

CAREER SERVICES OFFICE

ON-CAMPUS INTERVIEW PROGRAM (OCI) POLICIES, PROCEDURES, REQUIREMENTS AND PREPARATION

OVERVIEW

The On-Campus Interview Program (OCI) presents interview opportunities to students. While most of these interviews with prospective employers are employment interviews, some are simply informational interviews. Most on-campus interviews are first interviews in a selection process which involves second (call-back) interviews and sometimes additional interviews, usually at the employer's location soon after the on-campus interview. More rarely, the on-campus interview is the first and only interview in the organization's process. A call-back interview usually is comprised of a series of interviews with various persons in the organization, particularly when the call-back interview is with a large organization. A call-back interview frequently consists of separate interviews with several persons in the organization.

You may find you do not meet the specified qualifications for legal employers recruiting on campus. While the Career Services Office strives to attract a diverse group of employers to participate in the OCI Program, 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. It is your hard work that will secure the right opportunity for you. Please be sure to see the Career Service Specialist soon and often for guidance and assistance.

The On-Campus Interview Program is 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. From the perspective of students, the program is a convenient means in which to interview with organizations with which they might not have the opportunity if OCI did not exist. Because of the importance of the program, it is necessary to establish policies and procedures for implementation of the program. It is the role of the Career Services Office to maintain the integrity and quality of the program for all involved.

SIGN-UP PROCEDURES

1. Attend the Orientation Meeting. Each student wishing to participate in the on-campus interview program must attend the 2L and 3L Career Services Orientation Meeting held during the first week of the fall semester.

2. Submit current résumés. Each student wishing to participate in the on-campus interview program must submit an original résumé along with any other requested materials

from the employers after signing up for any on-campus interview. You are responsible for supplying the Career Services Office with current résumés and cover letters and other materials as requested by the stated deadline.

3. Review this document. Each student participating in the on-campus interview program is expected to abide by the policies, procedures and requirements outlined in this document.

4. Review the required qualifications. Each student must review the required qualifications listed for the position and determine eligibility for the position prior to signing up for the interview.

5. Research the employer. Each employer participating in the on-campus interview program is requested to send firm literature to be placed in the Career Services Library. In addition, the Law Library and Morris Library have various resources to help in researching employers. It is expected by each employer and the Career Services Office that you will research the organization and its career opportunities prior to scheduling an interview.

6. Sign up for on-campus interview consideration. Approximately ten to twelve days prior to each employer's on-campus interview date, a sign-up sheet is posted for you to indicate your willingness to have your résumé submitted to the employer for on-campus interview consideration. The employer reviews all résumés and selects the students to interview.

7. Schedule on-campus interview. Approximately three to seven working days prior to a recruitment visit, the employer sends the Career Services Office a list of students they have chosen for interviews. Notices will be sent to these students. These will be sent by email. Within 24 hours of receiving such a notice, the selected students should schedule a specific interview appointment at the Career Services Office, Room 212A.

CANCELLATION PROCEDURES

1. Cancellation prior to sign-up deadline. If you wish to cancel an interview prior to the sign-up deadline, simply remove your name from the sign-up sheet.

2. Cancellation after the sign-up deadline 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 Career Services Office first and send the employer a letter stating your desire. A copy of this letter must be provided to the Career Services Office first.

3. Cancellation after employer selection. If you decide not to schedule an interview with an employer after you have been selected, you must send a letter of apology to the employer. A copy of this letter must be provided to the Career Services Office. If a copy

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

4. Disengagement. Any student who cancels more than two interviews after employer selection (#3 above) will be disengaged from the On-Campus Interview Program for the academic year.

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 Career Services Office first and a meeting must be held with the Career Service Specialist. If a copy of this letter is not received by the Career Services Office 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 On-Campus Interview Program for the academic year.

Effective August 2004