



UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF LAW

Early Interview Week (EIW) Fall 2015 Details

The University of California, Irvine School of Law (UCI Law) welcomes you to our annual Fall Early Interview Week (EIW). Under the leadership of Founding Dean Erwin Chemerinsky, UCI Law seeks to create the ideal law school for the 21st century, training lawyers for the highest levels of the practice of law. UCI Law is committed to building a school that focuses on experiential learning and provides students with the practical skills to begin their career. Now entering our seventh year of admitting students, we have seen the results of these efforts. UCI Law was named one of the National Law Journal's "Top 50 Go-To Law Schools" based on the percentage of 2014 graduates hired at major national law firms. Over 70 judges have hired one or more of our students for prestigious post-graduate clerkships, including 23 federal appeals court judges.

UCI Law's innovative curriculum emphasizes outstanding classroom teaching combined with experiential learning and interdisciplinary study. Our students are engaged in hands-on, real-world experience beginning in their first year of classes. Central to the UCI Law mission is to instill the desire for public service in our students, 90% of whom do pro bono work and all of whom complete at least one clinic.

Since its inaugural year, UCI Law has drawn students with median undergraduate grade point averages and LSAT scores that put them on par with classes at law schools in the top 20 on the U.S. News & World Report rankings. Our students enjoy a small faculty-to-student ratio, which ensures small classes and easy access to professors outside the classroom. Drawn from top law schools across the country, UCI Law's faculty has been ranked seventh in the nation in a recent study of scholarly impact.

More information about UCI Law can be found on our website: <http://www.law.uci.edu>, and all EIW-related documents are available at: <http://www.law.uci.edu/careers/employers/on-campus-interviewing.html>.

EARLY INTERVIEW WEEK

Dates: Early Interview Week will take place **August 3 – 7, 2015**. Interviews will run from 8:30am to 5:30pm, with a 90-minute lunch break from 12:30pm to 2:00pm.

Location: Irvine is located 40 miles south of Los Angeles, 80 miles north of San Diego, and 5 miles from Newport Coast. Interviewers flying in should book flights into John Wayne Airport in Santa Ana. Recruiters will receive an email approximately one week in advance of their interview date notifying them of logistical information including directions to the interview location, parking information, and check-in details.

Timeline: The Career Development Office (CDO) will begin scheduling interview dates on Friday, April 10, 2015. If the CDO receives forms after this date it will assign interview dates on a first-come, first-served basis. The CDO cannot guarantee that it will be able to schedule interviews for employers who submit their forms after Friday, July 10. Employers who register by the priority deadline of April 10 can expect to receive notification of the day/date of their interviews no later than Friday, May 1.



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Summer 2016 Positions: The Class of 2017 will begin the 2015 Fall Semester as second-year students. Employers may interview students from the Class of 2017 for employment during Summer 2016.

Post-Graduate Positions: The Class of 2016 will begin the 2015 Fall Semester as third-year students. Employers may interview students from the Class of 2016 for post-graduate employment.

REGISTRATION

1. Complete the online registration via [Symlicity](#). Your user name is your email address. If you already registered and have forgotten your password, click on the “Forgot My Password” tab. If you are registering for the first time, click on the “Register” tab. Once you are logged in, click on the “Submit Schedule Request” link on the home page and complete the “Schedule Request” form. Please see the last page of this document for registration deadlines.
2. By Friday, May 29, 2015, please return the following to our office:
 - a. Registration fees. Make checks payable to “UC Regents.” [Click here for the invoice form.](#)
 - b. Signed copy of [UCI Law School’s Policies](#).

Please mail to:

Career Development Office
ATTN: Kelly Swanholm
University of California, Irvine School of Law
401 East Peltason Drive, Suite 1000
Irvine, CA 92697-8000

Registration Fees:

| Employer Category | Fee |
|---|------------------------|
| 100+ attorneys [total in office(s) for which you are interviewing] | \$650 registration fee |
| 51 – 99 attorneys [total in office(s) for which you are interviewing] | \$550 registration fee |
| 50 attorneys or fewer [total in office(s) for which you are interviewing] | \$225 registration fee |
| Public Interest/Government | Waived |

Interview rooms, breakfast, and lunch will be provided for each interview day at no additional charge.

Employers with offices in more than one city will be considered individual employers if they arrange their visits separately. Employers interviewing for multiple offices will have their fees determined by the total number of attorneys in those combined offices.

Any registration cancelled on or before Friday, July 24 will be refunded in part. There is a non-refundable fee of \$50 for employers of 50 or fewer attorneys and \$100 per schedule for employers of 51 or more attorneys. *There will be no refunds for cancellations on or after July 25.*

Screening Candidates: Employers may not pre-screen candidates during EIW. The Career Development Office encourages employers to be candid and specific in their recruitment materials and report the particular qualifications in the Hiring Criteria section of the EIW Schedule Request Form on Symlicity. The Career Development Office will advise students of your intent to adhere to your published Hiring Criteria.



