

## I. Introduction

The University of Michigan Law School is proud that so many employers have an interest in University of Michigan law students. To ensure that the program runs smoothly and works to everyone's advantage, the Office of Career Services has prepared the following guide to the on-campus interviewing process. We ask that you read it carefully and adhere to our policies and procedures.

The on-campus interviewing program has a number of advantages for both employers and students. For employers, it represents a systematic approach calculated to place all prospects on an equal footing. For students, it offers the opportunity to meet with a number of employers without incurring the expense and difficulty of traveling to each employer's office.

On the other hand, students should keep in mind that the OCI process also has several drawbacks. Most of the employers that visit campus, generally "corporate" firms from larger metropolitan areas, tend to have similar practices. Unfortunately, many students feel the need to "play the field," interviewing with employers from all over the country, to be sure they uncover leads to all possible jobs that may interest them. Good jobs are not so scarce as to make this practice necessary or even advisable. The interviewing process takes a great deal of time and energy. It is far better to concentrate on the geographical area and type of work that truly interest you rather than to indicate a general interest in everything everywhere. Past experience shows that the "shotgun" approach to interviewing is ineffective. Moreover, it is harmful to other students who have a genuine interest in a given market or employer.

## II. Where to Start

The first step of the interview process should be to decide where, geographically, you would like to work. You should narrow your choices to no more than two locations.

The second step of the interview process should be to decide with which employers you wish to interview. This selection is aided by the *Review* section of Symplicity, National Association for Law Placement's (NALP) *National Directory of Legal Employers* and web sites of employers. These materials should be used carefully and thoroughly. Talk with other students who are familiar with employers in the city in which you are interested. Names and phone numbers of students who have clerked in various cities with various employers are available on the Office of Career Services web site.

Review in bid section of Symplicity - The "Hiring Criteria" section must be checked by all students for special instructions from an employer and employers requiring students with specialized backgrounds/degrees. The name(s) of interviewers are located in this section if we know them. The other categories available do not contain

complete information. Using them will severely limit your search. To access *Review*, follow the instructions given in the Submitting Bids and Notification of Interviews section of this handout, p.5.

NALP National Directory of Legal Employers - The National Association for Law Placement compiles questionnaires which ask employers for information regarding size of firm, ratio of partners to associates, associate retention, number of minority members in the firm, benefits, pro bono policies, etc. and one-page descriptions. Most employers interviewing on our campus will have completed this questionnaire. The Directory is on-line at [www.nalpdirectory.com](http://www.nalpdirectory.com).

Web Sites - Many employers Web sites. Links to employers' web sites are available through *Review* in Symplicity.

Martindale-Hubbell - This directory will also help in evaluating a particular law firm's type of practice and requirements as well as give biographies of attorneys in the firm.. It can be found at <http://www.martindale.com/>.

Workplace Environment Questionnaire - All employers interviewing on campus have been asked to complete a questionnaire concerning policies on maternity/paternity leave, part-time schedules, sexual orientation policies, pro bono activities, etc. This information is on the web at <http://www.nalpdirectory.com/>.

### III. Tools for On-Campus Interviews

#### A. Resumes

The importance of a good resume cannot be overemphasized. Your resume will be your initial contact with employers in almost every case. The information should be clear, concise, and arranged on the page so that it is easy to read. Please refer to our *Job Search Manual* on line at [www.law.umich.edu/currentstudents/careerservices](http://www.law.umich.edu/currentstudents/careerservices) in the *Student Toolkit* for tips on resume writing. The staff is available to answer any questions you may have on resume preparation and will be happy to review your rough draft. Remember that grade point averages should not be included on resumes used for on-campus interviews. If you have questions--please talk to a career services counselor.

#### B. Grades and Transcripts

The Office of Career Services strongly discourages putting your law school GPA on your resume for on-campus interviews. If you decide to include your GPA, be certain that you compute it correctly. Round to at least three decimal places and use conventional rounding standards. You must also reflect Michigan's 4.3 grading scale (i.e., 3.254 /4.3) Nothing will destroy your job chances quicker than misrepresenting yourself.

