

Fall 2011 On-Campus Recruiting Program (OCI)

The Fall On Campus Recruiting Program (OCI) is an interview program in which **large (and some mid-sized) law firms, corporations and government agencies** interview 2L students for summer and, in some limited cases, 3Ls students for post graduate positions. Most interviews take place on campus in the Career Planning Office. *This fall, interviews will begin on August 15th and will end sometime in September or possibly early October.*

While this program is open to all employers that wish to participate, smaller firms and public interest organizations generally do not participate and instead hire on an “as needed” basis, through less formal means, much closer to the time when the position would begin (i.e., spring semester). Large firms that hire 2LS for summer positions are actually projecting their need 2 years ahead, since these summer 2Ls positions can *potentially* lead to offers of permanent post graduate employment.

Students apply to employers through the OCI section of Symplicity this summer, beginning in July. Employers are currently registering for on campus interview dates and will continue to do so until OCI begins (and possibly during OCI). You can view those that have already signed-up now. Just login to Symplicity, click “OCI”, then under “Search Filters” drag the Session drop down box to Fall 2011 OCI Session 1 (we will be adding additional sessions if it becomes necessary). **NOTE that once OCI begins you will only be able to view and apply to employers that are accepting applications from your class year.**

The majority of participating employers are interested in second-year students for summer 2012 positions; however, in some very limited cases employers may interview third-year students for permanent positions to begin in 2012. Additionally, employers may ask us to collect resumes or announce positions that students may apply for directly, with interviews at the employers’ offices.

1) Application Process

Students apply to employers under the OCI section of Symplicity. There are potentially five OCI sessions, each with a different set of employers (see attached “Fall OCI – 2011: Important Dates”). **Most employers choose to interview during Session 1, but as employers continue to register throughout the spring, summer and early fall, Sessions 2 – 5 may be populated with employers, as well.** You may submit applications any time during the application period for each session. All application/sign-up periods open at 8:00 a.m. on the first day of the period and close at 4:30 p.m. on the last day of the period. Since each OCI session has a different set of employers, you will need to login to your Symplicity account during all 5 application periods to view employers and to apply. You may apply to as many employers as you would like.

For the purposes of this program, students who are scheduled to graduate in May 2012 or December 2011 may be considered 3Ls. 3L positions are permanent, to begin sometime after graduation. Students who are scheduled to graduate in May 2013 or December 2012, and evening students scheduled to

graduate in May 2014 or December 2013, may be considered 2Ls. 2L positions are for summer 2012.

Each employer will list their hiring criteria in their Symplicity listing. Please pay close attention to this criteria. **Specifically, if an employer requires a technical background/degree as many IP firms do, DO NOT apply if you do not have the required background.**

Some basic information on each employer is included in their profile online in your Symplicity account. However, in order to determine whether to apply to a particular employer, it is imperative that you thoroughly research each employer through the employer's website, Lexis/Martindale at www.martindale.com, Westlaw or the NALP directory at <http://www.nalpdirectory.com/>, as well as legal news publications.

Do not round up your GPA on your resume. List all 3 digits after the decimal point (e.g., 3.205). Rutgers officially does not calculate class rankings and all employers receive a letter from Career Planning stating our non-ranking policy. You may not indicate an estimated class ranking on your resume. The only exception is that if you make First Year Honors, or Dean's Scholar or Dean's List, you may indicate that those honors are given to only a certain percentage of your class or the entire student body for a particular semester or year (e.g. top 5% for Dean's scholar and top 25% for Dean's list.) However, you may not imply that such an achievement reflects an overall class rank.

Application Instructions:

1. Login to [Symplicity](#)
2. Click on OCI
3. The next screen should be the Employers/Application Period tab
4. Choose the appropriate session under the session drop down box (Fall 2011 OCI Session 1 – Fall 2011 OCI Session 5)
5. Click Review next to the employer's name
6. Choose the appropriate application materials from the drop down box(es) on the right of your screen
7. Click Apply

NOTE: You must upload the appropriate application materials before applying. To upload application materials: go to Documents, then click Add New and upload your document. Your document will then be available to use when you apply. You may upload up to 10 documents. Deleting a document *after* you used it to apply to an employer will not affect that application.

View Application and Interview Sign-up Dates for each session:

1. Login to [Symplicity](#)
2. Click on OCI
3. The next screen should be the Employers/Application Period tab
4. Choose the appropriate session under the session drop down box (Fall 2011 OCI Session 1 – Fall 2011 OCI Session 5)

The dates will appear in the grey box under Important Dates.

Upload a New/Updated Resume to Existing OCI Applications:

1. Login to [Simplicity](#)
2. Click on OCI
3. The next screen should be the Employers/Application Period tab
4. Choose the appropriate session under the session drop down box (Fall 2011 Session 1 – Fall 2011 Session 5)
5. Choose the correct resume from the drop down menu in the middle of your screen, under Default OCI Resume
6. Click Update All

Unless you do this before the close of the application period, employers will see the original resume that you used to apply to them.

You may update your application materials anytime during the application period. Once the application period is closed, your materials will be viewable to the employer and you may no longer update those materials.

2) Post-Application Process

Employers will select the students they would like to interview. Students selected for interviews (preselects) will be notified by email. If you have your junk/spam mail setting set to exclude bulk mail, we suggest that you login to Symplicity and click on OCI during to the interview sign-up periods to check to see if you have been chosen for an interview. If you have been selected for an interview, you will see an option inviting you to sign-up for (or decline) an interview time slot.

