Recruiting at the University of Michigan Law School – August 2015

In the 2015-16 academic year, there will be three interview sessions at the University of Michigan Law School. The primary one is our Early Interview Week, scheduled for Tuesday, August 4, Wednesday, August 5, Thursday, August 6, and Friday, August 7, 2015. We will also offer interviews during our Fall Interview Program, mid-September through early-October, and our Winter Interview Program in February 2016. Of course, arrangements may be made to interview at other times of the school year as well.

The information contained in this memo is for Early Interview Week. Information on our other recruiting programs can be found on our website. Early Interview Week (EIW) is scheduled for Tuesday, August 4, Wednesday, August 5, Thursday, August 6, and Friday, August 7, 2015, at the University of Michigan Law School Lawyers Club. Employers may interview second-year students for summer positions, third-year students for permanent attorney positions, and S.J.D. candidates for summer and permanent positions.

Registration:
Registration starts on Monday, March 9, 2015 at noon EST and ends on July 8. We will not be able to schedule an Early Interview Week date for employers who register after July 8.

Please follow these three steps to register:
1) Log-in to Symplicity: https://law-umich-csm.symplicity.com/employers
2) Click on “OCI”
3) Click on "Request Schedule" and fill in the OCI (on-campus interviewing) request form. Please note that each separate registration form filled out on Symplicity will be charged the non-refundable registration and interview fee. We do not charge by schedule, we charge by registration.

If you are registering for multiple offices within your organization, but want students to interview only once, you must include all related offices and their schedules on one registration form. If you’d like students to have the opportunity to interview separately with more than one office, you’ll need to complete separate registration forms.

You’ll receive a confirmation email shortly after registering. Requests are assigned to an interview date on a first-come, first-served basis, therefore we encourage early registration. If your requested date is
not available, we will assign you to the next closest date. If you request a hospitality suite, your interview date will be assigned on a first-come, first-served basis when there is room for both the number of interview rooms requested and your hospitality suite. We are limited to 10 hospitality rooms per day. More details about hospitality rooms can be found below. Dates for EIW will be assigned starting in April, and date confirmations will be sent out via email then.

Registration and Interview fees may be paid either by check or credit card. The fees are:

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<thead>
<tr>
<th>Size of Employer</th>
<th>Non-refundable Registration Fee</th>
<th>Interview Fee</th>
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</thead>
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<tr>
<td>20 or fewer attorneys</td>
<td>waived</td>
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<tr>
<td>21 – 49 attorneys</td>
<td>$100</td>
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<td>50 – 124 attorneys</td>
<td>$100</td>
<td>$600</td>
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<tr>
<td>125 – 249 attorneys</td>
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<td>$800</td>
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<td>250 – 499 attorneys</td>
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<td>500 – 749 attorneys</td>
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<td>750 or more attorneys</td>
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<td>Government Agencies</td>
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<td>Nonprofit/Public Interest Organizations</td>
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<td>Corporations</td>
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- Law firms with offices in more than one city that arrange their visits separately and or firms that fill out more than one registration form on Symplicity will be billed for each separate registration.
- Law firms will have their fees determined by the total number of attorneys in those offices for which you are interviewing.
- **Invoices will be sent out in May.** Both the non-refundable registration fee and interview fee are due by Wednesday, July 1.
- Employers who cancel an interview date two weeks or more in advance of that date will be refunded their interview fee (the registration fee is not refundable).

**Lawyers Club**

Interviews will be held at the Lawyers Club (student living quarters at the Law School). The newly renovated facility has air conditioning and high-speed wireless internet. The building, although renovated, is older and so each interview room is unique. Attendees requesting multiple interview rooms should know that we will do our best to group each organization’s interview rooms together. We have a set list of rooms we can use and these rooms will be assigned randomly (no requests will be taken for specific interview rooms). Each room will have three chairs total (one for the student and chairs for up to two interviewers).

**Hospitality Rooms**

Employers interested in renting a hospitality room during EIW should submit their request on the Registration Form. The fee for a hospitality room is $1000 for each of the August 4 and 5 interview dates, and $500 for each of the August 6 and 7 interview dates.
Hospitality rooms are located in the Lawyers Club (the building where interviews are taking place). Please note that this is a change from 2014. Food and beverages are allowed. Click here for a list of University of Michigan Approved Catering Partners: [http://palmercommons.umich.edu/catering](http://palmercommons.umich.edu/catering). Catering is also available through the Kirkland & Ellis Café (operated by Picasso Café, Inc.) by calling 734-763-9762. Employers should make their own arrangements for catering.

