

## **FALL ON-CAMPUS INTERVIEWING PROGRAM (OCI):**

### **Dates:**

Fall 2009 OCI will take place **Monday, August 24** through **Wednesday, September 9**. No interviews will be held on Monday, September 7 in observance of Labor Day.

Dates and deadlines for Fall OCI can be found at:

[www.law.stanford.edu/experience/careers/ocs/employers/recruiting/dates\\_and\\_deadlines](http://www.law.stanford.edu/experience/careers/ocs/employers/recruiting/dates_and_deadlines).

### **Location:**

Fall OCI takes place at the Law School. Directions, maps, and alternative transportation to campus can be found at [www.law.stanford.edu/directions](http://www.law.stanford.edu/directions).

### **Materials:**

#### **At the time of registration, please complete the following:**

- Addendum to NALP Workplace Environment Questionnaire-- needs to be completed and uploaded to the employer's profile section in [Simplicity](#). This form is REQUIRED in order for us to accept an employer's OCI registration.

In addition, please make sure the following online forms are complete and current on [www.nalpdirectory.com](http://www.nalpdirectory.com):

- NALP Form
- NALP Workplace Environment Questionnaire

**By Friday, May 29, 2009** please return the following to our office:

- Stanford Law School Policies (To finalize your schedule, we must have an initialed and signed copy of our policies on file.)
- Recruiting Fees (There is no charge for Public Interest or Public Sector employers)

### **Fees:**

The fees for the 2009 Fall OCI Program are as follows:

#### Full Day:

- \$600 per schedule for employers with 100+ attorneys;
- \$500 per schedule for employers with 30-99 attorneys;
- \$250 per schedule for employers with less than 30 attorneys

#### Half Day:

- \$300 per schedule for employers with 100+ attorneys;
- \$250 per schedule for employers with 30-99 attorneys;
- \$125 per schedule for employers with less than 30 attorneys

There is no charge for public interest organizations and government agencies.

### **Screening Candidates:**

While employers may NOT pre-screen candidates during OCI, they should be very candid in their recruitment materials and report the specific qualifications sought in Stanford candidates in the Hiring Criteria section of the OCI Schedule Request Form in [Simplicity](#). The Employer's Guide to Law Schools, published for all NALP member employers, summarizes the Law School's profile in admissions, grading, journals, activities, programs, awards, etc. If not available, a copy of the information will be sent upon request.

#### **Interview Assignment Process:**

Interviews are allocated to students by computer lottery. Assignments are based on student preferences and availability. The majority of students receive the interviews they request. When an employer's schedule is oversubscribed, the resumes of students on the overflow list are made available to the employer on-line along with those students who have been granted interviews.

#### **Interview Schedule & Student Resumes:**

An e-mail will be sent to you when your schedule(s) and student resumes are available to view online **Friday, August 14, 2009**.

#### **Writing Sample Requests:**

If an employer requests a writing sample, students have been instructed to bring it to their interview.

#### **Schedule Changes Made By Students:**

Students are able to add or delete their names from a schedule until 5:00 PM, 2 days before the scheduled interview date. As a result, schedules initially seen online will most likely not be the same as the updated schedule available the day of the interviews. **We strongly encourage you to repeatedly view your schedule(s) for changes/updates until your interview date.**

#### **Schedule Confirmation:**

Please view your schedule(s) several days prior to your scheduled interview date to check on the status of your schedule (e.g. its fullness, the size of the overflow list, etc.). This information maybe helpful to you in deciding whether an additional schedule is warranted or if a schedule should be compressed.

#### **Contacting Students:**

Employers may contact students directly through the information included on individual resumes. If you contact a student encouraging him or her to sign up for your OCI schedule, it is the responsibility of that student to sign up for your schedule online during the designated manual sign-up period. Because your schedule is open to all students, we ask that you do not fill empty spots independent of our office.

#### **Schedule Changes Made By Employers:**

If you need to deviate from the schedule in any way (either extend your schedule or end the interviewing early) please e-mail Melissa Leger at [melissa@law.stanford.edu](mailto:melissa@law.stanford.edu) or call our office at 650 723.3924 as soon as possible.

#### **Interviewer Names:**

Please let us know as soon as possible the name of your interviewer if you did not report an interviewer name in your initial registration. Please also indicate whether or not the interviewer is an alumnus/a of Stanford Law School, and if so, in what year that person graduated.

### **Interviewers with Special Needs:**

Please let us know as soon as possible if an interviewer from your organization has special needs (e.g. a wheelchair accessible room or one not requiring stair climbing for access). We will be happy to accommodate any such special needs, but need to know in advance of the interview date since not all interview rooms are appropriate.

### **Sending Firm Recruiting Materials for Your Interviewers:**

We can accept packaged recruiting materials for your interviewer in advance. Deliveries are not made directly to our office by courier companies, so to ensure there is no delay in delivery to us, please send your materials well in advance of your interview date and make sure all of the following is posted clearly on all boxes:

Attention: Office of Career Services, Stanford Law School  
Firm Name  
Hold For: (interviewer name)  
Date(s) of Interview Schedule

We are unable to hold, display or ship back materials your interviewers do not use in the course of their interviews. We ask that you please send only enough materials for the students on your schedule, or provide your interviewer with a return label for extra materials.