Students selected for interviews will sign-up for interview slots online under the OCI section of Symplicity according to the attached schedule. To avoid conflicts, **do not schedule your interviews back-to-back** (i.e., one interview begins just as another is ending.)

Interview sign-up instructions:

1. Login to Symplicity
2. Click on OCI
3. The next screen should be the Employers/Application Period tab
4. Choose a session under the session drop down box (Fall 2011 OCI Session 1 – Fall 2011 OCI Session 5)
5. Click the Accept Preselect/Accept Alternate button or the Decline button
6. If you accept the invitation, at the next screen choose an interview time slot
7. Click Sign-up

Students selected for an interview must sign-up for an interview slot OR decline the invitation during the interview sign-up period. If all selected students do not sign-up any available time slots will be released for students selected as alternates. Alternates will be notified by e-mail. Alternates may be accepted on a first come, first served basis, or they may be in order of the employer's preference.

All on-campus interviews will be conducted in the Career Planning office. Most interviews are scheduled for 15 or 20 minutes, but actual interview lengths may vary. Students usually interview with one or two attorneys from the hiring employer.

Some employers will choose to interview students at their offices instead of on the Rutgers-Camden campus. Employers who wish to interview students at their offices will contact students directly to schedule interviews.

Scheduling Issues:

All scheduling issues must be directed to Doreen Clayton, On Campus Recruiting Coordinator, at dclayton@camden.rutgers.edu or 856-225-6178. Any other questions, including issues such as how to prepare for interviews and questions about employers, should be directed to your assigned career counselor.

a. Withdrawal Policy.

Cancellations should occur only for good cause and must be communicated as soon as possible via telephone (856-225-6178) or e-mail (dclayton@camden.rutgers.edu) to Doreen Clayton in the Career Planning Office at least 48 hours prior to the scheduled interview. This is a courtesy to the employer and to your fellow students who may then fill the open time slot. Failure to comply may result in a student being barred from further participation in the fall recruiting program.

b. Missed Interview Policy.

If a student misses a scheduled interview for any reason, the student must send a letter of apology to the employer, with a copy to Doreen Clayton in Career Planning, within 24 hours of the missed appointment. Failure to comply may result in a student being barred from further participation in the fall recruiting program.

Offer and Acceptance:

Many employers who participate in the Fall Recruiting Program are National Association for Law Placement (NALP) members and as such agree to abide by NALP's **Principles and Standards for Law Placement and Recruiting Activities**, including the **General Standards For The Timing of Offers and Decision**. Listed below are several key guidelines with respect to the timing of offers and decisions:

A. General Provisions

1. 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;
2. A student **should not hold open more than five offers** of employment at any one time. For each offer received that places a student over the offer limit, the student should, within one week of receipt of the excess offer, release an offer.

B. Summer and Full-Time Employment Provisions

1. Employers offering summer or full-time positions to commence after graduation to candidates **not** previously employed by them **should leave the offers open for 28 days*** following the date of the offer letter or until December 30, whichever comes first;
2. Employers offering summer or full-time positions to commence after graduation to candidates previously employed by them **should leave the offers open until 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.

3. 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.
4. Offers made after December 15 for summer positions or full-time positions to commence after graduation should remain open for at least two weeks;
5. Students actively pursuing positions with public interest or government organizations can request that ONE employer extend its deadline to accept an offer as late as April 1;
6. Employers offering summer or full-time to commence after graduation to candidates and having a total of 40 attorneys or fewer in all offices are exempted from the provisions 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

*The clock starts running on the day after the date of the offer letter and stops running at the close of business on the 28th day.

**You are encouraged to read the full text of
NALP's General Standards for The Timing of Offers and Decisions at
[http://www.nalp.org/fulltextofnalpprinciplesandstandards#Part V. General Standards](http://www.nalp.org/fulltextofnalpprinciplesandstandards#Part_V._General_Standards)**

Fall OCI – 2011: Important Dates

There are potentially five OCI sessions, each with a different set of employers. **Most employers choose to interview during Session 1**, but as employers continue to register throughout the spring, summer and early fall, Sessions 2 – 5 may be populated with employers as well. Since each OCI session has a different set of employers, you will need to login to your Symplicity account during all 5 application periods to view employers and to apply. You may apply to employers any time during the application period. Students selected for interviews will be notified by email and will sign-up for interviews online in the OCI section of Symplicity. Since students selected for interviews sign-up for time slots on a first-come first served basis, you should sign-up as early in that process as possible to have the best chance at getting your first choice time slot.

**All application/sign-up periods open at 8:00 a.m. on the first day of the period
and close at 4:30 p.m. on the last day of the period.**

Session	Application Period	Sign-up Period for Students selected for Interviews	Sign-up Period for Students Selected as Alternates for Interviews
1 (8/15 - 8/26)	July 8 - July 14	August 2 - August 4	August 8 - August 10
2 (8/29 - 9/9)	July 22 - July 28	August 16 - August 18	August 22 - August 24
3 (9/12 - 9/23)	August 5 --August 11	August 30 - September 1	September 5 - September 7
4 (9/26 - 10/7)	August 19 - August 25	September 13 - September 15	September 19 - September 21
5 (10/10 - 10/31)	September 2 - September 8	September 27 -September 29	October 4 - October 6