Most interviewers will ask for a copy of your transcript during your on-campus interview. It is unlikely that all of your grades will be available by the beginning of the

interview season. You can supply the interviewer with a Grade Report (remember to put your name on it!) and tell them you will have an official copy of your transcript mailed to them directly from the University when all of your grades are available. You can request that a transcript be sent by using Wolverine Access.

The Office of Career Services will strongly encourage interviewers not to ask for transcripts until the end of the interview.

### C. Faculty and Employer Recommendations

Who should you ask to write a letter of recommendation? Certainly a law professor would make an excellent reference if the professor really knows you and can write more than "s/he was an excellent student and would make a fine attorney." A past legal employer would also be a good reference. Letters written for admission to law school are generally not suitable for this purpose.

To obtain a letter of recommendation from a professor or other individual, please use the "Letter of Recommendation Form," available in the Office of Career Services or from our web site. In compliance with the Freedom of Information Act, you may or may not waive your right to access the letter. Please fill in the appropriate section of the recommendation form before you give it to the professor or employer. Letters should be returned to the Office of Career Services for inclusion in your file.

Keeping letters of recommendation on file in the Office of Career Services is optional and employers are informed of that fact. The advantages of this procedure are two-fold: members of the faculty and others will be relieved of the task of writing a number of individual letters for each student, and the letters will remain in your permanent Office of Career Services file for future use. The Office of Career Services will forward copies of these letters to prospective employers at your request. There is no charge for this service.

## IV. Scheduling Interviews

The Winter On-Campus Interview Program will take place during February. Please see page 9 of this handout for specific dates.

The Office of Career Services uses Symplicity (<https://law-umich-csm.symplicity.com/students>) to manage our on-campus interview program. Because the system is completely automated, we must institute certain policies, procedures and deadlines. We ask for your cooperation in adhering to them to ensure a "problem free" recruiting season.

### A. Passwords

Your Symplicity passwords will be e-mailed to you using your "umich" e-mail address. They are case sensitive. To change your password: Click on the **Profile** tab. Then click on the **Change Password** link to create your own case sensitive password.

Note: You cannot change your Username, it will always be your “umich” e-mail address. Click on the **Change** button once you have made the appropriate changes.

### B. Uploading Resumes

Please complete the uploading of your general resume by Monday, January 21. **You will need to upload your resume and have it “approved” by the OCS staff before you can bid.** The approval process is not a resume review—we are insuring that 1) your law school degree is stated correctly (Juris Doctor); 2) that your gpa is stated correctly (although we strongly discourage you from placing it on your resume); 3) that you don’t have an extra, blank page; and 4) that your resume doesn’t have unusual formatting from the conversion process.

You may update or change your resume at any time. However, please be aware of the following: 1) the Office of Career Services sends resumes for on-campus interviews continuously throughout the interview season. 2) If you do change your resume during a bidding period, you will need to “attach” your new resume to any bids you have made previously for that period. 3) In Symplicity, it is possible to upload documents with exactly the same name. To avoid confusion, give each resume you upload a different name.

To upload your resume: Go to <https://law-umich-csm.symplicity.com/students> and type in your **Username** (e-mail address) and **Password**. Click on **Go** to continue. Click on **documents**. Instructions for uploading are on the screen.

Symplicity has the capability to upload over 200 different formats and to convert them to a PDF file. If you have trouble uploading your resume, please contact the Office of Career Services.

When employers print your resume, there will be a ¾ inch header and a ¾ inch footer. We suggest that you use a font no smaller than 10 point—12 point would be optimal.

It is important that you view your resume after it has been uploaded to make sure that: 1) your one-page resume has not run over to a second page, 2) you have not uploaded an extra, blank page, 3) it is really your resume that you have uploaded, and not another document. To view your resume, follow the instructions given on the screen.

### C. Unavailable Times

These are time periods Monday – Friday; 8:00 a.m. – 6:00 p.m. when you will not be able to interview because of classes, work, family commitments, etc. To enter unavailable times in Symplicity – click on **OCI**, click on **Class Schedules/Conflicts**. Follow instructions on the screen to enter your Unavailable times. You will need to enter your unavailable times for each phase of interviewing. The deadline to enter these times is the same as the deadline for entering your bids.