### **Receptions & Hospitality Tables:**

We will accept requests for employer receptions and hospitality tables beginning **Friday, June 12th**. This year we have adopted new policies and guidelines. Please visit [www.law.stanford.edu/experience/careers/ocs/employers/recruiting/policies](http://www.law.stanford.edu/experience/careers/ocs/employers/recruiting/policies) for important additional information. To submit your request for a hospitality table or reception, please contact Laura Flores ([lflores@law.stanford.edu](mailto:lflores@law.stanford.edu)) on or after June 12<sup>th</sup>.

## **Day of the Interview:**

### **Interviewer Check-In:**

Interviews will be held in two locations—either in the Law School Administrative Building or in the Career Development Center (CDC). A separate e-mail will be sent to recruiters prior to the interviews to notify them where their interviews will be located and where to check-in. It's important that all interviewers check in with an OCS staff member so we know they have arrived.

### **Interview Locations:**

Recruiters will receive an e-mail to notify them of where their interviews will take place, along with check-in instructions, directions and parking information. Interviews can also be conducted outside in Crocker Garden on the west side of the Law Café. If you are interested in holding your interviews outside, please let us know as soon as possible.

### **Maps & Parking:**

Directions to Stanford Law School and a map of the campus are available online at [www.law.stanford.edu/directions](http://www.law.stanford.edu/directions). If you plan to drive from either the San Francisco or San Jose

Airport, please allow yourself at least one hour driving time.

The online directions take you to Parking Structure 6 (PS6) and the Tresidder Union Lot. These two parking areas are closest to the Law School. In Parking Structure 6, visitor parking (marked as "P") is located on the first floor of the garage. In the Tresidder Union lot, visitor spaces are marked as "P" spots. To pay, please find the yellow machines which accept coins, cash, and credit cards. The machine will issue you a pass to place in the dashboard of your vehicle. NOTE: Parking restrictions are strictly enforced by the Santa Clara County Police Department. The school is not able to reimburse employers for any costs incurred as a result of parking violations. Please also note: there is no need to validate past 4:00pm.

### **Lunch:**

Upon arrival, each interviewer will be provided with a ticket that he/she may use to purchase lunch from our law school café (located in the main law school administration building). The Law Café sells sandwiches, salads, espresso, coffee and other drinks, as well as hot entrees. They are open until 5:00pm Monday-Friday.

### **Telephones and Phone Messages:**

We cannot guarantee that an office telephone will be available for employer use. If you need to give your office a number for an URGENT call, our number is 650 723.3924. We will tape any message to the door of your interview room but we cannot guarantee how quickly it can be delivered because of the level of office activity that takes place each day.

### **Faxes:**

You can make arrangements for outgoing or incoming faxes with Arren Moskowitz in the Copy Center. The phone number is 650 723.2514 and the incoming fax number is 650 723.9902.

### **Internet:**

If an interviewer is bringing a laptop and wishes to access the internet, please have them contact Melissa Leger at [Melissa@law.stanford.edu](mailto:Melissa@law.stanford.edu) or Renee Watts at [rwatts@law.stanford.edu](mailto:rwatts@law.stanford.edu) for instructions.

### **Staying On Schedule:**

Students are instructed to knock on your door when it is their appointment time. This saves you from checking your watch and lets you know that someone is waiting.

### **Funding For Public Interest and Government Positions:**

Public interest and government employers who expect students to secure all or part of their summer funding from external sources should make this clear to all interviewees.

## **After Your On-Campus Interview:**

### **Following Up:**

Effective follow-up to your Stanford Law School recruiting visit is important. We have found that law students often measure a potential employer's interest by the quality and timeliness of the follow-up procedures. At the conclusion of each interview, inform the student of the approximate date to expect your response and of subsequent steps to be taken by students who are selected.

**Callbacks:**

We ask that students and employers who make use of the Office of Career Services limit interviews (including transportation to and from interviews) to vacation periods, weekends or other times that do not conflict with scheduled classes. See our Callback Policy at [www.law.stanford.edu/experience/careers/ocs/employers/recruiting/policies](http://www.law.stanford.edu/experience/careers/ocs/employers/recruiting/policies) for more information. When you invite a student to visit your office, please tell the student whether they should make the travel arrangements or whether your office will make them. Please indicate how expenses will be covered and whether or not you will require them to submit a NALP Travel Reimbursement Form. We encourage students to combine several employer visits to save them time and to allow employers to share costs.

To avoid misunderstandings, send a letter confirming any arrangements made in your telephone conversations with students. Also, if you agree that the student is to make the travel arrangements with reimbursement from you, they can use the original of the confirmation letter to make travel arrangements on credit with a local travel agency. (They are responsible for either obtaining payment from you to pay the travel agency or paying the agency directly and must do so within 30 days.) As you might guess, students appreciate rapid reimbursement, as delay may cause them financial hardship.

**Offers:**

We encourage our students to release offers and make decisions in a timely manner. We strongly feel that it greatly benefits both students and employers alike. Moving forward, our timing guidelines will be in accordance with NALP's newly-implemented guidelines for the timing of offers and decisions:

For 2Ls/3Ls for summer positions:

- Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 45 days following the date of the offer letter or until December 30, whichever comes first.
- Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.

For post-graduate positions:

- Employers offering full-time post-graduate positions to candidates not previously employed by them should leave those offers open for at least 45 days following the date of the offer letter or until December 30, whichever comes first.
- Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.

For additional information, please see our policies at:

[www.law.stanford.edu/experience/careers/ocs/employers/recruiting/policies](http://www.law.stanford.edu/experience/careers/ocs/employers/recruiting/policies)