



FALL 2011 ON-CAMPUS INTERVIEW PROGRAM GUIDE

**(On-Campus Interviews, Resumé
Collection & Apply Directly)**

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TABLE OF CONTENTS

TOPIC	PAGE #
Overview/Program Dates & OCI Sessions	2
How to Prepare this Summer	3
Resumé	3
Reporting Your Summer Job	3
Reporting Class Standing on Resumés	3
Reporting GPAs on Resumés	4
Reporting Law Journal Membership on Resumés	4
Cover Letter	4
Transcript	4
Writing Sample	4
Reference List	5
Interview Skills	6
Interview Wardrobe	6
Symplicity Step-by-Step Guide	8
Logging In	8
Summer 2011 Employment Survey	8
Creating Your Profile	8
Unavailable Times	8
Uploading Your Resumé	8
Uploading Your Transcript	9
Researching Employers	9
Applying/Bidding for OCI Employers	10
Applying/Bidding for Resumé Collect Employers	10
Bid Deadlines	11
Scheduling Interviews	11
Cancelling interviews	12
Day of Interview Protocol	12
No-Show Policy	12
Important Dates	13
Policies Regarding Falsification of Credentials & Acceptance of Offers	14

This year's fall on-campus recruitment program is quickly approaching and employers are eagerly awaiting your applications. This packet of information will provide you with guidelines, step-by-step procedures, tips and deadlines specifically for the fall on-campus interview program. Please read this packet of information carefully. Answers to most of your questions should be found in this packet, but should you have questions on matters not addressed herein, please contact the Office of Career Services.

Although on-campus interviews are a highly visible aspect of the services we offer, they are by no means the only means of securing employment. We encourage all students to engage in a variety of other job search activities during the fall as well, including resumé collection, direct applications, job fairs, and networking. Please review the *Fall Semester Job Search Strategies* handout found at <http://www.law.howard.edu/78>. Also, feel free to make an appointment with the Career Services Office to discuss additional/alternative means of finding employment.

OVERVIEW:

A number of national and local legal employers will visit Howard Law School for the purpose of interviewing second and third-year students for summer and permanent legal positions. The interviews are mostly "screening" interviews; many employers will conduct second-round or "call-back" interviews of candidates whom they believe warrant further consideration. The majority of employers represent large law firms; other employers represented include government agencies, large public interest organizations, and district attorney's offices.

This year's fall program campus recruitment program will begin on August 15, 2011 and run through October 28, 2011.

Employers will recruit in four (4) sessions, or specific time periods. The sessions are as follows:

- ✓ Early Interview Week
- ✓ August/September 2011 OCI
- ✓ October 2011 OCI
- ✓ Resume Collection*/Apply Directly**

The vast majority (over 50%) of the participating employers will participate in the **Early Interview Week**. For this reason, it is especially important to prepare adequately this summer and be mindful of important deadline dates.



***Resume Collection** employers are non-visiting employers who have asked Career Services to collect applications and forward them in batches. **Individual cover letters are required for each of these employers.** These employers will contact students directly regarding their selection status.



****Apply Directly** (non-visiting) employers have individual application deadline dates which are noted in their schedules. **Individual cover letters are required for each of these employers.** Career Services will **not** forward these applications to the employers; it is your responsibility to send the required application documents directly to these employers by the deadline dates which are noted in their Symplicity schedules. These employers will contact students directly regarding their selection status.

HOW TO PREPARE THIS SUMMER:

- **RESUMÉ.** Update your resumé and make sure it is uploaded onto Symplicity by the time you begin bidding in July; select the updated resumé as the **default**. Sample resúmes are on the HUSL website. A resumé guide (.pdf) can also be emailed to you upon request.

You are strongly encouraged to have your resumé reviewed by the Office of Career Services before the recruiting season begins. **Resumés should be submitted for review to careerservices@law.howard.edu no later than June 24, 2011.** We cannot guarantee that any resúmes submitted after that date will be reviewed in time for the bidding process.

Reporting Your Summer 2011 Job

Be sure to include your Summer 2011 job under the EXPERIENCE section and describe the job in past tense (use present tense only if you will continue your job into the Fall 2011 semester).

