

# The Ovadia Career Planning & Placement Office

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# On-Campus Interview Program

- The **Fall On-Campus Interview Program (OCI)** offers 2L and 3L students the opportunity to interview on campus for summer law clerk positions and post-graduate jobs.
  - The large firms typically interview 2Ls for their summer associate programs (most of these firms hire entry-level attorneys exclusively from their summer program)
  - Government agencies typically interview 3Ls for post-graduate positions.
- In recent years, approximately 30-40 private law firms, public interest organizations, and government agencies have visited FIU Law to interview students during the annual OCI Program.

# Résumé Collect Program

- The **Résumé Collect Program** offers employers an additional opportunity to review résumés from FIU Law students. Résumés are collected on behalf of employers, who then arrange to interview selected students.
- In recent years, approximately 10-20 employers have requested to review résumés from FIU Law students during the annual Résumé Collect Program.

# Key Dates

- **Fall recruiting starts on August 16 and continues throughout the fall semester.**
- Student registration (“bidding”) for the first phase of OCI begins on August 6<sup>th</sup> and ends on August 9<sup>th</sup>. It is your responsibility to monitor all Sessions and Schedules in Symplicity for additional employers and deadlines.
- *\*Note: The deadlines for each Résumé Collect are employer-specific so you must look within each posting!*

# Fall Recruiting Process

- The Ovadia CP&P Office uses Symplicity to manage fall recruiting.
- We recommend that you submit your résumé and cover letter via Symplicity for review before the bidding period.
- Bid for on-campus interviews with employers that interest you via Symplicity.
- After the bidding deadline, employers review student materials and make selections for interviews. Students are notified that they have been selected via Symplicity.
- During the interview sign-up period selected students choose an interview slot via Symplicity.
- Employers receive interview schedules in advance of the interview date.

# FAQ

- **Should I bid if I don't meet an employer's required/preferred class rank/GPA cutoff?**

Most large firms have GPA/class rank requirements, and they generally don't veer far beyond their threshold. If you are close to the required GPA and have some significant activities or previous relevant work experience then consider bidding.

# FAQ

- **Does bidding for an employer obligate me to interview?**

If you are selected, we strongly recommend that you take the initial interview. Please research an employer sufficiently to ensure comfort with your bids. You have discretion whether to take 2nd round interviews (i.e. call backs). If you have accepted another offer by the date of the initial interview notify the Ovadia CP&P Office immediately and you will be taken off the interview schedule. You also will be asked to write an explanatory letter to the employer.

# FAQ

- **What if I don't know about law review selection before the bidding deadline?**

Law review selections may not be made before the bidding deadline. If you need to adjust your resume accordingly, you can bring the revised copy to your interview or you can replace your resume file at your bid if the bidding deadline has not yet passed.



# The Interview Process

- You will see within Symplicity whether an interview will be virtual or in person.
- For in person interviews please arrive 15 minutes before your scheduled time.
- We will reserve library study rooms for those who need a quiet space on campus for virtual interviews.
- Employers typically schedule interviews for 20 or 30 minutes.
- If you are asked to interview, the employer has determined that you have met the threshold requirements.
- Employers will assess whether: (1) you are the most qualified applicant for the position and (2) you would be a good fit.

# Preparing for an Interview: Self Assessment

1. Assess your skills, interests and values.
  - Evaluate your academic and work experience:
    - Skills and competencies that you were able to develop and demonstrate – illustrate with examples.
    - Challenges and difficulties that you have overcome.
2. Identify and articulate your professional goals.
3. Be prepared to deal with any weaknesses or negative aspects of your application.
4. You must be able to discuss everything on your résumé .

# Interview Attire

- What do I wear to an OCI interview?



# Mock Interviews

- The CP&P Office offers mock interviews to interested students. Please contact your adviser to set one up if you are interested.

# Preparing for an Interview: Researching Employers

- Your interview is not the place for you to learn basic information about an employer. Any information that you can learn from an employer's website is basic.
- **On-line resources:**
  - Employer website
  - NALP
  - Westlaw/Lexis
  - Martindale-Hubbell
  - Chambers & Partners
  - Vault
  - LinkedIn

Contact the Ovadia CP&P Office a few days before your interview to get the name of your interviewer if it is not listed in Symplicity.

# Anatomy of an Interview

- **Greeting and Introduction:** First impressions are formed.
  - Handshake and small talk – goal is to establish rapport.
- **The Discussion:** An interview is a *strategic* conversation – not a presentation.
  - Decide before the interview what points you'd like to convey and determine the best way to do this.
  - Be aware of your demeanor – convey enthusiasm about the opportunity.
- **The Closing:** Interviewer ends the interview.
  - Ovadia CP&P Office staff will typically knock on the door 5 minutes before interview ends. Ask questions about important points that have not been addressed.
  - End the meeting by reaffirming your interest in the position, and thank the interviewer.

Ultimate goal is to determine whether you are someone with whom they can work closely and to whom they can relate on a professional and personal level.

# After the Interview

- You must send an email thanking the employer for his or her time and reiterating your interest.
- If the employer did not indicate when you will be contacted, it is appropriate to contact them two or three weeks after the interview. However, many employers contact only those students who they wish to interview further.
- Callback (second) interviews take place at the employer's office. These meetings are longer – generally several hours – and more in-depth. You will meet several attorneys (associates and partners) and the hiring professional.
- Please keep the CP&P informed of your call back interviews so we can help you to prepare.

# Remember...

- Many people get jobs through other avenues – OCI is not your only chance! Do Not Panic!
- We will have additional employers come to campus throughout the year.... pay attention to e-mails and announcements.
- Good luck! We are here to help you in any way that we can.