AGENDA

- On-Campus Interview Program (OCI)
- Regional Interview Program
- Resume Collections
- CP&P Resources
- Next Steps
ON-CAMPUS INTERVIEW PROGRAM (OCI)
OCI IN A NUTSHELL

A condensed period during which employers come to campus and conduct brief screening interviews
OCI INTERVIEW DATES

- Wednesday, August 15 – Friday, August 17
- Monday, August 20 – Thursday, August 23
OCI LOCATION

Lauder Career Center, McNeil Building

3718 Locust Walk
OCI LOCATION

Approximately a 10-minute walk from the Law School
OCI IMPORTANT DATES

Resume review:  May 4 – June 6
Bid list review:  June 6 – June 29
Bidding:  June 19 at noon – July 10 at 11:59 p.m.
Preliminary schedules released:  July 17 at 5:00 p.m.
Open cancellation period:  July 17 at 5:00 p.m. – July 24 at 5:00 p.m.
Final schedules released:  July 31 at 5:00 p.m.
Mandatory kick-off meeting:  August 13
On-campus interviews:  August 15 – August 23
Callback interviews:  August 24 – September 7; September 24
OCI RESUME REVIEW

Resume review: May 4 – June 6

Send your resume in Microsoft Word format to all-cpp@law.upenn.edu

Review guidelines on the CP&P website as you update your document

Include your 1L summer position

A CP&P counselor will respond with suggestions in track changes format
OCI BID LIST REVIEW

Bid list review: June 6 – June 29

Send your resume, transcript and proposed bid list to all-cpp@law.upenn.edu

A CP&P counselor will review your materials and provide feedback and suggestions on your bidding strategy
OCI BIDDING

Bidding: June 19 at noon – July 10 at 11:59 p.m.

• The basics
  • What is bidding, anyway?
  • Each student has an initial pool of 60 bids

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**Successful top 10 bids**

<table>
<thead>
<tr>
<th># of top 10 bids assigned</th>
<th>% of students</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
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<tr>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>
OCI BIDDING

Bidding: June 19 at noon – July 10 at 11:59 p.m.

• How do you know which employers are participating?
• CP&P website
  • Excel spreadsheet detailing employers, office locations, and number of interview slots available
  • You can save the document, sort by various categories and add your own columns
  • Updates will be made throughout the season
OCI BIDDING

Bidding: June 19 at noon – July 10 at 11:59 p.m.

• How do you know which employers are participating?
  • Symplicity
OCI BIDDING

Bidding: June 19 at noon – July 10 at 11:59 p.m.

- How do you decide which employers to bid on?

Evaluate your career goals
- Geography
- Practice area interest

Conduct employer research
- CP&P website
- Networking
- Symplicity
- Employer websites
- Third-party resources
OCI BIDDING

Bidding: June 19 at noon – July 10 at 11:59 p.m.

• How do you decide how to rank your bids?
  • Career goals and employer research
  • Bid list review
OCI BIDDING

Bidding: June 19 at noon – July 10 at 11:59 p.m.

• How do you decide how to rank your bids?
  • Penn Law-specific data

<table>
<thead>
<tr>
<th>Firm X LLP</th>
<th>Washington, DC</th>
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<tbody>
<tr>
<td></td>
<td>Grades of Successful Penn Law Applicants:</td>
</tr>
<tr>
<td></td>
<td>Office Size: 500</td>
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<tr>
<td></td>
<td>Partner/Associate Ratio: 175:325</td>
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<tr>
<td></td>
<td>Summer Class Size 2011: 31</td>
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<tr>
<td></td>
<td>OCI Slots 2011: 40</td>
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<tr>
<td></td>
<td>% Bids Successful 2011: 33%</td>
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<tr>
<td>Callback Invitations Extended to Penn Law Students 2011:</td>
<td>6</td>
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<tr>
<td>Callbacks Accepted by Penn Law Students 2011:</td>
<td>5</td>
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<tr>
<td>Offers Extended to Penn Law Students 2011:</td>
<td>3</td>
</tr>
</tbody>
</table>
OCI BIDDING

Bidding: **June 19 at noon – July 10 at 11:59 p.m.**

• How do you actually place your bids?
  • Bids are entered in Symplicity
  • Bids are not first-come, first-served – but don’t wait until the last minute!
OCI PRELIMINARY SCHEDULES

Preliminary schedules released:  July 17 at 5:00 p.m.

• How are the interviews assigned?
  • Interviews are assigned on a lottery basis
    • Employers are not able to review resumes or transcripts and choose which students they would like to interview
    • Limited exception for IP employers

• You are guaranteed an interview with all of the employers on your preliminary schedule; however, the time of your interview may change prior to the release of final schedules
OCI OPEN CANCELLATION PERIOD

Open cancellation period: July 17 at 5:00 p.m. – July 24 at 5:00 p.m.

