

# January 2021 Early Interview Week

## Employer Details

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

**Date:** January 19-22, 2021. Interviews are scheduled 8:30am to 5:10pm, with 20-minute breaks and a one-hour lunch from 11:30am – 12:30pm.

**Location:** Interviews will be held virtually using Flo Recruit. Flo Recruit information will be shared before preselection begins.

**Please note:** The contact person designated in your OCI registration will receive event updates by email through our LEO 12Twenty system, including Preselection instructions. Occasionally messages are caught by email security filters. Please contact us if you are not receiving emails about Early Interview Week.

## DATES AND DEADLINES

<b>October 23</b>	Friday	Priority registration deadline (6pm)
<b>November 20</b>	Friday	Interview dates available to priority registration employers
<b>December 18</b>	Friday	Last guaranteed day to register
<b>January 8</b>	Friday	Student applications available to employers for Preselection (5pm)
<b>January 13</b>	Wednesday	Deadline for employers to preselect candidates (12pm)
<b>January 14</b>	Thursday	Interview schedules available to employers in LEO (by end of day)
<b>January 19-22</b>	Tuesday – Friday	Early Interview Week (EIW)

**Resume Collection:** Employers who find it impractical to participate in EIW may opt for our Resume Collection Program. You may register [here](#) for Resume Collection. Log into the Legal Employment Opportunities (LEO) website, select “Register for OCI” and for OCI Round select “Early Interview Week 2020 – Resume Collection.” Please fill out the OCI Contact fields. For the remaining required fields simply select the first option. There is no fee for Resume Collection employers, but compliance with the UCI Law On-Campus Interviewing Policies remains mandatory. Resume Collection application packets will be available to registrants on January 15, 2021, or can be sent earlier upon request.

## UCI LAW RECRUITING POLICIES

The University of California, Irvine School of Law (UCI Law) values its relationships with employers and welcomes an exchange of information at all stages of the job search process. UCI Law subscribes to all [NALP Principles for a Fair and Ethical Recruitment Process](#), and expects students and employers with whom we work to be guided by these principles as well. The Recruitment Policies set forth below are intended to provide clarity on our expectations.

### **Non-Discrimination**

UCI Law is committed to a policy against discrimination in employment based on color, race, religion, sex, gender identity, gender expression, national origin, age, sexual orientation, 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. Employers are required to sign a statement of compliance before posting jobs or participating in on-campus interviewing programs.

### **General Provisions**

1. UCI Law expects employers and students to schedule interviews outside of student class times.
2. UCI Law expects students to comply with all written terms of offer letters, including requests for reaffirmation. Students should not hold open more than five offers at a time.
3. All offers for employment should remain open for at least two weeks from the date of the written offer, unless from a private sector employer with over 40 attorneys.

### **Offers for Summer Employment from Private Sector Employers with over 40 Attorneys**

1. Offers for summer employment from private sector employers with over 40 attorneys should remain open for at least 21 days from the date of the written offer. Reasonable student requests for extensions should be honored.
2. Offers for summer employment made before the start of UCI Law's Early Interview Week (EIW) should remain open for at least 21 days from the first day of EIW.

### **Offers for Post-Graduate Employment from Private Sector Employers with over 40 Attorneys**

1. Offers for post-graduate employment made to students previously employed by the employer made on or before September 2 should remain open until October 1.
2. Offers for post-graduate employment made to students previously employed by the employer made after September 2 should remain open at least 21 days.
3. Offers for post-graduate employment made to students not previously employed by the employer made on or before December 1 should remain open at least 21 days.
4. Offers for post-graduate employment made to students not previously employed by the employer made after December 1 should remain open for at least two weeks.
5. Private sector employers are expected to extend the deadline to accept offers for post-graduate employment until April 1 for students actively pursuing public interest or government positions.

## **REGISTRATION INFORMATION**

### **How to Register:**

1. Complete registration [here](#). Priority registration ended October 23rd. The final day to register is December 18, 2020. Sign up or Log in and select "Register for OCI." Firms unable to attend in person can also register for Resume Collection (see above).
2. Within ten business days of registration, pay fees here [https://ucis.lejoinme.org/UCILaw\\_EIW\\_2020](https://ucis.lejoinme.org/UCILaw_EIW_2020). If you are unable to pay online by credit card, please contact us for an invoice.

Employer Category	Fee
Firms with 41 – 100 Attorneys (firm-wide)	\$700 registration fee
Firms with 1 – 40 Attorneys (firm-wide)	\$500 registration fee
Government/Public Interest	Waived

Firms with multiple schedules that require an additional virtual interview room for EIW are requested to pay an additional registration fee.

The last day to cancel and receive a refund is December 18, 2020.

## Preselection/Interview Schedule Instructions

Employers may select 40% of their candidates prior to EIW; the remaining 60% of interview slots will be assigned by lottery. Employers that do not submit their preselected candidates on time will have 100% of their interview slots assigned by lottery.

