

Early Interview Week (EIW)

Fall 2016 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. We have seen the results of these efforts as we enter into our eighth year of admitting students. Nearly 100 judges have hired one or more of our students for prestigious post-graduate clerkships, including 27 federal appeals court judges. UCI Law debuted at No. 30 in the 2016 U.S. News & World Report law school rankings, the highest debut ranking of any law school in U.S. News history, and is ranked No. 28 in the 2017 rankings. In 2016, UCI Law was again named one of the National Law Journal's "Top 50 Go-To Law Schools" based on the percentage of 2015 graduates hired at major national law firms. Nearly 50 of the 2015 Am Law 200 firms have hired our graduates, including seven of the top ten.

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. 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 sixth 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 1 - 5, 2016**. 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 (airport code SNA). 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: Priority registration ends on Friday, April 15, 2016 at 6:00 PM. The Career Development Office (CDO) will begin scheduling interview dates after priority registration ends. If the CDO receives registrations after April 15, 2016, it will assign interview dates on a first-come, first-served basis until Friday, June 24, 2016. The CDO cannot guarantee that it will be able to schedule interviews for employers who submit their registrations after June 24. Employers who register by the priority deadline of April 15 can expect to receive notification of the day/date of their interviews no later than Friday, April 29.

Summer 2017 Positions: The Class of 2018 will begin the 2016 Fall Semester as second-year students. Employers may interview students from the Class of 2018 for employment during Summer 2017.

Post-Graduate Positions: The Class of 2017 will begin the 2016 Fall Semester as third-year students. Employers may interview students from the Class of 2017 for post-graduate employment.

REGISTRATION

1. Complete the online registration via [Symblicity](#). 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 27, 2016, 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: Brian Tanada
University of California, Irvine School of Law
401 East Peltason Drive, Suite 1000
Irvine, CA 92697-8000
3. If you register after May 27, 2016, please mail your registration fees and signed copy of UCI Law School’s Policies within 5 business days of the day that you submit your registration form.

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 22 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 23.*

Preselection and Interview Assignment Process: Beginning this year UCI Law will allow employers to select 30% of their candidates prior to EIW, while 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 Thursday, July 7, 2016. The deadline for employers to submit their interviewees and alternates is Friday, July 15, 2016 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.

When an employer's schedule is oversubscribed, the CDO 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 CDO or by directly contacting the waitlisted students they seek to interview.

Providing Information to Students: The CDO 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.

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 CDO 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 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 CDO asks that all employers wait to receive their final interview schedules on Monday, July 25 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 the CDO at careers@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 CDO as soon as possible. Employers may also add this information to their schedule in Symplicity at any time. Employers should notify the CDO if there is a change in interviewers.

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

Materials should be sent to:

Career Development Office
University of California, Irvine School of Law
401 East Peltason Drive, 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 CDO 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 CDO 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 CDO 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

April 15	Friday	Priority registration deadline
April 29	Friday	Interview dates available to priority registration employers
May 27	Friday	All materials due (payment of fees and signed copy of policies)
June 24	Friday	Last guaranteed day to register
July 7	Thursday	Student applications available to employers for prescreening
July 15	Friday	Deadline for employers to preselect candidates
July 22	Friday	Last day for employers to cancel with a refund
July 25	Monday	Interview schedules available to employers
August 1 – 5	Monday – Friday	Early Interview Week (EIW)