



The banner features a photograph of a modern, curved building with a series of windows, set against a blue sky with palm trees in the foreground. To the right of the image, the text reads: "UCLA PUBLIC INTEREST/PUBLIC SECTOR CAREER DAY INFORMATION SESSION" in large, bold, yellow capital letters, followed by "January 15, 2015" in a smaller, white font. At the bottom of the banner, there is a yellow rectangular block on the left and a dark blue rectangular block on the right containing the text "University of California, Irvine School of Law" in white.

My name is Grace Lee, I am the assistant director of career development for Public Interest and Fellowships.

Presentation Topics

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- Overview of the Day
- Information Table Talk Tips
- Registration
- Important Dates



Northern California Public Interest/Public Sector Career Day

Saturday, January 31, 2015

University of California Hastings College of the Law

198 McAllister Street

San Francisco, CA 94102

Table Talk with Employers (9:30 am - 1:00 pm)

<http://www.one-justice.org/pips>

Please note also that our 1L Mock Interview program will also be held on January 31 at the UCI Law Library.

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Overview of the Day



Southern California Public
Interest/Public Sector Career Day

Saturday, **February 7, 2015**

UCLA School of Law

8:30 a.m.-5:00 p.m.

Parking is \$12

Overview

- Interviews
- Information Tables
- Informal lunchtime discussions
- Criminal Law Panel:
Prosecution and Defense

The event is held at the UCLA school of law. It starts at 9am and ends at 5pm.

Overview



Interviews

Interviews are all prescheduled and conducted throughout the day. These interviews, even though its held at this event, should be treated just as formally as any other interview. You should remember to be early, dressed appropriately, and prepared.

- The interviews are usually scheduled back to back and so it is important that you are there early. Traffic up to LA sucks and parking is kind of far...so take that into account in planning your time.
- Dress code for the day will be suits. Even if you do not have an interview scheduled, you should wear a suit. The employers may not be wearing suits, but you should be wearing one.
- If you are selected to be interviewed, please make sure you check what additional documents the employer is requesting and research the employer. Also, make sure to sign up for our 1L Mock Interview program.

Overview



Information Tables

Information tables: There are over 130 organizations and agencies signed up to participate this year. A majority of them will have information tables set up all day. It's a great opportunity for you to see what type of organizations are out there and speak directly with attorneys that work at the organizations. Many summer law clerks have been interviewed and hired at these information tables. They will also collect your resumes at these information booths. Make sure you bring extra copies of your resume on this day. We will talk more about tips in a bit.

Overview



Informal lunchtime discussions

Informal lunchtime discussions: There will be a informal discussions on different substantive areas of public interest practice (children and youth, environmental law, and labor law, last year there was a US Dept of Justice information session). There will also be an information session regarding postgraduate fellowships and the fellowship applications.

Overview

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Criminal Law Panel: Prosecution and Defense

Criminal Law Panel: In the afternoon, there will be a panel discussion regarding criminal law. The panel usually is comprised of District Attorneys, US attorneys, Public Defenders. Federal Public Defenders.

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Information Table Talk Tips



Information Table Talk Tips

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- Information Gathering
- Expressing Interest/Interviewing
- Networking

3 purposes to participating in table talk.

- 1) Information gathering: I don't know anything about this organization. The name sounds interesting, I wonder what they do?
- 2) Express Interest/Interviewing: I didn't get selected for an interview, but I'm really interested in working for this organization. I'm going to see if I can find out about any opportunities that may still be available.
- 3) Networking: This is another organization that sounds interesting, I'm curious about what they do, I want to find out more what its like to be an attorney at this organization.

Information Gathering

- I'd like to learn more about your organization.
- How can law students get involved?
- Find out about the attorney at the table.

Introduce yourself: Hi my name is Grace Lee and I'm a 1L at UCI school of Law

You want to be friendly yet formal. I remember as an employer at the career fair and a student would come up to our booth and go "So, um like what do you guys do at the um...Legal Aid Foundation?? What is that? We would then just give them a brochure and tell them to read it. So don't act disinterested and entitled.