Reporting Class Standing on Resumés

Class standing is generally reported if within the top 50% of the class. You may express your class standing as:

- (1) a percentage or fraction, e.g. top 20%, or as*
- (2) a rank, which is a specific number, e.g. 40/159.*

For purposes of class standing expressed as a percentage, there is no rounding down. Percentages cannot be truncated (i.e., you cannot simply drop the digits after the decimal point). In addition, percentages are rounded up, not down. If there is any digit greater than zero after the decimal point, you must round up to the next whole number.

By way of example, please see the calculations below:

<i>Student class standing</i>	<i>÷</i>	<i>Total Students in Class</i>	<i>=</i>	<i>Quotient x 100</i>	<i>Percentage Reported</i>
<i>15</i>		<i>158</i>		<i>9.494</i>	<i>10% NOT 9%</i>
<i>25</i>		<i>158</i>		<i>15.823</i>	<i>16% or 20%</i>
<i>38</i>		<i>158</i>		<i>24.051</i>	<i>25% NOT 24%</i>
<i>40</i>		<i>158</i>		<i>25.316</i>	<i>26% NOT 25%</i>

By way of another example, ANY number greater than 25% is NOT in the top 25%. Therefore, 25.01 is not in the top 25%; that number is in the top 26%, top 30%, etc. These same guidelines are used for purposes of scholarships and law journal invitations.

**Contact Dean Duckett in the Office of Student Affairs or Ms. Stephanie Horne in the Records Office if you need further clarification on this issue.*

Reporting GPA on Resumés

Stating a cumulative GPA is less meaningful to an employer as competitive class standing is more important and allows them to compare students from different schools on a similar measure. Should you decide to include it, be mindful that the standard in the legal profession is to list a GPA that correlates to “B” or better, which in our case is 80.00. You must represent your GPA exactly, e.g. 83.45. Do not “round-off,” e.g. 83.5. Do not convert your GPA to a 4.0 scale. If your GPA is in the low 80s, you may use a general phrase, e.g. “maintaining a B average.”

Reporting Law Journal Membership on Resumés

Howard Law Journal membership decisions should be made prior to the first bidding deadline on Symplicity. Membership should be listed under “Honors.” The name of the journal should always be italicized (see example below).

Honors: Member, *Howard Law Journal*

- **COVER LETTER.** Most OCI employers do not require a cover letter, but a few do. It is not recommended to use a “generic” cover letter for your bids. You may, however, upload as many letters to specific employers as you desire. Remember to give each cover letter a separate “label” when uploading onto Symplicity, e.g. “*Baker Donelson Cover Letter.*” Sample cover letters will be available on the HUSL website this summer. A cover letter guide (.pdf) can also be emailed to you upon request.

***ALL Resumé Collect and Apply Directly employers require a cover letter.**

- **TRANSCRIPT.** Once the spring 2011 grades have been submitted and processed by the law school records office, you may order your official transcript (with University seal) from main campus. You should order your transcript as soon as possible, as the volume of requests received on main campus may result in delays. Make plenty of photocopies of the original transcript for use during the recruiting season. See “How to Order a Transcript” at <http://www.law.howard.edu/1161>. You should also make copies of your unofficial Bisonweb transcript. Finally, you should obtain an official copy of your undergraduate transcript and make copies of this as well.
- **WRITING SAMPLE.** Select and polish your writing samples. Your samples should be well-written with no typographical errors, grammatical problems or misspellings. When selecting your writing samples, use the following guidelines:
 - ✓ Provide legal writing rather than work written prior to law school.
 - ✓ Provide persuasive writing.
 - ✓ Provide something from the real world, e.g. from an internship or summer job. If you do not have such a product, use a law school assignment that mimics a real-world product.
 - ✓ Avoid law review or scholarly writings which are edited extensively.
 - ✓ Provide your own work (excise parts written by others).