#### D. Submitting Bids and Notification of Interviews

All bidding will be done on-line through Symplicity. Remember, you must upload your resume before you will be able to bid. Please make certain your year in school is listed correctly under **Profile-Academic Information** in Symplicity. If the information is incorrect, please see an OCS staff member.

The number of bids may vary with each phase. The number of bids will be listed in the bidding screen window after bidding opens.

To begin the bid process.

1. Go to <https://law-umich-csm.symplicity/students>, type your **Username** and **Password**. Click on **Go** to continue.

2. Click on **OCI**, click on **Employers/Bidding**. This section enables you to do limited research, bid for employers and upload an employer specific resume. You can also view a summary of your bidding and view interview times, when they become available.

3. Select the appropriate interview session from the **Session** drop-down box under **Search Filters**. The interview sessions are named after the dates in which the interviews take place. Under **Additional Employer Filters**, the “state” and “date” filters may be used to narrow your search of employers scheduled to interview during the session. However, the other categories are not fully functional and we advise you not to use them.

4. Before bidding for an employer, click on the **Review** button next to the employer’s name. Any information that you need to know before you bid will be here. For example, if the firm practices only intellectual property and hires students with hard science degrees only, this information will be included under **Review**. There is also a link to the employer’s web site.

5. To bid for an employer, click the drop-down box to the right of the employer’s name in the **Bidding/Application** main screen. Select the rank you want to give this employer. There is no “save” button for the **Employers/Bidding** section. Once you have selected a rank, you have bid for the employer. You may edit your bid list anytime prior to the bidding deadline. Only those employers for whom you are eligible to interview and bid on will appear on your list, i.e., employers interviewing only 2L’s will not appear on a 1L’s list.

6. Students will not be shut out of bidding after ranking the allotted number of bids, “inactive” will appear by bids ranked higher than the number allowed. However, the Office of Career Services will remove your “inactive” bids after bidding closes.

7. Submitting a specific resume for an employer is done through the **Employer/Bidding** section. First you will need to upload the resume in the **documents** section as described in Uploading your Resume on page 4 of this handout. Then in the **Employer/Bidding** section, click on **Review** by the employer's name. Under the **Bidding/Application Details**, select the resume you want the employer to have. Click on **Update**.

8. To view your list of bids, click on **With Bid/Applications** from the **Employers** drop-down box under **Search Filters**. Please print this page for your records.

**Rankings cannot be changed nor can requests for additional interviews be made after the bidding deadlines have passed.**

### **Bidding deadlines are at the end of this document**

Once you have submitted bids, and the interview bid deadline has passed, you are **committed to interview with that employer** if a time can be scheduled.

If more students have requested interviews with a particular employer than previous arrangements with the employer have allowed, the employer will be contacted by the Office of Career Services to see if the employer would like to provide additional interviewers, time slots or days - whatever would allow all students requesting interviews to be scheduled. If we are unable to accommodate all students who selected an employer, the software program will schedule the students to be interviewed using your rankings. The remaining students will be automatically placed on the wait list.

Several days prior to the interview, the Office of Career Services will send interview schedules and resumes of students scheduled for interviews to the employer. This is not for pre-screening purposes, but to let the employer have time to become familiar with the resumes of students he/she will be interviewing. By uploading your resume to Symplicity it is understood that you have given the Office of Career Services permission to send your resume to employers with whom you have requested an interview. If this creates a problem, please see Carla Sally.

Also, several days before the interviews, students will be able to view their schedule of interviews through Symplicity. Students will be notified via e-mail when schedules become available. The schedule will indicate the dates and times of the interviews.

If you are moved from a wait list to an interview slot, you will be notified via e-mail.

If you have any questions or problems as sign-ups proceed, please see Carla Sally or Tammy Sindlinger for assistance.

## V. Interviews

### A. Preparation

Please consult our Job Search Manual ([www.law.umich.edu/currentstudents/careerservices](http://www.law.umich.edu/currentstudents/careerservices)) for information on preparing for interviews.

