

Early Interview Week (EIW) Fall 2017 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 focuses on experiential learning and provides students with the practical skills to begin their career. UCI Law ranked No. 28 in the 2018 and 2017 U.S. News & World Report law school rankings after debuting at No. 30 in the 2016 rankings, the highest debut ranking of any law school in U.S. News history. In 2017, UCI Law was again named one of the National Law Journal's "Top 50 Go-To Law Schools" based on the percentage of 2016 graduates hired at major national law firms. Nearly 50 of the 2016 Am Law 200 firms have hired our graduates.

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, 92% 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.

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 **July 31 – August 3, 2017**. Interviews will run from 8:30am to 5:30pm, with a 60-minute lunch break from 12:00pm to 1:00pm.

Location: Interviews will be held at the Hotel Irvine, which 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 Hotel Irvine, parking information, and check-in details.

Timeline: Priority registration ends on Friday, April 28, 2017 at 6:00 PM. The Career Development Office (CDO) will begin scheduling interview dates after priority registration ends. Employers who register by the priority deadline of April 28 can expect to receive notification of the day/date of their interviews no later than Friday, May 12.

All registrations received after April 28, 2017 will be assigned interview dates on a first-come, first-served basis until Thursday, June 29, 2017. The CDO cannot guarantee that it will be able to schedule interviews for employers who submit their registration after June 29.

Summer 2018 and Post-Graduate Positions: The Class of 2019 will begin the 2017 Fall Semester as second-year students. Employers may interview students from the Class of 2019 for employment during Summer 2018. The Class of 2018 will begin the 2017 Fall Semester as third-year students. Employers may interview students from the Class of 2018 for post-graduate employment.

REGISTRATION

How to Register:

1. Complete registration on [Symlicity](#). Your user name is your email address. If you already registered and have forgotten your password, click on the “Forgot My Password” button. If you are registering for the first time, click on the “Register” button. Once you are logged in, click on the “Submit Schedule Request” link on the home page (on the right under “On-Campus Interview Links”) and complete the “Schedule Request” form. Priority registration ends April 28, 2017. The final day to register is June 29, 2017.
2. Within ten (10) business days of your registration, please return the following to our office:
 - a. Registration fees. Make checks payable to “UC Regents.” The invoice form is found at the end of this packet on page 10.
 - b. Signed copy of the Employer Verification Form (which verifies that the employer understands and is in compliance with the [UCI Law School’s Policies](#) found on pages 7-9 of this packet).

Please mail to:

Career Development Office
ATTN: Jon Trujillo
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]	\$600 registration fee
31 – 99 attorneys [total in office(s) for which you are interviewing]	\$500 registration fee
1 – 30 attorneys [total in office(s) for which you are interviewing]	\$250 registration fee
Businesses	\$250 registration fee
Public Interest/Government	Waived

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, June 30 will be refunded. *There will be no refunds for cancellations on or after July 1.*

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

Hospitality Suites and Rooms: Hospitality suites and rooms at the Hotel Irvine are available on a limited first-come, first-served basis. Once you know your interview date, contact Aimee Huizar at the Hotel Irvine, (949) 225-6761, to book your hospitality suite. Please do not contact Aimee until you know your interview date (available on May 12 to priority registration employers). Rooms and rates at the Hotel Irvine will be based on availability.

Multiple Office Locations: If your firm is interviewing for more than one office location in separate registrations, please indicate whether or not students can bid for more than one location, or whether one bid will be sufficient for any location.

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 12, 2017. The deadline for employers to submit their interviewees and alternates is Wednesday, July 19, 2017 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 12, 2017 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 2017 Fall 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.

For assistance, please contact our Employer Relations Manager, Jon Trujillo, (949) 824-0364 or jtrujillo@law.uci.edu.

How to Enter Student Pre-Selections: You will have from Wednesday, July 12 at noon through Wednesday, July 19 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 2017 Fall 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 July 25, 2017. To retrieve your schedule, log into Symplicity and click on OCI. Click on the Confirmed Schedules tab. Select the session "UCI Law 2017 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.*

Providing Information to Students: The CDO encourages employers to use their websites and Symplicity entries to convey information to students about their organization, selection criteria (grade letter or GPA), the kind of work the office does, and the training that a summer or first-year associate may expect.

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.

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 Tuesday, July 25 before scheduling meetings outside of the interviews set up by UCI Law.

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:

1. Log into Symplicity and click on OCI.
2. Click on the Confirmed Schedules tab.
3. Change session to “UCI Law 2017 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.”

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

Send Advanced 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

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.

RESUME COLLECT

Employers who find it impractical to interview in Irvine may opt for our “Resume Collect Program.” You may register on Symplicity for Resume Collect. There is no fee for “Resume Collect” employers, but compliance with the UCI Law On-Campus Interviewing Policies remains mandatory. Please return a signed copy of the Employer Verification Form (which verifies that the employer understands and is in compliance with the UCI Law School’s Policies beginning on page 7 of this packet).

