

Early Interview Week (EIW) Fall 2018 Details

The University of California, Irvine School of Law (UCI Law) welcomes you to our annual Fall Early Interview Week (EIW). Please review the complete packet for details on our program.

Date: July 30 – August 2, 2018. Interviews are scheduled 8:30am to 5:30pm, with a one hour lunch.

Location: Interviews will be held at the Hyatt Regency Newport Beach. Interviewers flying in should book flights into John Wayne Airport in Santa Ana (airport code SNA). Interviewers will receive an email approximately one week in advance of their interview date notifying them of logistical information including directions to the Hyatt Regency Newport Beach, parking information, and check-in details.

Registration Timeline: Priority registration ends on Friday, April 27, 2018 at 6:00 PM. Employers who register by the priority deadline can expect to receive notification of the day/date of their interviews no later than Monday, May 14. After April 27, 2018, late registrants will be assigned interview dates on a first-come, first-served basis until Thursday, June 28, 2018. The CDO cannot guarantee that it will be able to schedule interviews for employers who submit their registration after June 28.

Summer 2019 and Post-Graduate Positions: The Class of 2020 will begin the 2018 Fall Semester as second-year students. Employers may interview students from the Class of 2020 for employment during summer 2019. Students in the J.D./M.B.A. program have completed their first year of law school and are expected to graduate in 2021. Employers may interview students from the J.D./M.B.A. program for employment during summer 2019. The Class of 2019 will begin the 2018 Fall Semester as third-year students. Employers may interview students from the Class of 2019 for post-graduate employment.

DATES AND DEADLINES

April 27	Friday	Priority registration deadline (6pm)
May 14	Monday	Interview dates available to priority registration employers
June 28	Thursday	Last guaranteed day to register
July 11	Wednesday	Student applications available to employers for Preselection
July 18	Wednesday	Deadline for employers to preselect candidates
July 23	Monday	Interview schedules available to employers
July 30 – Aug 2	Monday – Thursday	Early Interview Week (EIW)

ACTION ITEMS REQUESTED

- Register by completing the survey [here](#) by June 28, 2018.
- Within 10 business days of registration, turn in fees and Employer Verification form.
- Watch your email for instructions on how to access UCI's new Legal Employment Opportunities (LEO) website to make your preselections starting July 11, 2018.
- Watch your email for location and parking instructions the week before the event.

REGISTRATION

How to Register:

1. Complete registration [here](#). Priority registration ends April 27, 2018. The final day to register is June 28, 2018.
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 on page 8.
 - 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 5-7 of this packet).

Please mail to:

Career Development Office
ATTN: Brandy Stewart
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 29 will be refunded. *There will be no refunds for cancellations after June 29.*

RESUME COLLECT

Employers who find it impractical to interview in Irvine may opt for our “Resume Collect Program.” You may register [here](#) 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 on page 7 (which verifies that the employer understands and is in compliance with the UCI Law School’s Policies beginning on page 5 of this packet).

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 the application materials of all the students that bid to interview with them on UCI’s Legal Employment Opportunities (LEO) website. Each employer can then review these applications and select 30% of its interviewees for EIW through LEO. 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, LEO will assign the remaining interview slots to students through a random lottery system. Assignments will be based on student preferences and employer availability.

How to Retrieve Application Materials and Enter Student Pre-Selections: Application materials will be available on the LEO website on Wednesday, July 11, 2018 to begin the preselection process. Instructions on how to retrieve application materials and submit student pre-selections will be sent by email in advance. For assistance, please contact our Employer Relations Manager, Brandy Stewart, (949) 824-5963 or bstewart@law.uci.edu.

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 LEO. Employers may contact students on 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. All schedule changes must be communicated to the CDO to ensure facilities are ready and to keep interviewer schedules current.

Retrieving Interview Schedules: EIW interview schedules will be available on July 23, 2018 at noon. Instructions on how to retrieve your interview schedule through LEO will be sent in advance. *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 registration descriptions 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. Resume collect employers may select to receive transcripts during registration.

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 LEO during the designated bidding period. The CDO asks that all employers wait to receive their final interview schedules on Monday, July 23rd before scheduling meetings outside of the interviews set up by UCI Law.

Schedule or Interviewer Changes by Employers: If you need to change your schedule in any way or to request a date change or change interviewers contact Brandy Stewart at (949) 824-5963.

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.

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, gender identity, gender expression, 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 2018 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 2018 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