I'd like to learn more about your organization:

What substantive areas of law do they cover? Where are they located? The size of their organization?

How can law students get involved?

Have a conversation with the attorney. What do they do there? How long have they worked there?

Expressing Interest/Interviewing

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- Express your interest in the organization
- Talk about why you are interested in working with them.
- Ask questions about the organization.
- Ask about summer positions, if they are still accepting resumes.
- Submit your resume. Ask who you can follow up with.

Introduce yourself. Be friendly, have good energy

Express your interest in the organization: I'm really interested in your organization, especially your work in government benefits. At UCI I participated in several pro bono projects dealing with GR benefits and SSI benefits, I really enjoyed working directly with clients. I'm looking to gain more hands on experience. The more you know about the organization, the more focused you will sound and the more you will have to talk about with the attorney. You want to show that you have enthusiasm for the organization and the work that they do there.

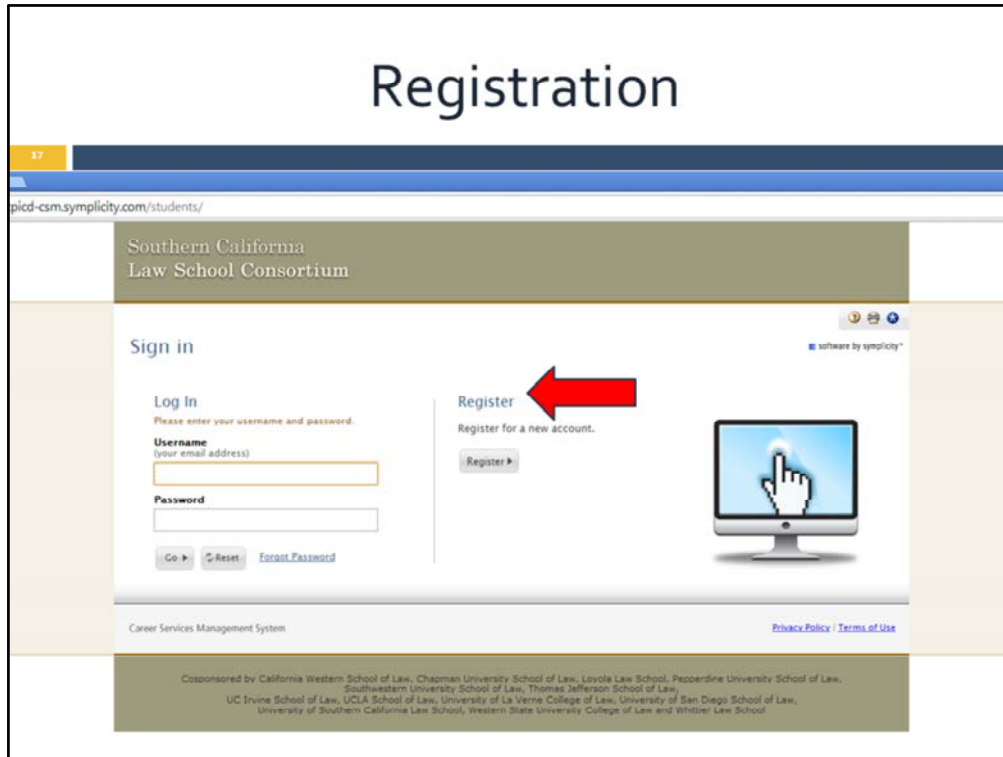
Networking

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- Good introduction to the Public Interest Community.
- Get to know the attorneys and the organizations.
- Possibilities for summer, pro bono work during the year, host organizations, post graduate.

Registration





Please refer to the email that I sent you with specific instructions.
You will have to register through the link that is provided on the instructions.

