

**TO:** All Law Students Returning in the Fall of 2009  
**FROM:** The Career Services Office  
**RE:** Fall On-Campus Interviews  
**DATE:** July 23, 2009

Greetings from the Career Services Office (CSO)! We hope that your summer has been productive and enjoyable. This letter is designed to provide you with information on Fall On-Campus Interviewing. If you plan on participating, you should have the following items: an updated resume, a copy of your Law School transcript/grade report, a writing sample, and a list of references.

### **Fall On-Campus Interviewing (OCI)**

**This year, on-campus interviews begin on Monday, August 31**, and continue through November 20, 2009. During OCI, participating employers will interview law students for positions as 2010 summer associates and for full-time, entry-level associate positions to begin in the fall of 2010. Therefore, all day, part-time day, and evening students<sup>1</sup> in the Classes of 2010 and 2011 are eligible to participate in Fall OCI.<sup>2</sup>

The CSO utilizes Symplicity, which will enable you to review the list of employers who have registered to come on campus and to submit your resume, writing sample, transcript, and references to employers through the Internet. Essentially, you will simply go to Symplicity (<https://law-duq-csm.symplicity.com/students>), complete a student profile, upload your documents, review the employers' information and hiring criteria, and then decide to which employers you would like to submit your resume. If you misplaced your login information, e-mail [lawcareers@duq.edu](mailto:lawcareers@duq.edu), and login information will be e-mailed to you.

This year, OCI has been divided into three sessions. (1)

#### **SESSIONS**

#### **BIDDING DEADLINES**

**Weeks 1 & 2 (August 31 - September 11),**

**noon, Thursday, August 13, 2009**

**Weeks 2 & 3 (September 14 – September 25)**

**noon, Thursday, August 27, 2009**

**September 27 -- November 20**

**noon, Thursday, September 10, 2009**

Submitting your resume to an employer is considered a commitment to participate in every interview for which you are selected. If you are not genuinely interested in a firm, please do not submit your resume -- it is unfair to your fellow students who are genuinely interested and it undermines the CSO's recruiting efforts. On-campus interviews are not "practice interviews." They are costly to the firms, and very important to those students who have a sincere interest in the firms. Therefore, if you are selected for an interview, you **must** take the interview. If you fail to show up, you will forfeit the next interview for which you are selected. Of course, if there are verifiable extenuating circumstances (serious illness, death in the family, etc.), please contact the CSO and we will assist you in rescheduling your interview.

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<sup>1</sup>Special note to Evening Division students: on campus interviews are generally conducted between 9:00 a.m. and 5:00 p.m. If your work schedule does not permit you to participate in interviews during those times, you may opt to contact employers directly rather than to bid for firms via OCI. If you elect to do this, indicate in your cover letter that you are applying directly because your work schedule does not permit you to participate in the on-campus interviews.

<sup>2</sup>If you are a 2E or 2PTD and wish to apply to a firm, please do not apply through OCI unless the firm indicates an interest in receiving resumes from 2Es/2PTDs. Rarely will larger firms consider 2Es and 2PTDs for summer associate positions. If you believe that you have unique qualifications and wish to apply, please do so by writing directly to the firm's recruiting personnel.

In addition to firms coming on campus, Symplicity has phases entitled "CSO Collecting" and "Students Apply Directly." For CSO Collecting, you will bid online, as you do for firms coming on campus. **The deadline to bid for these employers is Friday, September 4, 2009**, unless otherwise specified. For Students Apply Directly, you are responsible for putting together the requested documents and mailing them to the employers. The suggested deadline for these employers is Friday, September 11, 2009.

This year, more than ever before, you are strongly encouraged to apply on your own to employers. August/September is the time of year that large law firms nationwide are recruiting, so the CSO recommends that you do your research and send out your cover letters and resumes before classes begin.

### **Beyond Fall On-Campus Interviewing**

Traditionally, employers who participate in Fall OCI tend to be large corporate law firms or legal departments of large corporations. Many employers who will interview on campus this fall will focus only on students in the top of the class and those on Law Review. In some cases, these employers will consider students who have had significant work or life experiences. However, usually only 10 to 15 percent of students find positions through Fall OCI.

As many of you are aware, due to the current economic crisis, large law firms locally and nationwide have been laying off attorneys and staff and significantly reducing and even eliminating summer associate programs for 2010. Accordingly, all students are encouraged to apply to firms in other cities and to consider small and medium-sized firms, government agencies, and judicial clerkships that will help build skills and better position you once the market recovers.