### B. Interviews

Interviews will be conducted in the interview rooms in 200 Hutchins Hall as well as 234 Hutchins Hall (Jury Room). The day's interview schedules will be posted on the bulletin board outside the Office of Career Services. Please locate the schedule for the employer with whom you have an interview. Note the location of the interview and the interviewer(s) name(s). An asterisk near the interviewer's name will indicate that he/she is a graduate of University of Michigan Law School. Knock on the interview room door when it is time for your interview. Be aware of the scheduled time, but let the employer control the timing of your interview.

Because employers vary so widely in their recruiting practices, it is difficult to predict whether interviewers will let you know where matters stand when the interview is completed. It is safe to say that most employers will contact the students who they are most interested in, frequently inviting them to the office for further interviews. It is perfectly acceptable to ask when you can expect to hear from the employer. Many employers will send "ding" letters thanking the student for his/her interest within two or three weeks if they don't wish to extend a call-back or office interview.

### C. Cancellation of Interviews and No-Shows

Students should not cancel any interview for which they have bid. By carefully researching and choosing the employers you request to interview, you will not need to cancel any interview unless an emergency arises. In the case of an emergency, please notify the Office of Career Services as soon as possible by sending an e-mail to [csally@umich.edu](mailto:csally@umich.edu). If you must cancel an interview because of an emergency, we strongly encourage you to send the employer a written letter of apology within 5 business days of the interview.

We regret that, in past years, the failure of students to appear for on-campus interviews (no shows) has been a persistent problem. This remarkably unprofessional behavior is a disservice to the employer, to other students, and is a poor reflection on the Law School:

1. When no shows leave interviewers with an all-but-empty schedule, they and the organizations they represent are understandably unhappy. No-shows are the most common complaint we hear from interviewers. Employers may keep records of no-shows on file, and it may come back to haunt you if you choose to interview with that employer in the future.

2. Recruiting coordinators in the same market often meet and discuss recruits, and you do not want to be identified as someone who acted unprofessionally.
3. Signing up for an interview and then not showing up deprives your fellow students of a missed opportunity to interview with an employer.

We well understand, of course, that emergencies arise and that in such cases students will be unable to attend interviews. However, because the consequences for the Law School as an institution can be so serious, and because we want them to result only from true emergencies (as opposed to a last-minute decision that the interviewer would not be a desirable employer after all), we feel compelled to draw this problem to your attention.

#### D. Call-Backs

When an employer wants to interview a student at the employer's office, an invitation will be extended either by mail or by telephone (be sure to consider what your answering machine or voice mail message will sound like to a recruiter). Arrangements for the trip are usually made with the help of the recruitment administrator at the office. Be sure to ask if the expenses of the trip will be paid for by the employer if this information is not volunteered. Most will offer to pay expenses for such visits--others will not. Many employers now have standardized expense reporting forms that you will be expected to use if you wish to be reimbursed for the trip. The "NALP Travel Expense Reimbursement Form" is available in the Office of Career Services. Employers may have sent a copy of their travel policies and procedures to the Office of Career Services. Make sure that you know what is expected of you.

Office visits are scheduled for half or full day segments, depending on the employer's preference. Again, be sure to get all of the details from the employer about length of visit, whether it includes lunch, dinner, or other special arrangements. Because many employers make "rolling" offers to students as the season progresses--it is not a good idea to postpone call-backs until after all on-campus interviews are finished. It is probably in your best interest, and certainly in the employers' best interest, to try and combine interview trips with other employers in the same city or region. This saves you time and the employers' money. Arrangements for sharing expenses are often handled by one of the employers but you may be expected to coordinate it yourself.

In general, and contrary to popular stories you may hear, you are expected to fly coach, use available public ground transportation (not rent a car or limousine) and not spend the weekend. Employers do not appreciate bills for room service, pressing your suit, long distance telephone calls, movies, "mini-bars", etc. Abusing a call-back is a sure way to get rejected.

