identified your professional qualifications including your education, work experience, accomplishments, skills and abilities; and
2. You will have identified your personal characteristics including strengths and weaknesses, interests and preferences, values and goals; and
3. You will have compared those with employment situations including your short term and long term goals, work environment preferences, and interest in the employer.

V. KNOW YOUR RESUME AND COVER LETTER

Relearn Your Resume and Be Prepared to Elaborate on Your Experiences

What did you say in your resume and cover letter? You must review them and be prepared to answer questions about your experiences and activities. Since you have researched the employer, you should have a good sense of what that employer is looking for in a new attorney. You must work out your marketing speech so that you can elaborate on your experiences in a clear, articulate and concise manner. The employer is not looking for you to repeat the material from your resume verbatim. The employer wants you to provide him or her with additional insight that addresses the ultimate question of why should we hire you. Being prepared to answer questions thoughtfully and concisely will also demonstrate that you have a good ability to express yourself and think on your feet.

VI. THE INTERVIEW QUESTIONS

The following list, which is by no means exhaustive, are common interview questions. This will help you to be more prepared and effective when making your responses.

1. What are your long-range and short-range goals and objectives, when and why did you establish these goals, and how are you preparing yourself to achieve them?

2. What specific goals, other than those related to your occupation, have you established for yourself?
3. What do you see yourself doing five years from now?
4. What do you really want to do in life?
5. What are the most important rewards you expect in your career?
6. What do you expect to be earning in five years?
7. Which is more important to you, the money or the type of job?
8. Why did you choose the career for which you are preparing?
9. What do you consider to be your greatest strengths and weaknesses?
10. How would you describe yourself?
11. What motivates you to put forth your greatest effort?
12. Why should I hire you?
13. What qualifications do you have that make you think that you will be successful?
14. How do you determine or evaluate success?
15. In what ways do you think you can make a contribution to our firm?
16. If you were hiring a graduate for this position, what qualities would you look for?
17. Why did you select your college or university?
18. If you could do so, how would you plan your academic study differently? Why?
19. Do you have plans for continued study? An advanced degree?
20. Do you think that your grades are a good indication of your academic achievement?
21. In what kind of work environment are you most comfortable?
22. How do you work under pressure?
23. How would you describe the ideal job for you following graduation?
24. Why did you decide to seek a position with this firm?
25. What two or three things are most important to you in your job?
26. Are you seeking employment in a firm of a certain size? Why?
27. What criteria are you using to evaluate the firm for which you hope to work for?
28. Do you have a geographical preference? Why?
29. Will you relocate? Does relocation bother you?
30. Are you willing to travel?
31. Why did you decide to attend law school?
32. In what school activities have you participated? Why? Which did you enjoy most?
33. How do you spend your spare time?
34. What jobs have you held? How were they obtained, and why did you leave?
35. What courses have you liked best in law school? Least? Why?
36. What do you know about our firm?

37. Do you feel your legal education has been good?
38. What qualifications do you have that will make you successful in this field?
39. How interested are you in sports?
40. If you were starting law school all over, would you still attend?
41. What is your rank in school? Is your GPA a good indicator of your abilities?
42. Was your involvement in school activities worth the time you devoted to them? Why?
43. What characteristics do you think a person needs to be a successful attorney?
44. Why do you think you would like practicing law?
45. Do you prefer working with others or by yourself?
46. Can you take instructions without feeling upset?
47. What have you learned from other jobs you have held?
48. Can we get recommendations from your previous employers?
49. What interests you about our firm? Why would you want to represent our clients?
50. What is your proudest moment?
51. What is your greatest strength?
52. What is your major weakness?
53. What area of law interests you? Why?
54. What job with the firm would you choose if you were given the choice?
55. What types of people seem to rub you the wrong way?
56. What are your special abilities?
57. What do you think the disadvantages of practicing law are?
58. What have you done that shows initiative and a willingness to work?
59. Tell me about yourself.
60. Do you have any questions?

VII. THE CRITICAL ANSWERS

There are certain questions that are asked frequently during job interviews. You should prepare some “talking points” for those questions so that you can convey your answer without rambling on and on. Some questions are tricky. By giving your answer some thought ahead of time, you can avoid being caught off guard.

Some the typical interview questions include:

A. Why should we hire you? Here's the chance to really sell yourself. You need to briefly and succinctly lay out your strengths, qualifications and what you can bring to the table. Be careful not to answer this question too generically, however. Nearly everyone says they are hardworking and motivated. Set yourself apart by telling the interviewer about qualities that are unique to you.