Although Fall OCI is a very visible and useful job search vehicle for some students, it is only one aspect of the CSO's efforts to help **ALL** students obtain employment. *No one can or should rely on OCI as the sole means of procuring a job.* It has always been the case that the majority of students obtain jobs through independent efforts, including networking, small- and medium-size firm mailings, informational interviews, and responses to job postings. In the current legal job market, having an active job search that requires making regular contacts is not just desirable, it is essential to finding employment.

Much of the CSO's time and resources will be spent assisting those students who do not get their jobs through Fall OCI. We cannot "get" each of you a job, but we will make available to you as many opportunities as possible. Further, our primary role is assisting you in developing job search skills that you can use throughout your careers. We are planning a variety of programs and workshops for the upcoming academic year to help you with these important skills.

We strongly encourage each of you to take full advantage of all CSO programs. In addition, students should schedule individual appointments for resume review, job search strategy advice, and interview skills suggestions. Remember, **the success of your job search is in your hands** -- be as prepared as you can be for the difficult task that lies ahead. Preparation and perseverance are essential. Programs designed to assist students for Fall OCI and beyond include an Interview Skills Workshop, scheduled for 12:30 p.m. on Thursday, August 27, 2009.

General information about drafting a resume, preparing for an interview, and choosing a writing sample is available online at [www.law.duq.edu/career/students\\_search.html](http://www.law.duq.edu/career/students_search.html). You are encouraged to have your resume reviewed before OCI begins. If you would like your resume to be reviewed, email it to [kwisnek@duq.edu](mailto:kwisnek@duq.edu).

**Department of Justice:** Applications for Summer Law Intern positions and for the Attorney General's Honors Program (entry-level attorney openings) will be available online beginning July 25, 2009. Deadline to apply is **September 8, 2009**. Visit <http://www.usdoj.gov/oarm/arm/hp/hp.htm> for more information on the Honors Program, and visit <http://www.usdoj.gov/oarm/arm/sp/sp.htm> for more information on the Summer Law Intern programs.

**Federal Government:** Many federal government agencies' application deadlines are in the fall. If you are interested in full-time employment upon graduation or a summer internship, visit [www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm) and use the username nutter and the password butter.

**Federal Judicial Clerkships:** The recommended deadline to apply for federal judicial clerkships is Tuesday, September 8, 2009. Many (but not all) federal judges now require that students apply online through the OSCAR system (<https://oscar.symplicity.com/>).

**Presidential Management Fellows (PMF) Program:** Graduating students (3D, 4E, 4PTD) are eligible to apply for the Presidential Management Fellows Program. This is a two year fellowship program that enables graduate degree students to be appointed to Federal positions as PMFs and to also have the opportunity to be converted to a permanent position following their successful fellowship. Application for the PMF Class of 2010 opens on October 1, 2009, via a vacancy announcement on USAJOBS or as a link under the "How to Apply\PMF Application" section of [www.pmf.opm.gov](http://www.pmf.opm.gov) and closes on October 15, 2009. In addition to applying online, you must be nominated by the Law School to be eligible. After applying online, you will print out a nomination form and bring it and a copy of your resume to Dean Kwisnek, who is the Law School's nominating official. More information about the program is available at [www.pmf.opm.gov](http://www.pmf.opm.gov).

#### **IMPORTANT DATES**

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**Thursday, August 13, 2009:** All necessary documents for Weeks 1 & 2 should be submitted via Symplicity no later than 12:00 p.m., noon.

**Thursday, August 27, 2009.** Interview Skills Workshop, 12:30 p.m. to 1:15 p.m.

**Thursday, August 27, 2009:** All necessary documents for Weeks 2 & 3 should be submitted via Symplicity no later than 12:00 p.m., noon.

**Friday, September 4, 2009:** All necessary documents for "CSO Collecting" employers should be submitted via Symplicity no later than 12:00 p.m., noon.

**Tuesday, September 8, 2009:** Deadline for Department of Justice applications.

**Tuesday, September 8, 2009:** Deadline to apply for federal clerkships via OSCAR.

**Thursday, September 10, 2009:** All necessary documents for September 27 – November 20 should be submitted via Symplicity no later than 12:00 p.m., noon.

**Friday, September 11, 2009:** Recommended deadline to submit applications for "Students Apply Directly" employers.