DATES AND DEADLINES

March 13	Monday	EIW registration opens
April 28	Friday	Priority registration deadline
May 12	Friday	Interview dates available to priority registration employers
June 29	Thursday	Last guaranteed day to register
June 30	Friday	Last day for employers to cancel with a refund
July 12	Wednesday	Student applications available to employers for Preselection
July 19	Wednesday	Deadline for employers to preselect candidates
July 25	Tuesday	Interview schedules available to employers
July 31 – Aug 3	Monday – Thursday	Early Interview Week (EIW)

On-Campus Interviewing (OCI) Policies

NON-DISCRIMINATION POLICY

The University of California, Irvine School of Law (UCI Law) is committed to the principle of equal opportunity for all individuals. Equal employment opportunity is inherent in the ideals of the legal profession. We expect that prospective employers using the facilities of the Career Development Office accept this goal and that their employment policies will be consistent with it. UCI Law is committed to a policy against discrimination in employment based on race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status, or any other characteristic protected by applicable law. Under University of California policies, UCI Law facilities are not available to employers whose employment practices violate applicable state or federal law. All employers interviewing on campus or posting positions for UCI Law students are encouraged to be familiar with The National Association for Law Placement (NALP) [Principles and Standards](#).

GRADING SYSTEM AND POLICIES

UCI Law grades on a scale of A+ (4.3) to F (0.0). UCI Law does not rank students, so please indicate hiring criteria by grade letter or GPA. All first-year courses have a required median of B+. For more detailed information about our grading system, required medians, and grade distributions, [please click here](#).

CALLBACK POLICY

We ask that students make efforts to minimize time away from classes and schedule callbacks accordingly. We encourage employers to assist in this endeavor.

OFFERS

We expect all employers who recruit at UCI Law to comply with the [NALP Guidelines](#) with respect to callbacks and offers. Specifically, we do not condone “exploding” offers or signing bonuses contingent on the timing of an acceptance. Similarly, an employer may not extend an offer that remains open until a target number of acceptances is received, at which point additional outstanding offers are withdrawn. We expect employers to comply with the deadlines established by the [NALP General Standards for the Timing of Offers and Decisions](#). For our part, UCI Law instructs students to provide timely notice of acceptances and of affirmations of interest in pending offers.

OFFERS TO FIRST-YEAR STUDENTS

Under NALP and UCI Law guidelines, prospective employers and first-year law students should not initiate formal one-on-one recruiting contact with one another, and employers should not interview or make offers to first-year students, before December 1. All offers to first-year students for summer employment should remain open for at least two weeks after the date the offer is extended. Offers to first-year students not previously employed by that employer made before the beginning of our Fall Early Interview Week (EIW) should remain open for at least 28 days following the first day of EIW.

RELEASE OF STUDENT INFORMATION

UCI Law will not release to any third party, except with the consent of the student, data pertaining to the student's educational record. Periods of attendance are matters of public information, but employers seeking information on grades or academic standing should ask the student to submit a UCI Law transcript.

You may refer such questions directly to:

University of California, Irvine School of Law Registrar's Office
401 East Peltason Drive, Suite 1000
Irvine, CA 92697-8000
registrar@law.uci.edu
(949) 824-0066

(Please sign and submit the Employer Verification Form.)

EMPLOYER VERIFICATION FORM

I am authorized to verify that my employer understands and is in compliance with the University of California, Irvine School of Law's On-Campus Interviewing (OCI) Policies. All recruiters participating in any OCI programs on behalf of my employer will be made aware of and be bound by these Policies.

Name (Printed)

Date

Signature

Employer Name:

Street Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Early Interview Week (EIW) Fall 2017 Invoice

BILL TO (PLEASE COMPLETE):

Employer Name: _____
 Street Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____
 Contact Name: _____
 Email Address: _____

REGISTRATION FEES

Employer Category	Fee
100+ attorneys [total in office(s) for which you are interviewing]	\$600 registration fee
31 – 99 attorneys [total in office(s) for which you are interviewing]	\$500 registration fee
1 – 30 attorneys [total in office(s) for which you are interviewing]	\$250 registration fee
Businesses	\$250 registration fee
Public Interest/Government	Waived

Registration fees due for participation in the Fall 2017 Early Interview Week:

\$ _____

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.

Include a copy of your completed invoice when mailing payment to the Career Development Office. Checks should be made payable to "UC Regents." UCI's tax identification number is 95-2226406.

Please mail payment to: Career Development Office
 University of California, Irvine School of Law
 401 East Peltason Drive, Suite 1000
 Irvine, CA 92697-8000