B. Why do you want to work here? This is one tool interviewers use to see if you have done your homework. You should never attend an interview unless you know about the company, its direction and the industry in which it plays. If you have done your research, this question gives you an opportunity to show initiative and demonstrate how your experience and qualifications match the company's needs.

C. What are your greatest weaknesses? The secret to answering this question is being honest about a weakness, but demonstrating how you have turned it into a strength. For example, if you had a problem with organization in the past, demonstrate the steps you took to more effectively keep yourself on track. This will show that you have the ability to recognize aspects of yourself that need improvement, and the initiative to make yourself better.

D. Why did you leave your last job? Even if your last job ended badly, be careful about being negative in answering this question. Be as diplomatic as possible. If you do point out negative aspects of your last job, find some positives to mention as well. Complaining endlessly about your last company will not say much for your attitude.

E. Describe a problem situation and how you solved it. Sometimes it is hard to come up with a response to this request, particularly if you are coming straight from academia and do not have professional experience. Interviewers want to see that you can think critically and develop solutions, regardless of what kind of issue you faced. Even if your problem was not having enough time to study, describe the steps you took to prioritize your schedule. This will demonstrate that you are responsible and can think through situations on your own.

F. What accomplishment are you most proud of? The secret to this question is being specific and selecting an accomplishment that relates to the position. Even if your greatest accomplishment is being on a championship high school basketball team, opt for a more professionally relevant accomplishment. Think of the qualities the company is looking for and develop an example that demonstrates how you can meet the company's needs.

G. What are your salary expectations? This is one of the hardest questions, particularly for those with little experience. The first thing to do before going to your interview is to research the salary range in your field to get an idea of what you should be making. Steer clear of discussing salary specifics before receiving a job offer. Let the interviewer know that you will be open to discussing fair compensation when the time comes. If pressed for a more specific answer, always give a range, rather than a specific number.

H. Why do you want to be a lawyer? “My father is a lawyer,” or “I’ve always enjoyed debate” are NOT sufficient answers. The interviewer wants to know that you are self-motivated to become a lawyer and that you understand that being an attorney involves more than just arguing. Did you or a family member have an experience with the law that made you want to pursue justice? Did a strong belief in equal rights lead you to law school? Be honest, but avoid answers that are trite or preachy. Just try to remember what first interested you in the practice of law.

I. Why are you interested in our firm? This is when you get to show off all the research you did on the firm, agency or organization. If you are impressed by the number of lawyers who participate in pro bono work, say so. If the strong intellectual property department intrigues you, let the interviewer know. Just avoid giving an answer that demonstrates that you didn't do your homework. For instance, don't go on and on about the elder law department when only one or two lawyers focus on that.

VIII. BE PREPARED TO ANSWER “DO YOU HAVE ANY QUESTIONS FOR ME?”

A. Questions for Interviewers

It can be a turn off if you have no questions about the position for which you are interviewing. As a result, you should be prepared to ask a couple of smart questions to demonstrate your interest in the position and employer. Some examples include:

1. What are its specialties and major areas of practice?
2. Are its clients solid and varied?
3. Does the firm have an active international practice with substantial foreign clients and offices outside the United States?
4. Is the firm’s success tied to many clients or a few? How is the firm affected by the business cycle, i.e., periods of recession?
5. Is the caliber of the firm's lawyers uniformly high--with solid and able people at all age levels and in all important legal areas?
6. Are the firm's organization and administration systems sound, and apparently running smoothly? Are there signs of cliques or dissidence?
7. What is the firm's future? Is it getting and keeping new people of high caliber? In recent years has it acquired important new clients?
8. Has the number of the firm's partners and associates grown significantly in the past 15 years?
9. What do new associates do? How is their work determined and assigned?
10. How do the associates’ work and responsibilities change over the years?

11. Must an associate become a specialist? If so, when? Who decides-- and how?
12. How is performance judged--and by whom? What are the criteria for advancement? When does an associate become a partner?
13. What skills are most and least important for an individual to possess as an associate?
14. How are new lawyers trained?
15. What cases best highlight this firm's strengths?
16. What could I expect to face in the first month, three months, and six months on the job?
17. What would you like the person in this position to achieve in the next six months?
18. What attracted you to this firm?
19. What do you find most challenging as a lawyer?
20. Did you start in your current practice area? If not, why did you switch?
21. What do you wish you had asked when you interviewed with the firm?
22. How is your job different from what you expected?
23. What attracts your clients to this firm? How are you able to retain them?
24. How long were you at the firm before you had significant client contact?
25. If you could change anything about your job, would you? If so, what would it be?
26. When will you be making a decision, and what is the process?