- ✓ Provide something recent.
 - ✓ Provide about 10 pages.
 - ✓ Provide something understandable.
 - ✓ Excise confidential/sensitive information.
 - ✓ Avoid lurid subjects; the impression is often negative and detracts from the quality of the writing.
 - ✓ Provide an explanatory cover sheet and don't forget to put your name on it!
 - ✓ Obtain permission from your employer to use the writing product.
- **REFERENCE LIST.** Your list should include three or four professional and academic references, along with their current contact information including employer, mailing address, telephone number and email address. Be sure to obtain permission from prospective references prior to compiling this list and verify the accuracy of contact information. [See sample format below]

RON L. WOODLEY
 1101 Connecticut Avenue, NW, Washington, DC 20002 ▪ 202-876-1212
rwoodley@law.howard.edu

Reference List

Professor Henry A. Lee
 Howard University School of Law
 2900 Van Ness Street, NW
 Washington, DC 20008
 202-806-1111
halee@law.howard.edu
 Relationship: Civil Procedure Professor

Brian H. Hill, Esq.
 U.S. Department of Agriculture
 Office of the General Counsel
 2400 Constitution Avenue, NW
 Washington, DC 20001
 202-997-3456
brian.hill@usda.ogc.gov
 Relationship: Supervisor – Summer 2011 Internship

Ann O. White, Esq.
 White, Holland & Murray, P.C.
 1816 P Street, NW
 Washington, DC 20010
 202-763-9982
aowhite@whmlaw.com
 Relationship: Supervisor - Summer 2010 Internship

OTHER PREPARATORY MATTERS:

- **INTERVIEW SKILLS.** The interview is often the most critical part of the hiring process. The employer has already determined that, on paper, you are qualified for the position. The interview allows him/her to judge whether or not you would fit in as a colleague. It is your opportunity to demonstrate your personal strengths and your professional commitment to the field and the firm or organization. Your goal is to establish a rapport with the interviewer, to communicate your qualifications, to convey your self confidence and enthusiasm and, ultimately to receive a job offer. It is critical, therefore, to brush up on your interviewing skills. Know your qualifications inside and out and be prepared to discuss them with confidence. Identify your weaknesses and think of concrete examples to demonstrate the steps you've taken to address them. You are strongly encouraged to review the interviewing guides on the HUSL website and in the Office of Career Services.

In addition to resources in the Office of Career Services, check out:

- <http://www.bcgsearch.com/article/60677/THE-LAW-STUDENT-S-INTERVIEW-CHEAT-SHEET/>
 - <http://www.vault.com/articles/Interview-Tips-for-Law-Students-22443536.html>
 - <http://www.4lawschool.com/interviewing101.htm>
 - <http://www.law.harvard.edu/current/careers/opia/landing-your-job/interviewing.html>
- **INTERVIEW WARDROBE.** An interviewer's first impression is influenced to a surprising degree by your physical appearance. It will affect how he or she views you and your ability to interact with clients. Clients expect that their attorneys will look professional and employers expect that those working for them demonstrate professionalism in their appearance. People tend to think (though often incorrectly), that if someone looks messy, their work will reflect the same carelessness. Therefore, before you go to an interview, look at yourself in the mirror. Be sure that you are as presentable as you can be. While your appearance itself won't get you the job, it can help you start out on the right foot.

You should be neat and clean and your hair should be nicely cut. Male interviewees should wear a suit, a tie without any stains on it, a clean and pressed shirt and shoes that have been recently shined. Men need to be sure that they have recently shaved or carefully trimmed their beards. Women interviewees should also wear business suits. They must wear hose and carefully choose blouses that are appropriate for the workplace. Only shoes or pumps with modest-sized heels should be worn. Women also need to avoid overdoing their make-up. Both men and women should refrain from wearing too much jewelry, cologne or perfume.

As you assemble your interview attire, plan for unexpected mishaps (e.g. stains on your clothes, runs in your stockings, scuffs on your shoes). Bring a back-up suit and shirt/blouse to keep in your locker, as well as a mirror, brush, comb, toothbrush and make-up for last minute touch-ups.

For more detailed discussions on appropriate attire, go to:

- <http://www.atailoredsuit.com/how-dress-legal-interview.html>
- <http://www.thelawstreetjournal.com/articles/the-legal-interview-dress-code-for-her/>
- <http://corporette.com/2008/08/11/reader-mailbag-part-i-what-to-wear-on-interviews-generally/>
- <http://www.lawcrossing.com/article/4189/How-to-Interview-Well-as-a-Law-Student-How-Dressing-Appropriately-and-Doing-Your-Research-Can-Help-You-Land-a-Job-in-the-Legal-Field/>
- <http://www.bcgsearch.com/article/60970/What-is-Appropriate-Dress-for-an-Interview/>
- <http://ms-jd.org/couture-law-how-dress-success-interview>

