On Campus Interview Instructions

1. To access the list of employers that are coming on campus this fall, go to the Symplicity system: https://law-byu-csm.symplicity.com/students. You can log in by using your BYU law school email and the password. If you have forgotten your password, simply click on Forgot Password and another will be emailed to you.

2. Once you log in, click on the OCI/Collects/Externships/Early Interviewing tab. Select the appropriate session from the Session drop down menu to view participating employers interested in hiring from your class. For additional details on how to apply, upload, and select employers, please review the User Guide in the General Instructions.

3. Review the list of employers who are coming on-campus to interview. Decide which employers you are really interested in working for and compile an application packet for each employer on your list.

4. Include all requested documents and do not include any extra documents. If writing samples are requested, include only 5-10 pages of your best work. If this is not the entire document, include a cover sheet explaining the excerpt.

5. **Bid Numbers:** Bid numbers must be included with each application in order to complete the application. Firms will never see the order you rank them, but we will report them as a preferred firm if they ask. Preferred firms are those you rank as bid numbers 1-4. Employers often give hiring preference to those students who selected them as one of their top choices.

The deadline to have your materials uploaded and your employers selected is: 8 a.m. Monday, July 29, 2013.

On-campus recruiters will select students to interview, and you will be notified via email if you are selected. Once you have been notified that you have been selected for an interview, you can sign up for an interview time online.

SCHEDULING AN ON-CAMPUS INTERVIEW

**You will be notified that you have been selected for an interview by MariLee Allred via email. Once you have been notified, you will be able to schedule your interview time.**

1. Select the OCI/Collects/Externships/Early Interviewing tab.

2. Under Search Filters, select which session you wish to apply, then Search. Employer list will display.

3. If you have been selected for an interview, there will be a button next to the firm’s information titled Accept Preselect. Click this button to display the interview room numbers, date and times available.

5. Select an available time and click Submit.

6. To view the interviews that you have scheduled, select the
OCI/Collects/Externships/Early Interviewing tab. Your interview dates and times will display in the Interview Dates column.

7. **To change an interview time that you have scheduled**, click on the date in the Interview Dates column. The scheduled and available interviewing times will display. Select an available time and click **Submit**. If no time slots are left, check with another student you’d like to trade times with. Both of you will need to notify MariLee Allred allredm@law.byu.edu that you have traded times. If you must trade times, do so as early as possible in order for the firm to be notified and paperwork corrected.

**Withdrawing from OCIs When You Accept an Offer**

1) **When to withdraw**
   a. ASAP as soon as you have accepted an offer with a firm

2) **Procedure to withdraw**
   a. **You must email the firm with a CC:** to MariLee Allred (allredm@law.byu.edu). In that email please be gracious and indicate that you have accepted another offer and thus will have to cancel your interview/callback/etc.
   b. Be sure to contact MariLee as soon as possible when you need to withdraw as she will need to make other changes in the schedules.

PLEASE do not withdraw applications for any reason other than accepting another job. That reason is valid, but others are not. To avoid the temptation to withdraw for other reasons, please prioritize

be careful to apply only to those firms with whom you will accept an offer.

1. When someone withdraws, it is a process to re-arrange the schedule. It also causes your classmates to change their OCI interview times.

2. If you have not signed up for your interview time, do not assume that this means you have withdrawn. It does not mean this. MariLee will not be aware of your withdrawal until she receives a phone call and email from you.

3. Please do not schedule a callback interview during an OCI time with a firm to whom you applied. NOTE the OCI dates and make your callback interviews accordingly.

**If you have problems or questions, contact MariLee Allred via e-mail (allredm@law.byu.edu) or telephone (801-422-1857).**