

Early Interview Week (EIW) Fall 2019

Employer 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 29 – August 1, 2019. Interviews are scheduled 8:30am to 5:00pm, 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).

Directions, Parking Information and Check-In Details: The person who registered the firm will receive an email approximately one week in advance of the interview date notifying them of logistical information including directions to the Hyatt Regency Newport Beach, parking information, and check-in details. Upon receipt, please share this information with your interviewers.

DATES AND DEADLINES

April 26	Friday	Priority registration deadline (6pm)
May 9	Thursday	Meet the Firms (Tabling Event)
May 13	Monday	Interview dates available to priority registration employers
June 26	Wednesday	Last guaranteed day to register
July 10	Wednesday	Student applications available to employers for Preselection (12pm)
July 17	Wednesday	Deadline for employers to preselect candidates (12pm)
July 22	Monday	Interview schedules available to employers in LEO (12pm)
July 29 – Aug 1	Monday – Thursday	Early Interview Week (EIW)

Resume Collection: Employers who find it impractical to interview in Irvine 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 2019 – 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 collect application packets will be available to registrants on July 16, 2019.

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 ends April 26, 2019. The final day to register is June 26, 2019. 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](#). If you are unable to pay online by credit card, please contact us for an invoice.

Employer Category	Fee
Firms with 41 – 100 Attorneys	\$700 registration fee
Firms with 1 – 40 Attorneys	\$500 registration fee

Government/Public Interest

Waived

Firms with multiple schedules that require an additional interview room for EIW must pay an additional registration fee.

The last day to cancel and receive a refund is Friday, June 28.

Preselection/Interview Schedule Instructions

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 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 Wednesday, July 10, 2019 at noon. 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, July 17, 2019 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 "Pending" button inside of 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 Monday, July 22, 2019 at noon. To retrieve your schedule, 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 "Job Title" for the position you are interviewing for.
4. Click the "Schedule Actions" button 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).

Ship Recruiting Materials for Interviewers by July 19, 2019: The CDO will happily accept and transport packages containing recruiting materials to the event but cannot return unused materials. Please ship all materials no later than July 19, 2019 to avoid delays by campus mail.

Materials should be sent to:

Brandy Stewart
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

To coordinate receipt of materials *during* Early Interview Week please contact Brandy Stewart at (949) 824-5963 or bstewart@law.uci.edu.

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.

Schedule Changes: If you need to change your schedule or interviewer names please contact Brandy Stewart as soon as possible at (949) 824-5963.

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.

FREQUENTLY ASKED QUESTIONS

Class Information for Summer 2019 and Post-Graduate Positions: The Class of 2021 will begin the 2019 Fall Semester as second-year students. Employers may interview students from the Class of 2021 for employment during summer 2020. Students in the J.D./M.B.A. program have completed their first year of law school and are expected to graduate in 2022. Employers may interview students from the J.D./M.B.A. program for employment during summer 2020. If you are interested in these students, please notify Brandy Stewart at bstewart@law.uci.edu, she will add it to your job posting. Class of 2020 will begin the 2019 Fall Semester as third-year students. Employers may interview students from the Class of 2020 for post-graduate employment.

Registration Timeline: Employers who register by the April 26, 2019 priority deadline can expect to receive notification of the day/date of their interviews no later than Monday, May 13. After April 26, 2019, late registrants will be assigned interview dates on a first-come, first-served basis until Wednesday, June 26, 2019. UCI Law cannot guarantee that it will be able to schedule interviews for employers who submit their registration after June 26.

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. 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 August 1, 2019.

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 22 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 30% 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 Wednesday, July 10, 2019 at noon. The deadline for employers to submit their interviewees and alternates is Wednesday, July 17, 2019 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 facilities are ready and to keep interviewer schedules current.

Transcripts: Transcripts will not be made available to employers prior to EIW interviews. Employers may request transcripts from each interviewee at the time of the interview. 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. 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](#).

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
(949) 824-0066