Remember to tailor the questions you ask to match the type of employer and interviewer you are meeting with.

B. Questions NOT to Ask an Interviewer

1. What kind of compensation can I expect?
2. Does your benefit plan cover mental therapy?
3. How many vacation days will I get?
4. Does the company give annual bonuses?
5. Will I be expected to work weekends?
6. Will you pay for my relocation expenses?

IX. LOOKING AND DRESSING THE PART

You need to dress conservatively and in a suit that fits you. Some recommendations are as follows:

A. Men

1. A two-piece suit is most appropriate. A sport coat and slacks are not appropriate for an interview. A suit with traditional styling is the best.
2. Color: solid navy blue, black or charcoal gray are traditional. A suit with subtle pinstripes is acceptable.
3. Jacket: two or three buttons and should fit well.
4. Shirt: white is the safest and hides sweat stains the best, off-white or pale blue are also acceptable.
5. Tie: a quality, silk tie with a subtle pattern, a red tie still signifies assertiveness, no bow ties.
6. Jewelry: take out all earrings, tongue rings, and facial piercings.
7. Shoes: make certain they are dress shoes and clean, well-polished and in good repair.
8. Socks: you need to wear socks and they should match your suit.
9. Belt: should match your shoes and not have a big flashy buckle.
10. A small leather briefcase or portfolio is appropriate and necessary to hold copies of your resume, a nice pen, and notepaper. Make certain your cell phone is turned off!
11. Hair: neat and well groomed, freshly shaven look is most professional.
12. Cologne: the last thing you want to do is give your employer an allergy attack, so either lay off the cologne or use it very, very sparingly.

B. Women

1. The best choice is a traditional skirt suit. Yes, a nice dress may look pretty, but it lacks a sense of authority. Yes, pants may be more comfortable, but a skirt suit is more formal.
2. Color: Navy blue, black or gray are most traditional.
3. Jacket: Make sure you can button it without having the fabric pull. Once the jacket is buttoned, it should not gape open around the buttons. If it does, it's too tight.
4. Skirt: The skirt should hover around your knee. Any shorter is unprofessional. Any longer and you may look dowdy. Make sure you can walk without the skirt riding up or wrinkling across your hips.
5. Shirt: A blouse or shell conveys a professional look. Try white, cream, or any pastel that coordinates with the suit and complements your skin tone.

6. Jewelry: Keep it simple. Wear no more than one pair of earrings. Small hoops or studs work best. A single strand of pearls adds polish, and your watch should have a nice leather band or a metal bracelet. Keep rings to a minimum—no more than one on each hand. Again, remove any facial piercings or tongue rings.
7. Shoes: Make sure they are clean and polished. The shoes should be closed toe. Choose a color that coordinates with your suit. Heels should be no higher than two inches. Make sure you can walk comfortably! If you buy new shoes, it may help to break them in a few days before the interview. Be sure to scuff up the soles so that you won't slip on polished hardwood or marble floors.
8. Pantyhose: Yes, you should wear them. A color that matches your skin tone works best. Avoid white or off-white. Stash an extra pair in your briefcase or purse in case of runs.
9. Purse/Briefcase: Carry one or the other, but not both. A briefcase can look more professional and will provide you with more room to carry extra copies of your resume, a good-quality pen, and some notepaper. Make sure your cell phone is turned off!
10. Hair: Keep it neat. If you have a tendency to play with your hair when you are nervous, you may want to tie it back away from your face.
11. Makeup: Don't cake it on. Keep it natural looking. No sparkles or excess shine.
12. Perfume: Keep in mind that heavy scents can trigger a sneezing fit, so consider skipping the perfume or wearing a very small amount.

X. THE MAIN EVENT

A. Make sure you are well rested before your interview. If at all possible, get outside for some fresh air. Know exactly where you are going and leave early. Factor in time for traffic, parking, and any other possible delays. Ideally, you should arrive at your interview site at least 20 minutes ahead of time. Check out the neighborhood, or sit in the lobby perusing your reading material. You should arrive at the receptionist's desk five minutes before your scheduled interview time.

B. Be Polite: Introduce yourself to the receptionist in a warm, professional manner. In some offices, every employee's opinion counts, so don't act like anyone is beneath you. If the receptionist asks to get you anything, make sure to say "please" and "thank you."

C. First Impressions: Often, people will form a judgment about you within the first 10 seconds of meeting you. Make your first impression a positive one. As your

interviewer approaches you, stand up straight and smile. Extend your hand, look the interviewer in the eye, and say, "Hello, Mr./Ms. Interviewer." Speak in a confident, upbeat tone to convey your enthusiasm to be there.

