

# Early Interview Week (EIW) Fall 2018

## Preselection and Interview Schedule Instructions Guide

The University of California, Irvine School of Law (UCI Law) welcomes you to our annual Fall Early Interview Week (EIW) to be held on July 30 – August 2, 2018 at the Hyatt Regency Newport Beach. Please review the below instructions for how to access Symplicity to retrieve application materials, submit student pre-selections, and retrieve your interview schedule through Symplicity.

### PRESELECTION AND INTERVIEW ASSIGNMENT PROCESS

**Preselection:** Employers may select 30% of their candidates prior to EIW; the remaining 70% of interview slots will be assigned by lottery. Employers that do not timely submit their preselected candidates will have 100% of their interview slots assigned by lottery.

After student bidding closes, employers will be able to access on Symplicity the application materials of all the students that bid to interview with them. Each employer can then review these applications and select 30% of its interviewees for EIW through Symplicity. Employers may also select up to three alternate candidates in case their initial choices are not available. Application materials will be made available to employers on Wednesday, July 11, 2018. The deadline for employers to submit their interviewees and alternates is Wednesday, July 18, 2018 at noon. After employers have preselected their interviewees, Symplicity will assign the remaining interview slots to students through a random lottery system. Assignments will be based on student preferences and employer availability.

**Waitlist:** When an employer's schedule is oversubscribed, the CDO will make the application materials of students who bid for them available to the employer through Symplicity. Employers may contact students off the waiting list at their option and convenience, and may schedule additional interviews with waitlisted students during the interviewer's lunch break or at the beginning or end of the interview day. Employers may schedule such additional interviews by contacting the CDO or by directly contacting the waitlisted student(s) they seek to interview.

**How to Retrieve Application Materials:** Application materials will be available via Symplicity on Wednesday, July 11, 2018 to begin the preselection process. To retrieve your application materials, follow the instructions below:

1. Log into Symplicity.
2. Click on the OCI tab.
3. Click on Applicants/Waitlist.
4. Select "UCI Law 2018 EIW - In Person" from the Sessions drop down menu.
5. Click on Search. A list of applicants will appear.
6. Select all applicants by clicking on the box next to "BATCH OPTIONS."
7. Click on "BATCH OPTIONS," then "Generate Applicant Packet."
8. A form will open up where you can provide a name for your packet and then click Submit. Within a few minutes, your packet will be available under the Resume/Schedule Packets tab.
9. Click on the PDF icon to open and view resumes. We recommend saving the packet(s) to your computer.

**How to Enter Student Pre-Selections:** You will have from Wednesday, July 11 at noon through Wednesday, July 18 at noon, to review and submit your student pre-selections.

1. To enter your candidate selections, log into Symplicity and click on the OCI tab; click on the “Applicants/Waitlists” tab. Select “UCI Law 2018 EIW - In Person” from the Sessions drop down menu and click Search.
2. Under the “Invitation” column, you can indicate “preselect,” “alternate” or “lottery” for each student.
3. To verify that your prescreened and alternate selections have gone through, at the top right-hand corner of your “Waitlist/Applicant” tab where it says “Invited Students,” you will see the count of your preselects and alternates displayed.
4. Please change all remaining students who are not preselects or alternates to “lottery.” Do not leave them as “pending.”

**Retrieving Interview Schedules:** EIW interview schedules will be available on Monday, July 23, 2018. To retrieve your schedule, log into Symplicity and click on OCI. Click on the Confirmed Schedules tab. Select the session “UCI Law 2018 Fall EIW - In Person” and then click on “Search.” Select the check box to the left of the schedule(s) you want to generate. Click on “Generate Resume/Applicant Packet.” A form will open up where you can give your schedule packet a name. Click submit. Within a few minutes, your schedule packet will appear under the “Resume/Schedule Packets” tab under OCI. Click on the PDF icon to view and download your packet. *Note: Please remember to pull an updated schedule one day prior to your interview date.*

**Interviewer Names:** If an employer did not report this information in the employer’s initial registration survey, the name(s) of an employer’s interviewer(s) should be provided to the CDO as soon as possible. Employers may also add this information to their schedule in Symplicity at any time:

1. Log into Symplicity and click on OCI.
2. Click on the Confirmed Schedules tab.
3. Change session to “UCI Law 2018 Fall EIW - In Person” and click on “Search.”
4. Click on the underlined interview date to open the schedule details.
5. Scroll down to where it says “Interviewer(s):” and enter the name or names of your interviewer(s). For multiple interviewers, you may use a semicolon to separate names, or click on the button to the right that says “Add Name.”

## DATES AND DEADLINES

<b>May 14</b>	Monday	Interview dates available to priority registration employers
<b>June 28</b>	Thursday	Last guaranteed day to register
<b>June 29</b>	Friday	Last day for employers to cancel with a refund
<b>July 11</b>	Wednesday	Student applications available to employers for Preselection
<b>July 18</b>	Wednesday	Deadline for employers to preselect candidates
<b>July 23</b>	Monday	Interview schedules available to employers
<b>July 30 – Aug 2</b>	Monday – Thursday	Early Interview Week (EIW)

For assistance, please contact our Employer Relations & Recruitment Manager, Brandy Stewart, (949) 824-5963 or [bstewart@law.uci.edu](mailto:bstewart@law.uci.edu).