• During this period, you may cancel interviews on your preliminary schedule through Symplicity
  • All cancellations must be made by 5:00 p.m. on July 24
  • Cancellations after this time will only be permitted in the event that you have accepted another job offer or have a personal emergency

• You may also add yourself to waitlists for both employers that you bid on but did not receive an interview with and employers that you did not initially bid on
  • You must affirmatively sign up for waitlists
OCI FINAL SCHEDULES

Final schedules released: July 31 at 5:00 p.m.

• How are the final schedules created?
  • Upon the close of the open cancellation period, the Symplicity algorithm is run again
  • Interviews that students have canceled are removed from their schedules
  • Those open spots are filled with students on the corresponding waitlists
  • Interview times may change from your preliminary schedule in order to maximize waitlist movement
OCI FINAL SCHEDULES

Final schedules released: July 31 at 5:00 p.m.

- At this point in the process, interview schedules and student resumes are distributed to employers
  - We provide resumes only to employers in advance of your interviews

- Employers are also able to see the resumes of all students on their waitlist
OCI MANDATORY KICK-OFF MEETING

Mandatory kick-off meeting: August 13

- There will be a mandatory kick-off meeting at the Law School on Monday, August 13
- We will provide important last-minute logistical information and conduct interview preparation exercises
- Additional details will be forthcoming
OCI INTERVIEW DATES

- Wednesday, August 15 – Friday, August 17
- Monday, August 20 – Thursday, August 23
CALLBACK INTERVIEWS

 Callback interviews: August 24 – September 7; September 24

 What is a callback interview?
  • A second-round interview that takes place at the employer’s office
  • Typically 2-3 hours long and consists of interviews with several attorneys

 Interviews should be scheduled at a mutually convenient time between you and the employer

 Timeframe for hearing about callbacks varies by individual employer and geographic location

 Additional information about preparing for – and what to expect at – callback interviews will be forthcoming
OFFERS

• NALP guidelines
  • 28 days
  • Hold no more than 5 offers open at one time
You travel to the relevant location on a designated date at your own expense to attend screening interviews at employer offices.
REGIONAL INTERVIEW PROGRAM

Why participate?

• Demonstrate your commitment to and interest in a particular geographic location to employers

• Have access to employers that are not coming on campus

• Get a head start on the recruiting process
REGIONAL INTERVIEW PROGRAM INTERVIEW DATES

- Atlanta: Thursday, August 2
- Chicago: Thursday, August 2
- Miami: Thursday, August 2
- Denver: Friday, August 3
- San Diego: Friday, August 3
- Texas: Friday, August 3
- Los Angeles (downtown): Monday, August 6
- Los Angeles (Century City): Tuesday, August 7
- San Francisco: Thursday, August 9
- Menlo Park/Palo Alto: Friday, August 10
REGIONAL INTERVIEW PROGRAM LOCATION

- Interviews are held at the offices of participating firms.
- You will be provided with the address and additional necessary information.
- Interviews will be scheduled in a manner that provides you with sufficient time to travel between offices.
REGIONAL INTERVIEW PROGRAM IMPORTANT DATES

- **Bidding:** June 11 at noon – June 17 at 11:59 p.m.

- **Preliminary schedules released:** June 28 at 5:00 p.m.

- **Open cancellation period:** June 28 at 5:00 p.m. – July 6 at 5:00 p.m.

- **Final schedules released:** July 9 at 5:00 p.m.
REGIONAL INTERVIEW PROGRAM PROCESS

- Substantially similar to OCI process detailed previously
  - Conduct research
  - Bid on employers
    - 50 bids – separate from OCI bids
  - View preliminary schedule
  - Cancel interviews and add to waitlists if necessary
  - View final schedule
RESUME COLLECTIONS
RESUME COLLECTIONS IN A NUTSHELL

Employers who do not participate in OCI or the Regional Interview Program, but specifically want to solicit applications from Penn Law students

Applications for each firm are collected through Symplicity and sent to the corresponding firm recruiter in one packet
APPLYING TO RESUME COLLECTIONS

• Resume collections will be managed through Symplicity

Postings will become available on May 4

• Resume collections will be posted throughout the summer as additional employers contact us

All applications will be due on July 30
CP&P RESOURCES IN A NUTSHELL

- Online resources
- Individual appointments
- Summer programming
NEXT STEPS

- **Now:** focus on classes

- **After exams:** review online resources and begin to develop job search strategy

- Pay attention to CP&P communications

- Make note of upcoming deadlines
QUESTIONS?
QUESTIONS?

- Office hours

- Email all-cpp@law.upenn.edu

- Make an appointment with a counselor through Symplicity or by email