**Retrieve Application Materials:** Application materials will be available on the LEO website on Friday, January 8, 2021 at 5pm. To retrieve your application materials, please follow the instructions below:

1. Log into LEO: <https://law-uci.12twenty.com/hire>
2. Click on "OCI and Job Listings" from the left navigation panel.
3. Click on the "Job Title" for the position you are interviewing for.
4. On the next page click the "Applicants" tab to see a list of all of the applicants who have applied.
5. To download the application package (pdf) click the "Action" button and "Download All Application Packages."
6. You can create custom packets for each location you are hiring for by selecting from the "Location Preference" dropdown.

**Enter Student Pre-Selections:** The deadline to submit interviewees and alternates is Wednesday, January 13, 2021 at noon. To begin the preselection process, please follow the instructions below:

1. To enter your candidate selections, log into LEO: <https://law-uci.12twenty.com/hire>
2. Click on "OCI and Job Listings" from the left navigation panel.
3. Click on "Job Title" for the position you are interviewing for.
4. On the next page, click on "Applicants" tab to see a list of all the applicants who have applied.
5. From this page, click on the pencil icon to the right of the "Pending" button in the "Interview Decision" column next to each student to make a decision. You can also use the "Action button" to make decisions on multiple candidates at once.
6. A pop-up will appear allowing you to indicate "Extended Interview," "Alternate" or "Not Selected."
7. You may select up to three alternate candidates if your initial choices are not available. Rank each alternate in priority order using the "Position" field.
8. Once you have made all of your selections, click on the "Confirm" button. Here you will also see your preselect and alternate counts displayed.
9. Please change all remaining students to "Not Selected." Do not leave them as "Pending."

**Retrieve Interview Schedules:** EIW interview schedules will be available on Thursday, January 14, 2021 by the end of the day. To retrieve your schedule, please follow the instructions below. Please note that we are not uploading materials into Flo Recruit, application materials can be found in LEO and transcripts will be sent to you the day of your interviews.

1. Log into LEO: <https://law-uci.12twenty.com/hire>
2. Click on "OCI and Job Listings" from the left navigation panel.
3. Click on "Job Title" for the position you are interviewing for.
4. Make sure you are in the "Schedule" tab near the top of the page.
5. Click the "Schedule Actions" button halfway down the page on the right and select the "Export Schedule" option. The schedule will automatically download onto your computer. **Note:** *You can also download your final application package from this Menu. Please remember to pull an updated schedule one day prior to your interview date.*

**Add Firm Interviewer Names:** If you have not already submitted the names of your firm's interviewers, please enter them in LEO as soon as possible, as follows:

1. Log into LEO: <https://law-uci.12twenty.com/hire>
2. Click on "OCI and Job Listings" from the left navigation panel.
3. Click on "Job Title" for the position you are interviewing for.
4. In the "Job Posting" page select the "Edit" button. Scroll down to "Interviewer Information" and enter the name or names of your interviewer(s).

## DAY OF THE INTERVIEW

**Virtual Interview Information & Support:** Please watch for Flo Recruit instructions that will be sent to you before the preselection period, as they will contain details on how to get help with your virtual interviews the day of the event.

**Schedule Changes on Interview Day:** If you need to change your schedule or interviewer names, please contact Brandy Stewart at [bstewart@law.uci.edu](mailto:bstewart@law.uci.edu).

## 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 are strongly encouraged to schedule interviews when students are not in class. Students should make efforts to minimize time away from classes and should schedule callbacks accordingly.

**Offers:** The CDO encourages students to reconfirm and release offers and to make decisions in a timely manner.

## FREQUENTLY ASKED QUESTIONS

### **Class Information for Summer 2021 and Post-Graduate Positions:**

- The Class of 2022 began the 2020 Fall Semester as second-year students. Employers may interview students from the Class of 2022 for employment during summer 2021.
- Students in the J.D./M.B.A. program have completed their first year of law school and are expected to graduate in 2023. Employers may interview students from the J.D./M.B.A. program for employment during summer 2021. If you are interested in these students, please indicate this on your registration or notify Brandy Stewart at [bstewart@law.uci.edu](mailto:bstewart@law.uci.edu), she will add it to your job posting.
- Class of 2021 began the 2020 Fall Semester as third-year students. Employers may interview students from the Class of 2021 for post-graduate employment.

**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 (minimum grade letter or GPA), the kind of work the office does, any particular practice areas or departments that the office is hiring for, and the training that a summer or first-year associate may expect. Please do not include firm online registration links as a method of application in the registration description. If your firm requires applicants to submit materials to your website, please ask students you are interested in to do so after January 22, 2021.

**Contacting Students:** If an employer contacts a student encouraging them 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 Thursday, January 14 before scheduling meetings outside of EIW interviews set up by UCI Law.

**Preselection Information:** 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 40% of its interviewees. 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 Friday, January 8 at 5pm. The deadline for employers to submit their interviewees and alternates is Wednesday, January 13, 2021 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.

**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 interviewer schedules are current.

**Transcripts:** Transcripts will not be made available to employers prior to EIW interviews. The CDO will provide each employer with transcripts for interviewed students within 24 hours of the conclusion of the employer's interview schedule. Resume collection employers may select to receive transcripts during registration.

**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. For more detailed information about our grading system, required medians, and grade distributions, [please click here](#).

**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 these 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](mailto:registrar@law.uci.edu)  
(949) 824-0066