

## **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. 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.

The Office of Career Services strives to attract a diverse group of employers to participate in the OCI Programs. Each firm will have their individual applicant requirements. If you do not meet those requirements, it may be that a direct application from you to the employer can highlight additional information about you that would be very attractive to the employer.

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. Our faculty 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 can happen 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.** Students should check the link at the Career Services section at [www.law.siu.edu](http://www.law.siu.edu) for detailed information about any employer-requested materials which must be submitted to the Office of Career Services by the deadline specified. All employers participating in the OCI programs review application materials submitted to them by Career Services in order to pre-select which students will be chosen to interview with that employer. Those students chosen will be notified by email and an interview schedule will be arranged.

**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. 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.

### **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, submit to Career Services a letter to the employer stating your removal from consideration. Career Services will notify the employer and send the letter for you.

**2. Cancellation after employer selection.** If you decide not to schedule an interview with an employer after you have been selected, please write a letter of apology to the employer and submit it to Career Services. We will notify the employer and send the letter for you.

**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 bring to Career Services a letter of apology to the employer within 24 hours of the recruitment visit and a meeting must be held with the Career Services Specialist. This is so important to our relationship with the employer, that failure to follow these instructions will mean that the student 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 <b>and</b> offer made <b>before</b> 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 <b>ONE OTHER</b> offer		X
2L/3L student previously employed <b>and</b> offer made <b>after</b> September 15		X
2L/3L student <b>not</b> previously employed must respond		X