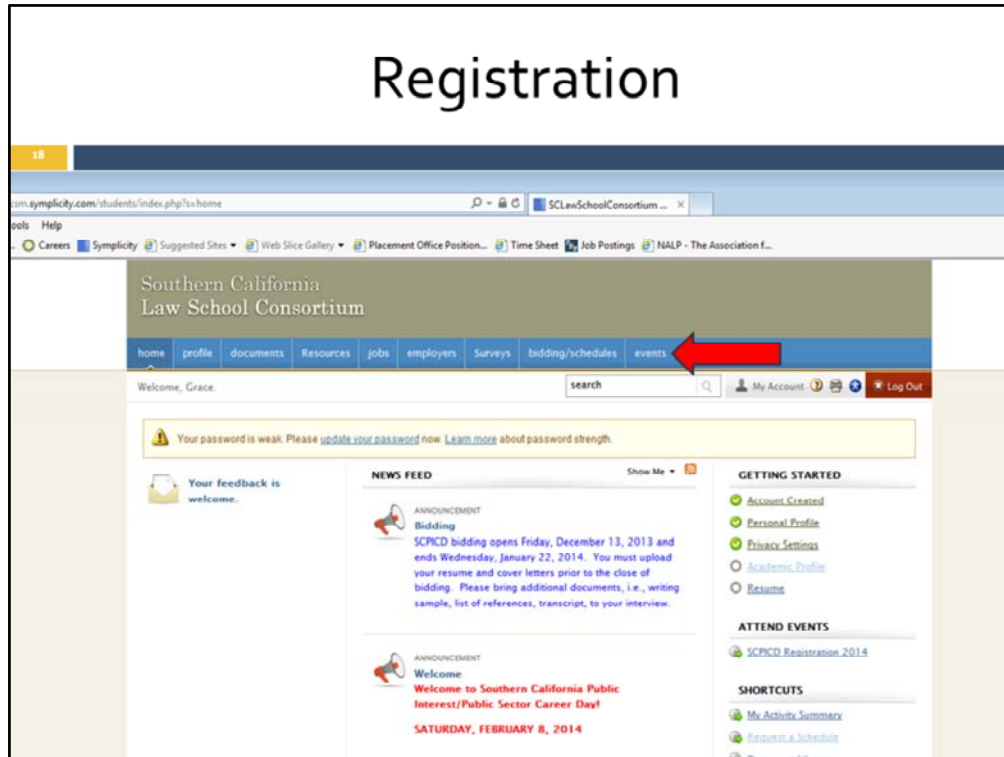
If you have not participated in Public Interest Career Day you must register for a new account first.

Initial password is: Consortium

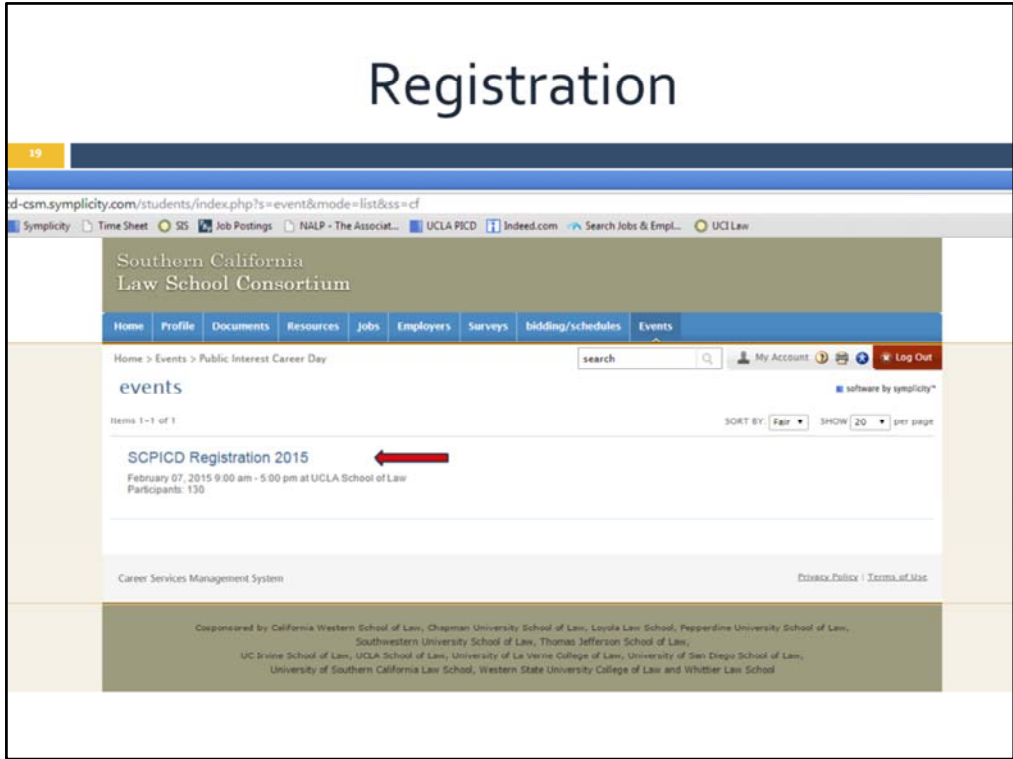
You must register in order to submit bids for interviews.