D. Body Language: Pay attention to the way you sit. Leaning forward in your chair can make you look eager, but it can also imply that you are nervous or on edge. Lean forward only when making an important point. Try to sit back in your chair to appear comfortable and confident. Maintain eye contact with your interviewer. If that is difficult for you to do, try focusing just above the eyes. Practice active listening. If you really try to absorb what the interviewer is saying, you will seem more focused and alert. Keep your hands folded in your lap when you are not talking, but it is fine to use some gestures when speaking. Just be aware of any nervous tics, such as playing with your hair or rubbing your nose. Women should keep their legs crossed at the ankle and men should keep both feet on the floor, knees together. Crossing the legs at the knee (women) or propping one ankle on the opposite knee (men) can appear too informal.

E. Keeping the Flow: In a good interview, you and the interviewer will share the responsibility for keeping the conversation going. You should not be passive, but at the same time, you shouldn't fight to control the interview. Instead, pay attention to the natural rhythm of the conversation. Don't interrupt your interviewer, but when it's your turn to speak, don't hesitate to talk yourself up. Remember, this is your opportunity to sell yourself. When you are asked a question, don't simply answer "yes" or "no." Elaborate with specific examples, if possible. Don't ramble, though. Keep your answers clear and succinct. Remember the marketing strategy you developed for yourself, and be sure to highlight your greatest strengths. This is when your interview practice will come in handy! If you are afraid, you will get flustered. You can keep a "cheat sheet" in your notebook of important points to talk about and smart questions to ask.

F. Sell, Sell, Sell: Never forget that the point of your interview is to impress your potential employer with your talent, drive, determination, and ambition. You want to turn the question "Why should we hire this person?" into "Why wouldn't we hire this person?" Always maintain a positive attitude, and portray yourself in the best positive light. A good attitude can be a strong selling point.

G. The Peer Interview: Sometimes, in addition to meeting with more senior partners, you will interview with associates who are closer to your age. This is a wonderful opportunity to find out what work at the firm is really like for someone at your level. Be careful how you relate to this interviewer, however. Now is not the time to show off your hyper-competitive, aggressive side. Remember, this is someone with

whom you could end up working closely. Act warm and friendly, but don't get overly chummy. You may end up talking about life outside the firm, but don't discuss your love life or your hard-partying weekend ways. This is still an interview, so keep it professional.

H. The Close: At some point, the interview will naturally draw to a close. The interviewer may ask if you have any more questions. You may want to ask just one more thing, but don't overstay your welcome. If you have another question or a final point to make, keep it brief. If this firm is one of your top choices, now is a good time to say so. You should always thank the interviewer for his or her time and say something like, "I've really enjoyed getting to know more about this firm. I hope we'll have the opportunity to speak again." Even if you think you bombed the interview, don't let on. The interviewer may have an entirely different impression. Remain confident and be sincere.

I. Body Language: Bad body language can sabotage your job interview. So, you thought you were the perfect candidate, but you did not make it past the first round. What happened? It could have been your body language. Your resume and cover letter can land you the interview, but how you present yourself will make or break you. Studies show that the first impression is based 7% on what you say, 38% on the tone of your voice, and 55% on your body language. When you walk into a job interview, a prospective employer develops an impression of you within 10 seconds, and a poor first impression is difficult to overcome.

1. When you walk into an interview:

- You want to project an air of confidence, not arrogance. Arrogance is the opposite of confidence and demonstrates a profound lack of self-confidence.
- Grasp the interviewer's hand firmly and look her straight in the eye when introduced. Your handshake should be firm -- not bone-crushing -- and your hand should be dry and warm. Try running cold water on your hands when you first arrive at the interview site. Run warm water if your hands tend to be cold. The insides of your wrists are especially sensitive to temperature control.
- Thank the interviewer for taking the time to talk.
- Don't sit down before the interviewer does, and don't throw yourself into the chair like a couch potato in front of the TV.
- If there is not a desk or a table between you and the interviewer that will establish a safe amount personal space, don't get any closer than

about 18 inches; two or three feet is even better and will be more comfortable for most people.

