

Office of Career Services

Off-Campus and On-Campus Interview Programs (OCI) Policies, Procedures, Requirements and Preparation

Overview

The off-campus and on-campus interview programs (OCI) present interview opportunities to students and invited graduates. Most off-campus or on-campus interviews are first interviews in a selection process which involves second (call-back) interviews and sometimes additional interviews, usually at the firm soon after the on-campus interview. More rarely, the off-campus or on-campus interview is the first and only interview in the firm's process. A call-back interview usually is comprised of a series of interviews with various persons in the firm, particularly when the call-back interview is with a large firm. A call-back interview frequently consists of separate interviews with several persons in the firm and sometimes includes a group interview where several individuals interview you at one time.

You may find you do not meet the specified qualifications for firms or other legal employers recruiting on campus. While the Office of Career Services strives to attract a diverse group of employers to participate in the OCI Programs, it cannot require employers to participate, dictate their job requirements, or control the job market. Therefore, all students are encouraged to utilize every available job search resource to achieve a successful employment outcome; do not rely only on interviews scheduled by the Office of Career Services to obtain job offers. Include job search resources at our web site, Career Library, and bulletin boards. Include faculty in your search; they have extensive connections throughout the nation. Network with alumni for information about their geographic locations and legal practice areas. It is your knowledge of what you want and your hard work that will secure the right opportunity for you. The Office of Career Services is here to offer assistance in any way that we can; get to know our staff, don't wait until the last semester before you graduate to get to know us and our services.

The OCI Programs are designed to benefit both employers and students. From the perspective of employers, the program is an affordable, effective recruitment and public relations tool. If it stops being so, they discontinue participation; this often happens if not enough students sign up to interview with an employer. From the perspective of students, the program is a convenient means in which to interview with firms with which they might not have the opportunity if OCI did not exist. Because of the importance of the programs, it is necessary to establish policies and procedures for implementation of the programs. It is the role of the Office of Career Services to maintain the integrity and quality of the programs for all involved.

Sign-Up Procedures

1. Attend Career Orientation Meeting. Any student wishing to participate in interview programs must attend the mandatory 1L, 2L and 3L Career Orientation Meetings held each academic year.

2. Submit application materials. Each student wishing to participate in the OCI programs must

submit 10 copies of their résumé, 10 copies of a writing sample, and a completed Transcript Release Form to the Office of Career Services in May. These materials will be used during the following summer and fall interview programs, including off-campus, on-campus, and video conference interviews. Students that fail to submit materials in May must contact the Office of Career Services at lawjobs@siu.edu to obtain permission to participate during any summer or fall interviews. Students should check the Fall Recruiting Season link at the Career Services section at www.law.siu.edu for detailed information about any additional employer-requested materials which must be submitted to the Office of Career Services by the deadline specified. It is imperative that you meet stated deadlines. All employers participating in the OCI programs review application materials submitted to pre-select which students will interview with that employer. Not all students that submit application materials may be selected to interview with that employer.

3. Review this document. Each student participating in the OCI programs is expected to abide by the policies, procedures and requirements discussed at the Orientation and outlined in this document.

4. Review the required qualifications. Each student must review the required qualifications listed for each OCI position and determine eligibility for the position prior to submitting application materials or signing up for the interview. Each student is required to view the web site list of employers participating in off-campus or on-campus interviews and submit to the Office of Career Services the names of the employers to whom they wish to have application materials submitted to by the Office of Career Services.

5. Research the employer. Each employer participating in the OCI program is requested to send their web site address or firm literature to be placed in the Career Center. In addition, the Law Library and Morris Library have various resources to help in researching employers. It is expected by each employer and the Office of Career Services that you will research the firm and its career opportunities prior to submitting application materials or scheduling an interview with the firm.

6. Schedule interview time. Approximately three to seven working days prior to a OCI visit, the employer will send the Office of Career Services a list of students they have chosen for interviews. Notices will be sent via e-mail to these students. It is imperative that you check your e-mail regularly! For on-campus interviews scheduled during the semester, within 24 hours of receiving such a notice, the selected students should schedule a specific interview time on the sheet at the Office of Career Services, Room 212A. For off-campus and on-campus interviews scheduled during summer, interview times will be assigned to selected students.

Cancellation Procedures

1. Cancellation after application materials have been sent, but prior to employer selection. If you no longer wish to be considered for an interview by an employer with whom you have expressed an interest, notify the Office of Career Services first and send the employer a letter stating your removal from consideration. A copy of this letter must be provided to the Office of Career Services first.

2. Cancellation after employer selection. If you decide not to schedule an interview with an employer after you have been selected, you must write a letter of apology to the employer and send

it prior to the recruitment visit; a copy of this letter must be provided to the Office of Career Services. If a copy of this letter is not received by the Office of Career Services prior to the recruitment visit, you will not be able to participate in future interviews for the remainder of the academic year.

3. Disengagement. Any student who cancels more than two interviews after employer selection (#2 above) will be disengaged from the OCI Programs for the academic year and must meet with the Director of Law Student Development to discuss damage done to the relationships with the employers involved with OCI.

No-Show Policy

1. Not appearing for a scheduled interview. If a student does not show up for a scheduled interview, s/he must send a letter of apology to the employer within 24 hours of the recruitment visit. A copy of this letter must be provided to the Office of Career Services first and a meeting must be held with the Career Services Specialist. If a copy of this letter is not received by the Office of Career Services within 24 hours of the recruitment visit, you will not be able to participate in future interviews for the remainder of the academic year.

2. Disengagement. Any student who does not attend two or more scheduled interviews will be disengaged from the OCI Programs for the academic year and must meet with the Director of Law Student Development to discuss damage done to the relationships with the employers involved with OCI.

National Association for Legal Career Professionals (NALP)

The National Association for Legal Career Professionals (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 *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 and 2005.

Principles & Standards for Law Placement and Recruitment Activities and Principles & Standards Interpretations are available at <http://www.nalp.org>. Each law student is expected to read and know the contents of these principles and standards. Important dates and deadlines for interviews and job offers are included in this information.

The following charts summarize the Standards outlined in Part V of NALP's Principles & Standards.

Holding Offers Open

Number of offers students may hold	5	4	3	2	1
After Sept. 15	x				
After Oct. 1		x			
After Oct. 15			x		
After Nov. 1, with employer's consent				x	
After Dec. 1, with employer's consent					x

2L/3L Student Response Dates

2L/3L Student Response Dates	Nov. 1	Dec. 1
2L/3L student previously employed and offer made before September 15	x	
2L/3L student with an offer deadline of November 1 may extend to this date with employer's permission if student holds only ONE OTHER offer		x
2L/3L student previously employed and offer made after September 15		x
2L/3L student not previously employed must respond		x