Once you have registered, you will be taken to the home screen.

Registration



Once you have registered: you should be brought to this page. First check out the organizations that are accepting resumes by clicking the “EVENTS” tab. Please note, not all the entities may be at the actual event. However, they are collecting resumes through this system and will reach out to arrange for interviews.



Click on to SCPICD Registration

Registration

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city.com/students/index.php?mode=form&id=70e08eff58a570e9b80b29282ebbce&xs=event&xs=cf

Time Sheet SIS Job Postings NALP - The Associat... UCLA PICD Indeed.com Search Jobs & Empl... UCI Law

Southern California
Law School Consortium

Home Profile Documents Resources Jobs Employers Surveys bidding/schedules Events

Home > Events > Public Interest Career Day >

search My Account

SCPICD Registration 2015

software by t

Participants Advanced Search Career Fair Info

Day Keywords

Items 1-20 of 130 SHOW 20 per page [show all] Page 1

Will your organization be attending?	Organization Name	Division	Contact Person Full Name	Interviewing On-site - Public Interest/Public Sector Day	We would like to interview (select all that apply). Public Interest/Public Sector Day	Office Locations - Public Interest/Public Sector Day	Information Table - Public Interest/Public Sector Day	Lunchtime Discussion - Public Interest/Public Sector Day	Lunchtime Topics - Public Interest/Public Sector Day
no	Internal Revenue Service, Office of Chief Counsel	Business International	Michael Washburn	no	Not applicable		no	no	Tax