- Speak directly to the person when responding to a question. If more than one person is interviewing you, glance briefly at each of them while you are speaking, but always return your gaze to the person who asked you the question. You don't want to stare at her like you're trying to look into her soul, but be sure to make sure your eyes meet frequently. Avoid constantly looking around the room while you are talking.
- Sit up straight to project an image of alertness and interest in the interview. A slouching posture looks tired and uncaring. Check yourself out in a mirror or on videotape.
- Use hand gestures for emphasis, but get don't carried away.
- Emphasize your seriousness, interest, and confidence by making eye contact, tilting your head to catch questions, and smiling.
- If the interview is interrupted by a phone call, don't stare at the interviewer while he or she is on the phone; instead, motion that you're willing to leave the room if the call is important. If the interviewer says no, busy yourself with personal papers to create a sense of privacy. Pick up the discussion by saying something like "To get back to your question...." This will comfortably restart the conversation.
- **Don't Fidget:** There is nothing worse than people playing with their hair, clicking pen tops, tapping feet or unconsciously touching parts of the body.

2. **Simple actions can betray your innermost feelings. Here are some ways in which certain basic body language may be interpreted:**

- Arms folded across your chest is frequently seen as a defensive posture or, at best, as reserved and uninterested in the conversation.
- Standing with your hands in your pockets suggests a lack of confidence or unease.
- Sitting with legs crossed while shaking one leg or wiggling a foot suggests nervousness or severe discomfort.
- Staring blankly at the floor suggests a profound lack of interest in the conversation.
- Rubbing or touching your nose during a response suggests that you're not being completely honest.

- Rubbing the back of your head or neck suggests you're bored by the conversation.
- Pointing your feet toward the door or leaning in that direction suggests that you want to end the conversation quickly.
- Slouching in the chair suggests that you're unprepared for the interview or that, deep in your heart, you know you're not up to the job.
- Tipping your chair back suggests that you're overconfident and perhaps disdainful of the interviewer.
- If the interviewer leans back in his chair, clasps his hands behind his head, and smiles, that's probably a look of condescension. If he's drumming his fingers on the desk, more than likely, he's bored.

J. In Short:

1. Relax - be yourself.
2. Be honest about your skills and abilities - this is important for both you and the potential employer.
3. Show enthusiasm - let them know you are interested in what they do and have to offer.
4. Listen carefully - take time to reflect before answering questions. Don't be afraid to say you don't know; but don't do this too often.
5. Ask targeted questions; show you did your homework.
6. Stress your best qualities and what you could bring to the position in a positive manner.
7. Don't leave without them knowing you are interested in the position.
8. Finally, ask what the next step in the process is and when you could expect to hear from them.

XI. POST INTERVIEW FOLLOW-UP

A. Thank You, Thank You, Thank You: The thank-you letter is the finishing touch in the interview process. It shows that you have excellent manners and that you valued the time you spent with the interviewer. You should write a thank-you note even if you don't feel like the firm was a good fit for you. You never know when you might cross paths with your interviewer again. Write it the same day that you have the job interview, and get it in the mail so that it will arrive just a few days later. There are sample letters available in the Career Development Handbook.

**ON-CAMPUS INTERVIEWS (OCI)
HANDBOOK**

Appendix E

**The National Association
for Law Placement (NALP)**

**Suggested Timing Guidelines
for Job Offers**

TIMING GUIDELINES (GENERALLY)

The National Association for Law Placement (NALP) was organized in 1971 to promote the exchange of information and cooperation between law schools and employers. In order to advance those interests, the Association has developed these "Principles and Standards for Law Placement and Recruitment Activities."

The NALP "Principles and Standards for Law Placement and Recruitment Activities" were first adopted in 1978. Part V, "Standards for the Timing of Offers and Decisions," was derived from "Interviewing Procedures for Law Students and Prospective Employers," a set of guidelines originally adopted in the early 1960s by a group of law schools meeting under the auspices of the Association of the Bar of the City of New York. Subsequent modifications were adopted in 1985, 1988, 1992, 1994, 2002, 2004, 2005, 2009, and 2010.

Please keep in mind that these guidelines are mere suggestions. Employers are under no obligation to abide by these guidelines.

NALP GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS (full text at <http://www.nalp.org/fulltextofnalpprinciplesandstandards>)

The wording below is taken from Section V of the NALP Principle and Standards and was approved by the NALP Board of Directors on February 25, 2010, and is in effect for the 2010-2011 recruiting season on a provisional basis. In April 2011, the NALP membership will vote on continuation of these provisions.

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

1. Employers offering full-time positions to commence following graduation 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. Offers made after December 15 for full-time positions to commence following graduation 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 full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least November 1 of the candidate's final year of law school. 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.

4. Employers offering candidates full-time positions to commence following graduation 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.

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. 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 November 1. 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.
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

1. Law schools should not offer career services to first-semester first year law students prior to November 1 except in the case of part-time students who may be given assistance in seeking positions during the school term.
2. Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.
3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.