SYMPPLICITY STEP-BY-STEP GUIDE:

The following are summarized instructions for (1) logging into Symplicity, (2) completing your Summer 2011 Employment Survey, (3) creating a profile, (4) entering unavailable times, (5) uploading your resumé, (6) uploading your transcript, (7) researching employers, (8) applying/bidding for employers, (9) applying/bidding for Resumé Collect employers, (10) bid deadlines, (11) scheduling interviews, (12) cancelling interviews, (13) interview day protocol, and (14) no-show policy. For additional instructions, review the complete *Student Guide to Symplicity* found on the HUSL Career Services website. **Contact us immediately if you experience problems in accessing or navigating the website.**

1. Logging In

To log onto Symplicity, go to <https://law-howard-csm.symplicity.com/students>. Your username is your email address of record in Symplicity. If you cannot locate your password, please contact the Career Services Office immediately.

2. Summer 2011 Employment Survey

Beginning June 10, 2011, you will be required to complete the *Summer 2011 Employment Survey* after logging in. For questions, contact the Office of Career Services.

3. Creating your profile

The “Profile” section must be completed **before** researching and bidding on employers. After entering your data, be sure that all of the information you provide in the “Profile” section is accurate. It is absolutely vital that you provide your correct email address, since that is the means by which important information (additional employers, changes in schedules, interview times, etc.) will be communicated. In addition, please make sure that your year in school is accurate as you will only be able to view and bid on employers who are interviewing your year in school. You should be listed as a 2L unless you will be available for permanent employment by August 2012, in which case you should be listed as a 3L. Accurate telephone number(s) and mailing address(es) are also very important. Make sure to always click on the [Save] button to ensure that any updates are registered. The rest of the information can be provided at the students’ discretion.

4. Unavailable Times

Enter periods when you will not be able to interview because of classes, work, family commitments, etc. To enter unavailable times, click on OCI, click on [Class Schedules/Conflicts] and follow the instructions. You may always edit this information, up until the point when the interview schedule is finalized.

5. Uploading your resumé

To upload your resumé, click on the “Documents” tab next to the “Profile” tab. Once you are in the “Documents” section, you will see the [Add New] button. Click on the [Add New] button and you will be taken to the “New Document” page. There, you will label your document (your resumé) and use the browser button to search for your resumé. When you have selected your resumé to upload, click on the [Submit] button on the bottom of the page and your resumé will be converted and uploaded. Once you have clicked on [Submit], you will be brought back to the “New Document” page and you will see that your resumé has been uploaded. You are then able to view your resumé as either a Microsoft Word document or as a PDF. If you have multiple versions of your resumé

uploaded only Symplicity, you should select one as your *default* resumé, which will be the resumé that is automatically submitted to the employers to which you submit a bid, unless you otherwise specify.

6. Uploading your transcript

It is recommended that you download your Bisonweb unofficial transcript, copy and paste onto a Word document. Upload this Word version onto Symplicity, where it will automatically convert to a .pdf format. Make sure that your name appears on the document. *It is not recommended that you attempt to upload a scanned version of your official transcript, as the size will usually exceed Symplicity's 200KB maximum.

7. Researching Employers

Beginning on Friday, June 10, 2011, you will be able to research employers; beginning July 10, 2011 you will be able to bid on employers.

It is critical to research participating employers carefully before the bidding period begins. To begin your research, click on the OCI tab. Once on the OCI page, you will go to the drop down menu and select from the following sessions from the drop-down list:

- Fall 2011 Early Interview Week
- August/September 2011 OCI
- October 2011 OCI
- Fall 2011 Resumé Collection/Apply Directly

You will only be able to view those employers who are interviewing or accepting application materials for your year in school. You may click on either the [Review] button or the [i] button and you will be taken to the employer's profile page. The profile page will have additional information about the employer including the types of positions they are interviewing for, a link to their website, and other details about their interviews.