Please instruct your caterers to arrive **no earlier** than 7:00 a.m. as the doors of the building won’t open until then. Be sure to let your caterer know that you’ll be located in the Lawyers Club of the Law School. The street address is 551 South State Street, Ann Arbor, MI. Please instruct them to look for the “EIW Registration” sign and enter through that door only.

Hospitality rooms differ in size and shape; they measure anywhere from 226 to 270 square feet. All rooms will be located on the far south end of the building. They most likely will not be adjacent to your interview rooms and will be assigned in alphabetical order. Each room will have two tables for food, beverages, and giveaways.

Some employers may wish to use a larger space for their hospitality room. The larger spaces that we have available are located in South Hall. We are also happy to consider other requests for ways to connect with students while your firm is on campus. If any of this is something in which you have interest, please email kleclair@umich.edu to see if other arrangements can be made.

**Interviewers flying in** should book flights into Detroit Metropolitan Airport, approximately 20 miles east of Ann Arbor. Metro Airport Luxury Car Service, phone: 734-260-3232, website [www.metro4stars.com](http://www.metro4stars.com) and Golden Limousine, phone: 800-300-5151, website [www.goldenlimo.com](http://www.goldenlimo.com), offer service between Detroit Metropolitan Airport and all hotels and motels in the Ann Arbor area. We suggest you allow 60 minutes travel time between the hotel and the airport.

**Overnight accommodations**

Interviewers requiring overnight accommodations will need to make those arrangements separately. We have a room block at the Ross School of Business Executive Residence. The Executive Residence is one block away from the Lawyers Club. Please call 734-764-7677 and mention that you are with the “Michigan Law Interviews” group to make your reservation. Space is limited and early reservations are suggested.

We’ve also been working with the Campus Inn (approximately a 15 minute walk from the Lawyers Club) for overnight accommodations. Please call 734-769-2200 and mention that you are participating in the Michigan Law event to make your reservation. Again, space is limited and early reservations are suggested. In addition, a list of hotels in the area can be found on our website: [http://www.law.umich.edu/careers/employerinfo/Documents/Hotellist.pdf](http://www.law.umich.edu/careers/employerinfo/Documents/Hotellist.pdf).

**Parking**

We strongly recommend that you park in one of the public parking structures in Ann Arbor. Please click here for a map: [http://pts.umich.edu/maps/central_south.pdf](http://pts.umich.edu/maps/central_south.pdf). The closest public parking structure is the Maynard Street City Parking Structure (F-3). Interviews will be held at the Lawyers Club (H-8). We recommend planning on at least 15 minutes to walk from the parking structure to the Lawyers Club. There is a limited amount of on street parking available.
Check-in
Check-in for the event is from 7:45am-8:15am, with interviews starting promptly at 8:30am. Please arrive early! Check-in will be located in the Cook Memorial Room of the Lawyers Club. Please instruct your interviewers to the Law Quadrangle (H-8 on the map) and we'll be sure to point them in the right direction. Coffee and snacks will be available in the Cook Memorial Room for interviewers throughout the day. If your interviewers need anything throughout the day, they can come to the Cook Memorial Room for assistance or call 734-764-0546.

Lunch
Zingerman’s lunch will be served from noon-1pm. Please instruct your interviewers to come to the Cook Memorial Room of the Lawyers Club (where check-in is held). We will have vegetarian and gluten free options available, as well as an assortment of delicious Zingerman’s deli sandwiches.

Interviews/Facilities
Interviews start at 8:30am and end at 4:50pm. Please vacate your interview room no later than 5:15pm. Please note that smoking is not allowed on campus and alcoholic beverages are not permitted. Any damage done to an interview room will be billed to the employer. Please do not move the desks in the interview rooms.

Any student who wishes to be interviewed by an employer using our facilities may bid for an interview time. In researching potential employers, students rely on online resources, and so we encourage employers to use their websites to convey information to students about the organization, the selection criteria, the kind of work the office does and the training that a summer clerk or beginning associate may expect. Students also review NALP forms and NALP Workplace questionnaires, and so we suggest that employers update these forms regularly.

When filling out OCI registration forms on Symplicity, employers can convey information or tailor a message to our students in the “Hiring Criteria” section. The more information in this section, the better: are there particular majors in which your organization is interested, grade expectations, student group involvement, what professional experience prior to law school that you value, etc.? Every year we hear from employers who wish they would have included more information in this section — so please include your make or break criteria! It’s in your best interest to include as much information as possible.