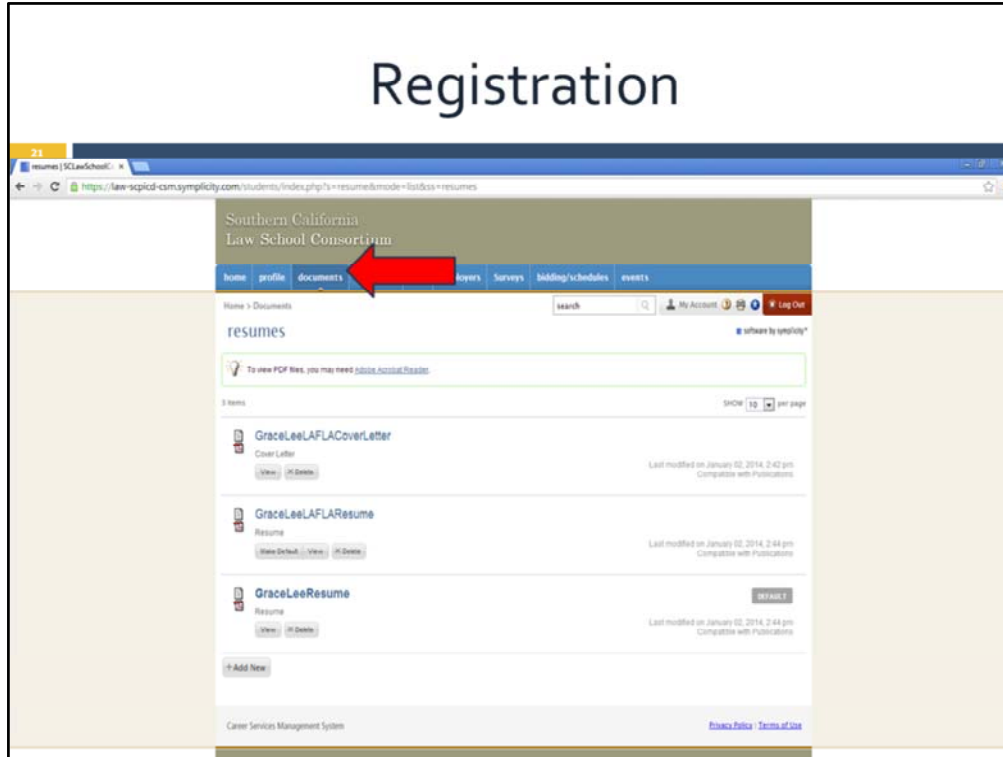
It will take you to this page where it lists all the organizations and government agencies. If you click on to the organizations name it will provide you more information about the organization.

Make a list of the organizations and agencies that you are possibly interested in bidding for.

Remember you can bid for a total of 15 employers only. However, if it is indicated they will not be at the career day, bidding for those organizations will not count towards your 15.

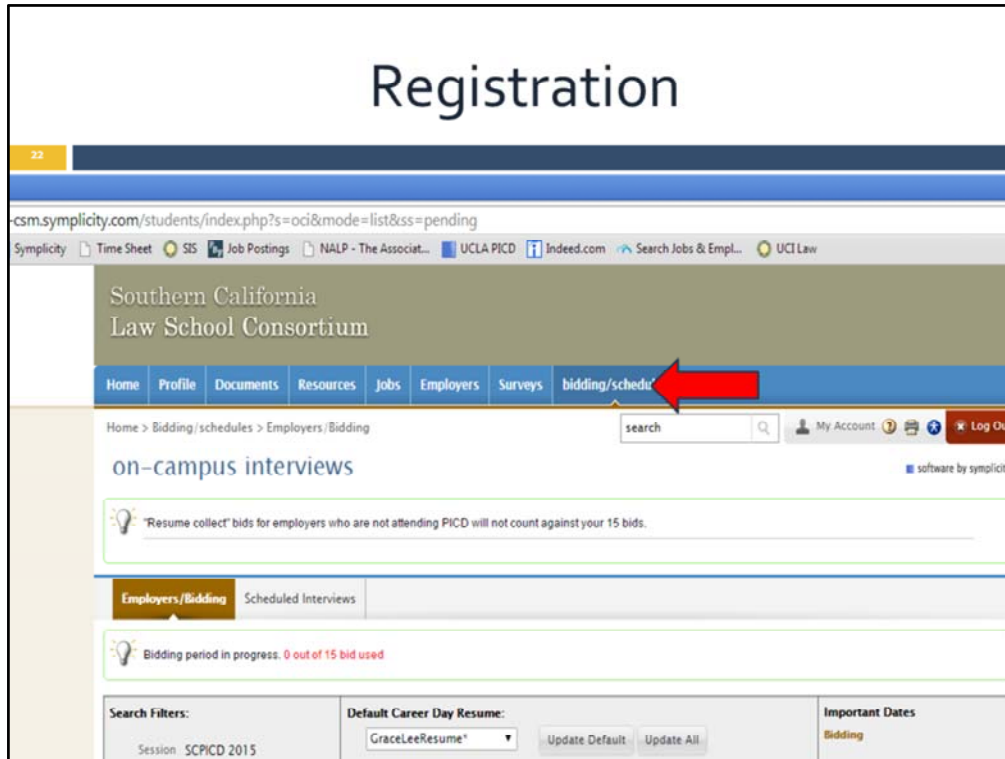
If there is an organization that you really really want to work for. You also have the option to submit your resume directly to the organization right now!