Other research sources include:

- a. NALP Directory of Legal Employers (www.nalpdirectory.com)
- b. Martindale.com (www.martindale.com)
- c. Findlaw (<http://careers.findlaw.com>)
- d. PSLawNet (<https://pslawnet.org/searchorganizations>); free account set-up required using your HUSL email address
- e. 2011 Summer Associate Survey by the American Lawyer
- f. Employer websites (linked through Symplicity or use search engines like Google or Bing)
- g. Vault Career Library (www.law.howard.edu – Career Services – Current Students – Internet & Online Resources – Vault.com – ID: howard; password: careerservices – “Visit the secure vault.com password protected website.” Once you are on the Career Insider page, you can create your own free account. Vault.com contains an extensive library of company and industry profiles that are designed to give job seekers the inside edge on career management. Vault.com also features law firm rankings, legal industry research, and thousands of career advice articles.

Focus your research on employers with specific practice areas of interest and/or geographic areas of interest. **However, because of the weak economy's effect on legal hiring practices, it is wise to be as flexible as possible and to consider legal markets other than NY and DC.** Many other

markets are not as competitive, offer sophisticated legal practices, and provide reasonable work-life balance. In addition, many of the smaller markets have proven to be remarkably stable during this economic downturn.

8. Applying/Bidding for OCI Employers

Click on the “OCI” tab on the top of the page and you will be taken to the page which lists all of the OCI employers. Employers who are interviewing on-campus will have OCI precede their name. To bid on an employer, you will see a “Bidding” column on the far right side of the screen. There will be an “Apply” tab for you to click should you wish to bid for that employer. If you have selected an employer and change your mind, simply click on the [Withdraw] button to withdraw your bid. ***You cannot withdraw a bid after the session bid deadline has passed.***

Pay attention to the hiring criteria noted by the employer. For example, if the employer requires top 15%, and you are in the top 40%, you would be wasting a bid by choosing this employer; if the employer requires a technical undergraduate degree, and you do not have one, you would be wasting a bid by choosing this employer. Hiring criteria categorized as “Preferred” is less stringent.

If an employer specifies additional materials to be submitted other than the resumé, you must upload the additional document(s) before you will be able to submit your bid for that employer.



Students are REQUIRED to accept the interview if selected by an employer for which they bid. You must schedule any call-back interviews around your campus interview schedule; it is not acceptable to miss or try to cancel scheduled campus interviews in order to attend call-back interviews.

9. Applying/Bidding for Resumé Collection Employers

Employers unable to visit the campus to conduct interviews still desire to review resúmes from interested and qualified Howard Law students. The Office of Career Services collects resúmes through Symplicity and forwards them to the requesting employers. Employers then contact students individually to arrange for interviews. Research resumé collection employers under the OCI tab in Symplicity by selecting the “Fall 2011 Resumé Collection/Apply Directly” session. Click on [interview date] column head once or twice to sort through the list of recruiters. You should see “direct send” employers, which are those employers to whom you should apply directly. You should also see “resumé collection” employers, which are those employers to whom we will send resúmes through Symplicity. Click on [review] next to the employer’s name to review any specific hiring criteria. Click [Apply] to the right of the employer to submit a resumé and cover letter (if requested). **The deadline to bid (apply) for Resumé Collect employers is midnight, September 2, 2011. Apply Directly employers have their own individual application deadlines to which you should adhere.**

10. BID DEADLINES

SESSION:	SESSION DATES:	BID PERIODS & DEADLINES
Fall 2011 Early Interview Week (EIW)	August 15 – August 19	July 10 – ends on July 24 @ 12:00 am midnight
August/September 2011 OCI	August 29 – September 30	July 25 – ends on August 7 @ 12:00 am midnight
October 2011 OCI	October 3 – October 28	August 28 – ends on September 11 @ 12:00 am midnight
Fall 2011 Resumé Collection/Apply Directly	Throughout fall	July 10 – ends on September 2@ 12:00 am midnight for Resumé Collection employers <i>*Apply Directly employers have varying deadline dates throughout the season. See specific application instructions in employer schedules.</i>

When the bid period for a particular session ends, the Career Services office will download the application documents of all students who have bid to interview with employers and send them through Symplicity. **[No prescreening is conducted by the Office of Career Services.]** Employers will then review the resumes, and preselect the students (and alternates) for their interview schedules. Employers will then enter each student’s status onto Symplicity. Categories are:

- Accept Preselect
- Not Invited
- Pending
- Alternate (if you are selected as an alternate, you will be contacted by the Office of Career Services if slots on the interview schedule become available)



You will not receive automatic notifications of your selection status from Symplicity nor will the Office of Career Services provide notifications. Therefore, you must check the status column several times a day during the OCI season.