When you return from a call-back a thank-you letter should be sent to the employer. This can be addressed to the hiring coordinator or a specific lawyer with whom you spoke. You need not send a letter to each person you saw but you may wish to follow up with more than one contact at the firm. Results of a call-back may be known

to you before you even return to campus, or it may be weeks and weeks before the employer will notify you of the outcome. You may follow up with an employer if an extended period of time has passed.

#### E. Offers

The University of Michigan Law School requests employers to adhere to the National Association for Law Placement Guidelines concerning offers to first-year students:

**All offers to first-year students for summer employment should remain open for at least two weeks after the date made.**

#### F. Reporting

When you have accepted an offer, please report that information to the Office of Career Services. A Job Acceptance Form is available in the Office of Career Services and can be downloaded from our Web page.

We wish you the best of luck in this process. If you have questions or concerns—please ask the Office of Career Services staff. We are here to help you. Keep our telephone number and e-mail address handy.

### **On-Campus Interview Timetable**

Resume uploaded by Monday, January 21; 5:00 p.m.

Bidding for February 1 opens Tuesday, January 22; 12:00 a.m.

Bidding for February 1 closes Thursday, January 24; 5:00 p.m.

Students' schedules for February 1 available for viewing through Symplicity January 29

Bidding for February 7 and 8 opens Tuesday, January 29; 12:00 a.m.

Bidding for February 7 and 8 closes Thursday, January 31; 5:00 p.m.

Students' schedules for February 7 and 8 available for viewing through Symplicity February 5

Bidding for February 14 and 15 opens Tuesday, February 5; 12:00 a.m.

Bidding for February 14 and 15 closes Thursday, February 7; 5:00 p.m.

Students' schedules for February 14 and 15 available for viewing through Symplicity February 12

EQUAL EMPLOYMENT OPPORTUNITY

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 Services accept that goal and that their employment policies will be consistent with it. The University of Michigan Law School faculty has adopted the policy that the placement services of the University of Michigan Law School are not available to any organization or individual that discriminates in recruitment or employment against any person because of race, color, national origin, ancestry, religion, creed, age, sex, marital status, sexual orientation\*, handicap, or Vietnam-era veteran status.

The Association of American Law Schools has adopted the following regulation:

Executive Committee Regulation 6.19. The Obligation to Provide an Equal Opportunity to Obtain Employment Without Discrimination. **A member school shall inform employers of its obligation under Bylaw 6-4(b), and shall require employers, as a condition of obtaining any form of placement assistance or use of the school's facilities, to provide an assurance of the employer's willingness to observe the principles of equal opportunity stated in Bylaw 6-4 (b)** A member school has a further obligation to investigate any complaints concerning discriminatory practices against its students to assure that placement assistance and facilities are made available only to employers whose practices are consistent with the principles of equal opportunity stated in Bylaw 6-4 (b).

The Association of American Law Schools Bylaw Section 6-4 (b) reads as follows:

A member school shall pursue a policy of providing its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the ground of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. A member school shall communicate to each employer to whom it furnishes assistance and facilities for interviewing and other placement functions the school's firm expectation that the employer will observe the principle of equal opportunity.

Employers using the interviewing facilities of the University of Michigan Law School have signed statements that they observe the principles of equal opportunity as stated in Bylaw Section 6-4 (b). The statements are on file in the Office of Career Services.

Students are encouraged to bring allegations of misbehavior to our attention. These cover the range from egregious misconduct or a series of incidents that may indicate a de facto policy of discrimination to matters of insensitivity that do not warrant exclusion or censure. It has been our experience that most employers are pleased to have such matters brought to their attention and are eager to participate in their resolution.

**If you encounter a situation where you feel this policy has been abused or violated, please notify Susan Guindi or Carla Sally immediately!**

Report Concerning Improper Conduct of Interview

Name \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Interviewer: \_\_\_\_\_

Employer: \_\_\_\_\_

City: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Complaint: (Please attach this form to your complaint)

\* Although the employment policies and practices of the United States Armed Forces do not meet the Law School's requirement that employers who interview here not discriminate on the basis of sexual orientation, current federal law effectively prevents the Law School from applying this requirement 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.