Office of Career Planning

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Recruiting at Michigan – Winter 2017

This memo is about our Winter Interview Program. Information on our other recruiting programs can be found on our website. Our Winter Interview Program takes place February 8, 9, 15, 16, 22, and 23, 2017. Employers may interview first and second-year students for summer positions, third-year students for permanent attorney positions, as well as LL.M and S.J.D. candidates for summer and permanent positions. There is no fee to participate in Winter On-Campus Interviewing (OCI).

Registration:
Registration starts on Monday, October 31. 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 request form
You’ll receive a confirmation email shortly after registering. OCI requests are assigned to an interview date on a first-come, first-serve basis, therefore we encourage early registration.

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 and Golden Limousine, phone: 800-300-5151, 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.

A list of Ann Arbor area hotels is available on our website.

Parking is extremely limited in the vicinity of the Law School. We 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. The closest public parking structure is the Maynard Street City Parking Structure (F-3). Interviews will be held at South Hall (H-9). We recommend planning on at least fifteen minutes to walk from the parking structure to South Hall.

Interviews will take place at the Law School:
South Hall, Room 1100 (Office of Career Planning)
701 S. State St.
Ann Arbor, MI 48109-3091
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.

A number of our LL.M. candidates and S.J.D. candidates indicate an interest in practicing in the United States either permanently or for a period of time after graduation. 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. If you wish to interview our international graduate students, please so indicate on the registration form.

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. Students will provide an unofficial copy of their transcripts at the end of the interview, if requested.

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
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
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/.

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.syplicity.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 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.