A number of our S.J.D. candidates indicate an interest in practicing in the United States either permanently or for a period of time after graduation. Each year a handful of S.J.D. candidates participate in Early Interview Week. These students come from many different countries and are selected from hundreds of applicants. Each year many of these students plan to take an American licensing examination.

Dozens of our J.D. candidates are also pursuing either a joint masters degree or Ph.D in other schools throughout the University. Joint degree students face demanding requirements from their programs. Because of their interdisciplinary approach to the study of law, they bring a unique expertise to their employment settings. These students usually complete requirements for both degrees in four years.

Resumes of students scheduled for interviews will be available approximately one week in advance of the interview date through Symplicity. Employers will be sent an email from the Office of
Career Planning as soon as resumes are available for employers. Students will provide an unofficial copy of their transcripts at the end of the interview, if requested. Please note that some students are summer starters and have multiple pages of their transcript.

**Callback and Offer Feedback:** Learning about students' and employers’ experiences with our on-campus interview programs is crucial, and so we hope and expect that you will submit feedback if your organization participated in one of our OCI programs. We’ve made it as easy as possible for you to provide that feedback.

Go to Symplicity: [https://law-umich-csm.symplicity.com/employers](https://law-umich-csm.symplicity.com/employers)
Username: your full email address
Password: If you forgot your password, click on the "forgot password" link on Symplicity.

To access the survey, click on the "OCI Feedback" link under the "Shortcuts" menu on your Symplicity homepage.

**Employers who find it impractical to interview in Ann Arbor** but who are still interested in receiving the resumes of Michigan students may advise us of their hiring needs. Employers may complete a **Resume Collect** form by using our Symplicity system.

Symplicity: [https://law-umich-csm.symplicity.com/employers](https://law-umich-csm.symplicity.com/employers)
Username: your full email address
Password: If you forgot your password, click on the "forgot password" link on Symplicity.

To access the **Resume Collect** form, click “Create Job Posting” under the Shortcuts menu. Be sure to select “**Resume Collect** = Yes” in the job posting form. If you have any questions or need assistance, please contact our office at 734-764-0546 or lawcareers@umich.edu.

The Office of Career Planning has the capability to connect you with interested applicants via video teleconferenced job interviews. If you are interested in learning more about this service and the technology involved or in scheduling teleconferenced interviews, please email Kim LeClair (kleclair@umich.edu) or call our office (734.764.0546).

The Law School and the Students Funded Fellowships (SFF) board invite employers to participate in the Law Student Travel and Accommodation Reimbursement (L-STAR) Program. Through L-STAR, students interviewing with a participating firm can waive the overnight accommodations offered by that firm in favor of a $215 donation by the firm to SFF. Additionally, students can waive the transportation to/from the airport usually provided by the firm in favor of a $35 donation by the firm to SFF. These donations are used to award a modest stipend to 1L students who take summer jobs in unpaid or extremely low-paid public service positions. More information about L-STAR can be found at: [http://mlawsff.org/](http://mlawsff.org/).

The Office of Career Planning maintains listings of employment opportunities for experienced attorneys. If you are in need of an experienced attorney, we would be happy to list the opportunity for you. Employers may post an opportunity to our alumni by using our Symplicity system.

Symplicity: [https://law-umich-csm.symplicity.com/employers](https://law-umich-csm.symplicity.com/employers)
Username: your full email address
Password: If you forgot your password, click on the "forgot password" link on Symplicity.

To access the job posting form, click “Create Non-OCI Job Posting” under the Shortcuts menu. If you have any questions or need assistance, please contact our office at 734-764-0546 or lawcareers@umich.edu.

The Law School is committed to the principle of equal opportunities for all individuals. Equal employment opportunity is inherent in the ideals of the legal profession. We expect that prospective employers using the facilities of our Office of Career Planning accept that goal and that their employment policies will be consistent with it.

Nondiscrimination Policy Statement
The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation,* gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

All employers interviewing during any of our interviewing sessions must have a signed copy of the Employer Equal Opportunity Statement on file with the Office of Career Planning.

*Although the United States Armed Forces have recently revised their employment policies and practices (specifically, through the repeal of Don’t Ask, Don’t Tell), their policies continue to discriminate on the basis of gender identity and gender expression. Current federal law, however, effectively prevents the Law School from applying its anti-discrimination policy to military recruiters, including those for the Judge Advocate General Corps. The fact that military recruiters are here in no way reflects the Law School’s endorsement of their discriminatory employment practices.

Questions? Please contact Kim LeClair (kleclair@umich.edu) or 734-764-0546.