11. Scheduling Interviews

If you are selected for an interview, *i.e. Accept Preselect*, under OCI and under the “Employer/Bidding” tab, in the “Invitations” column, there will be a button that says [Accept Preselect]. To schedule an interview, click on the [Accept Preselect] button, and the dates and times that are available for that employer will appear, and you will be able to select a time by clicking on your preferred time. After clicking the [Review] button from the Employers/Applications screen,

review schedule details under the OCI Schedule heading. You can review all of your scheduled interviews by clicking on the “Scheduled Interviews” tab. For more details about the interview including what the employer requests that you bring to the interview, click on the date of the interview.

Additional Tips:

- **To avoid conflicts, try not to schedule back-to-back interviews, e.g. 9:40 am and 10:00 am.**
- **Do not schedule interviews during your class periods.**



12. Cancellations

All schedules are final one week prior to the interview date. No cancellations will be accepted after that time with the following exceptions: (1) serious illness, (2) death in the immediate family, or (3) acceptance of an offer of employment by another employer. **Documentation is required for any of the circumstances stated above.** Failure to provide documentation will result in suspension of further participation in the campus recruiting programs for the remainder of the academic year.

13. Interview Day Protocol

Interview room assignments will be posted outside the 2nd and 4th Floor elevators, Notre Dame Hall. Report to the interview on time, preferably a few minutes early.

Bring the following materials to each interview: updated resumé, writing sample; list of professional references; copy of official transcript. Do not wait until the day of the interview to print or copy your documents.

Make sure that you have thoroughly researched the employer and the interviewer (if known) in advance. Be prepared to answer standard interview questions and have your own questions for the employer.



14. No-Show Policy

Employers make decisions about the cost-effectiveness of visiting our campus based on the number of students scheduled. They are understandably frustrated if a student fails to show up. Disappointed employers often do not return to recruit the following year. In addition, “blowing off” an interview is unprofessional. Students are therefore expected to report to each scheduled interview. Failure to report to an interview constitutes a “no-show,” in which case the student will be prohibited from participating in future on-campus interviews.

IMPORTANT DATES

June 10, 2011	Symplicity opens for employer research [go to OCI tab; select session]
June 24, 2011	Deadline to submit updated resumé to Career Services for review
July 10, 2011	Bidding opens for EIW [Early Interview Week]
	Bidding opens for Fall 2011 Resumé Collection
July 24, 2011	Bidding ends at midnight for EIW [Early Interview Week]
July 25, 2011	Bidding opens for August/September 2011 OCI
August 7, 2011	Bidding ends at midnight for August/September 2011 OCI
August 15-19, 2011	EIW [Early Interview Week]
August 22, 2011	FIRST DAY OF CLASS
August 28, 2011	Bidding opens for October 2011 OCI
August 29, 2011	August/September 2011 OCI begins
September 2, 2011	Bidding ends at midnight for Fall 2011 Resume Collection
September 11, 2011	Bidding ends at midnight for October 2011 OCI
September 30, 2011	August/September 2011 OCI ends
October 3, 2011	October 2011 OCI begins
October 28, 2011	October 2011 OCI ends



Policies Regarding Falsification of Credentials and Acceptance of Offers

- **Misrepresenting any information about yourself**, your academic record or your experience, in writing or verbally, during your job search is a violation of the Student Code of Conduct. Any instance of misrepresentation will be immediately reported to the Dean of the School of Law and the Associate Dean for Student Affairs. Circumstances that reasonably indicate a violation of the Student Code of Conduct will give rise to the immediate consideration of adjudication through the University's judiciary system. In addition, misrepresentations on your application documents create serious moral and character issues that could affect your admission to a state bar.
- **Once you have accepted an offer of employment**, you are expected to honor that commitment. Failure to do so will be immediately reported to the Dean of the School of Law and the Associate Dean for Student Affairs. Circumstances that reasonably indicate a violation of the Student Code of Conduct will give rise to the immediate consideration of adjudication through the University's judiciary system. In addition, misrepresentations on your application documents create serious moral and character issues that could affect your admission to a state bar.