Registration



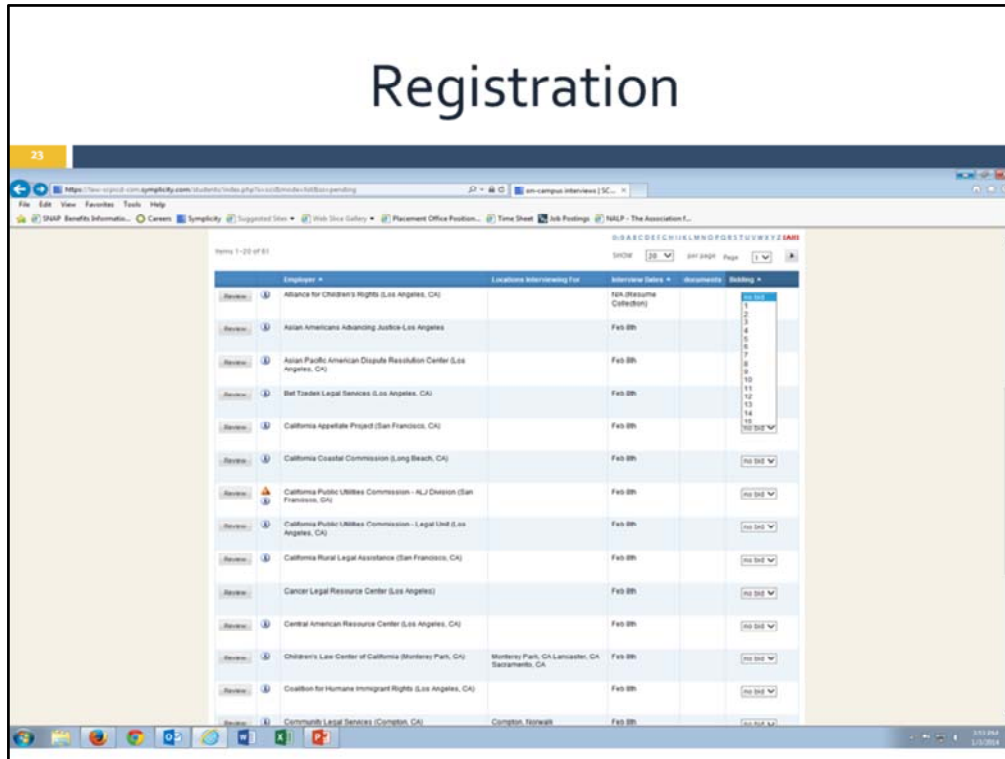
When you are ready to upload your resume and cover letters, click on to “Documents”
You can upload generic cover letters or you can write specific cover letters for the organizations that you are bidding for (Which I HIGHLY suggest you do). When you upload each cover letter, just make sure you label them appropriately. You can also upload specific resumes or a general default resume.

In regards to additional documents: You can NOT upload additional documents here (reference lists, writing samples, transcripts). If an employer is requesting these documents, you must bring them with you during your interview.



After you uploaded your documents, click on to Bidding/Schedules. Here they will list all the agencies you can bid (request an interview) for.