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Providing Information to Students: The Career Development Office encourages employers to use their websites and their Symplicity entries to convey information to students about their organization, their selection criteria, the kind of work the office does, and the training that a summer or first-year associate may expect. Students have access to NALP forms and NALP Workplace questionnaires at nalpdirectory.com, and employers with updated profiles can expect students to be familiar with the information contained therein. Public interest and government employers who expect students to secure all or part of their funding from external sources should make this fact clear to all applicants.

Interview Assignment Process: Interviews are allocated to students by computer lottery. Assignments are based on student preferences and employer availability. When an employer's schedule is oversubscribed, the Career Development Office will make the resumes of students on the waiting list available to the employer through Symplicity. Employers may contact students off their waiting list at their option and convenience, and may schedule additional interviews with waitlisted students during their interviewer's 90-minute lunch break or at the beginning or end of the interview day. Employers may schedule such additional interviews by contacting the Career Development Office or by directly contacting the waitlisted students they seek to interview.

Resumes: Resumes of students scheduled for interviews will be available through Symplicity approximately one week in advance of the interview date.

Transcripts: Transcripts will not be made available to employers prior to the interview. Employers may request transcripts from each interviewee at the time of the interview. The Career Development Office will provide each employer with transcripts for all students, both interviewed and waitlisted, within 24 hours of the conclusion of the employer's final schedule.

Resume Collection: Employers who find it impractical to interview in Irvine may register for EIW on Symplicity as a "Resume Collect" employer. There is no fee for "Resume Collect" employers, but compliance with the UCI Law On-Campus Interviewing (OCI) Policies remains mandatory.

Contacting Students: If an employer contacts a student encouraging him or her to sign up for the employer's EIW schedule, it is the responsibility of that student to place a bid through Symplicity during the designated bidding period. The Career Development Office asks that all employers wait to receive their final interview schedules on Monday, July 27 before scheduling meetings outside of the interviews set up by UCI Law.

Schedule Changes by Employers: If you need to change your schedule in any way (either to extend or shorten your interviewing schedule or to request a date change), contact Kelly Swanholm at kswanholm@law.uci.edu or (949) 824-0364.

Interviewer Names: If an employer did not report this information in the employer's initial registration on Symplicity, the name(s) of an employer's interviewer(s) should be provided to the Career Development Office as soon as possible. Employers may also add this information to their schedule in Symplicity at any time. Employers should notify the Career Development Office if there is a change in interviewers.

Sending Recruiting Materials for Interviewers: The Career Development Office will happily accept packages containing recruiting materials, but cannot ship back unused materials.



UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF LAW

Materials should be sent to:

Career Development Office
ATTN: Kelly Swanholm
University of California, Irvine School of Law
401 East Peltason, Suite 1000
Irvine, CA 92697-8000

Please mark the following information on all boxes:

Employer Name
Hold for: (Interviewer name)
Date of Interview Schedule

DAY OF THE INTERVIEW

Internet: Instructions for Internet access will be available for interviewers upon arrival.

Staying on Schedule: Students are instructed to knock on the interview room door at the time their interview is scheduled to begin. If your interviewers would like students to follow a different practice, they should bring and post instructions on the interview room door.

AFTER YOUR ON-CAMPUS INTERVIEW

Following Up: At the conclusion of each interview, please inform students when they should expect to hear about the next stage of the interview process. Also let them know of any subsequent steps they need to take if they are selected for another round of interviews or if they are given an offer of employment.

Callbacks: Students and employers who make use of the Career Development Office are strongly encouraged to schedule interviews (including transportation to and from interviews) when students are not in class. Students should make efforts to minimize time away from classes and should schedule callbacks accordingly.

If you invite a student to visit your office, please clearly state whether the student or your office is responsible for making travel arrangements. If applicable, please indicate how expenses will be covered or reimbursed and whether you will require the student to submit a NALP Travel Reimbursement Form. The Career Development Office encourages students to combine employer visits to save time and to allow employers to share costs. To avoid misunderstandings, please confirm in writing any arrangements made in your telephone conversations with students.

Offers: The Career Development Office encourages students to reconfirm and release offers and to make decisions in a timely manner. Our guidelines are in accordance with NALP standards.

DATES AND DEADLINES

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|---------------------|-----------------|---|
| April 10 | Friday | Priority registrations due |
| May 1 | Friday | Interview dates available to employers |
| May 29 | Friday | All materials due (payment of fees and signed copy of policies) |
| July 10 | Friday | Last day to register |
| July 24 | Friday | Last day for employers to cancel with a refund |
| July 27 | Monday | Interview schedules/resumes available to employers |
| August 3 – 7 | Monday – Friday | Early Interview Week (EIW) |