

DETAILS | UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF LAW FALL 2014 EARLY INTERVIEW WEEK (EIW)

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 sixth 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 2013 graduates hired at major national law firms. Over 60 judges have hired one or more of our students for prestigious post-graduate clerkships, including 17 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>.

Early Interview Week

Dates: Early Interview Week is scheduled for **August 4 – 8, 2014**. Interviews will be scheduled from 8:30am to 5:30pm, with a 90-minute lunch break from 12:30pm to 2:00pm.

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

Timeline: We will begin scheduling interview dates on Friday, April 11, 2014. Forms received after this date (but before July 18, 2014) will be scheduled on a first-come, first-served basis. We cannot guarantee that we will be able to schedule interviews for employers who submit their forms after Friday, July 18. For employers who register by the priority deadline of April 11, we will send notification of the day/date of their interviews no later than Friday, May 2.

Summer 2015 Positions: The Class of 2016 will begin the 2014 Fall Semester as second-year students. Employers may interview students from the Class of 2016 for employment during Summer 2015.

Post-Graduate Positions: The Class of 2015 will begin the 2014 Fall Semester as third-year students. Employers may interview students from the Class of 2015 for post-graduate employment.

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Registration:

1. Complete the online registration via [Symplicity](#). 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” quick 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 30, 2014, please return the following to our office:
 - a. Registration fees. Checks should be made 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 free of charge for each interview day.

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 25 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 26.*

Screening Candidates: Employers may not pre-screen candidates during EIW. We encourage 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 Symplicity.

Providing Information to Students: We encourage employers to use their websites 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 also review NALP forms and NALP Workplace questionnaires at nalpdirectory.com, and employers with updated profiles should 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.

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Interview Assignment Process: Interviews are allocated to students by computer lottery. Assignments are based on student rankings and availability. When an employer's schedule is oversubscribed, the resumes of students on the waitlist are made available to the employer through Symplicity. Employers may contact students off their waiting list at their option and convenience.

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

Transcripts: Transcripts will not be made available to employers until the interview. All of the transcripts for all students who bid for an interview with an employer will be made available within 24 hours of the conclusion of the employer's final schedule at the employer's request.

Resume Collection: Employers who find it impractical to interview in Irvine but who are still interested in receiving the resumes of UCI Law students may register for EIW on Symplicity as a "Resume Collect" employer. There is no fee for "Resume Collect" employers, but we require that you comply with the UCI Law On-Campus Interviewing (OCI) Policies. Please complete and sign the third page of the UCI Law School's Policies and return it to the Career Development Office.

Contacting Students: If you contact a student encouraging him or her to sign up for your EIW schedule, it is the responsibility of that student to place a bid through Symplicity during the designated bidding period. Because your schedule is open to all students, we ask that you wait until you receive your final interview schedule on Monday, July 28 before you schedule meetings outside of the interviews our office will set up.

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), please contact Kelly Swanholm at kswanholm@law.uci.edu or (949) 824-0364.

Interviewer Names: If you did not report this information in your initial registration, please send us the name(s) of your interviewer(s) as soon as you have them. You may also add this information to your schedule in Symplicity at any time. Please let us know if there is a change in interviewers.

Sending Recruiting Materials for Interviewers: We can accept packages containing recruiting materials. We are unable to ship back materials that are not used, so please send only enough material for the students on your schedule or plan to have your interviewers take the remaining materials with them.

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

DETAILS | UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF LAW FALL 2014 EARLY INTERVIEW WEEK (EIW)

Day of the Interview

Interview Check-In: Recruiters will receive an email approximately one week in advance of their interview date notifying them of the following: where the interviews will take place, directions, parking information, and the check-in location.

Telephones and Phone Messages: Some interview rooms may not have an office telephone. And we will not know any interview room phone numbers in advance. Messages may be left with the Law School receptionist at (949) 824-0066. We will tape messages to the door of your interview room.

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

Staying on Schedule: Students are instructed to knock on your 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 of the approximate time they can expect a response. Please also let them know of any subsequent steps they need to take if 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 limit interviews (including transportation to and from interviews) to times when students are not in class. Students are instructed to 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. We encourage 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: We encourage our students to reconfirm and release offers and to make decisions in a timely manner. Our guidelines are in accordance with [NALP standards](#) for the timing of offers and decisions.

Dates and Deadlines

April 11	Friday	Priority registrations due
May 2	Friday	Interview dates available to employers
May 30	Friday	All materials due (payment of fees and signed copy of policies)
July 18	Friday	Last day to register
July 25	Friday	Last day for employers to cancel with a refund
July 28	Monday	Interview schedules/resumes available to employers
August 4-8	Monday – Friday	Early Interview Week (EIW)