Registration



Scroll down and it will list all the orgs/agencies you can bid for. To bid on the employer, you have to rank them. Please note: The employer will not see the ranking

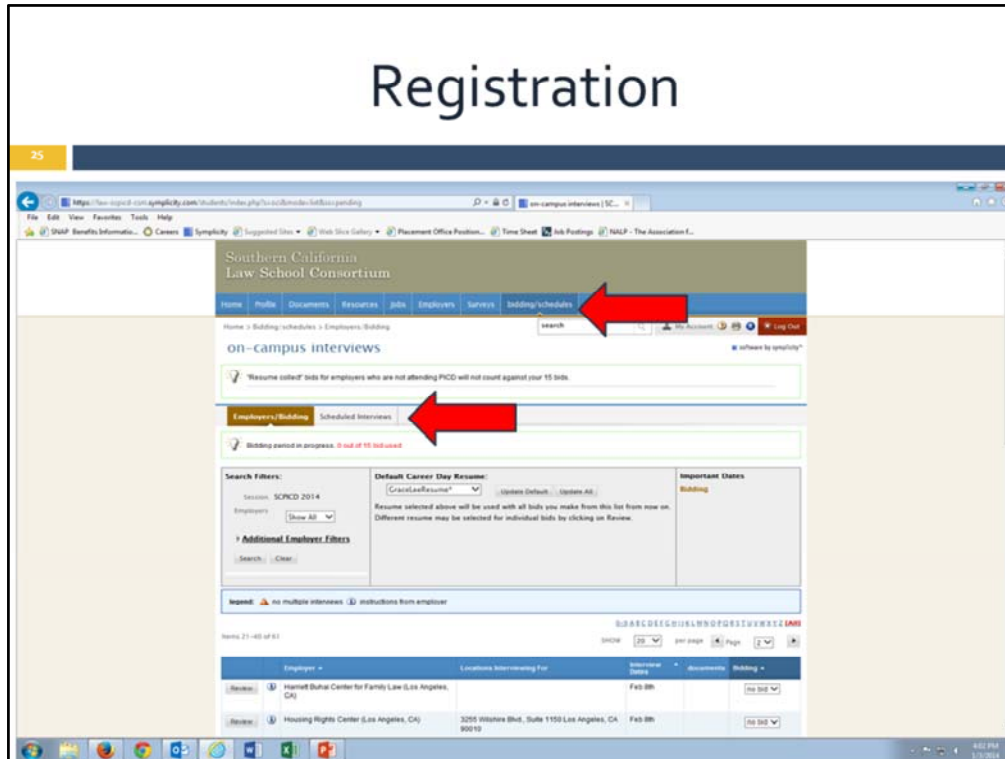
Registration

The screenshot shows a web browser window displaying the Southern California Law School Consortium's OCI registration page. The page title is "on-campus interviews". The employer listed is "Legal Aid Foundation of Los Angeles". The "BID DETAILS" section includes dropdown menus for "Resume" (set to "CoverLetterResume") and "Cover Letter" (set to "CoverLetterCoverLetter"). A red arrow points to the "Apply" button at the bottom of the bid details section.

Once you rank the employer, this page will open up. Here you can submit the specific resume/cover letter. And then hit “Apply” You can bid up to 15 organizations. Make sure you go over each employers hiring criteria.

The deadline to submit your bids is Wednesday, January 21, 2015. Make sure you upload your documents before because there will be a lot of students trying to upload at the last minute and it could take a long time.

Registration



On January 31, you can go back to this site to review your interview schedule by clicking on Bidding/Schedules and then Scheduled Interviews.

Important Dates!

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Friday, December 12, 2014 (9:00 a.m.)	STUDENTS - Bidding and uploading of resumes/cover letters opens
Wednesday, January 21, 2015 (5:00 p.m.)	STUDENTS - Bidding and uploading ends
Friday, January 23 (9:00 a.m.)	Employers - Review of resumes/cover letters begins
Wednesday, January 28 (5:00 p.m.)	Employers - Prescreening selections ends
Saturday, January 31	Students – Receive notification of interview schedules
Wednesday, February 4 (5:00 p.m.)	Students - Cancellation deadline
Saturday, February 7	Public Interest Career Day

Public Interest/Public Sector Career
Day 2015

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Good Luck and Have Fun!