

SPRING ON-CAMPUS INTERVIEWING PROGRAM (OCI):

Dates:

Spring OCI 2009 will take place January 22, 23, 26, 27, 28. View all [dates and deadlines for Spring OCI](#).

Location:

Spring OCI takes place at the Law School. Directions, maps, and alternative transportation to campus can be found at www.law.stanford.edu/directions.

Materials:

By January 12, 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)
- Note: There are NO recruiting fees for Spring OCI

Public Relations Interviewing:

Occasionally, employers have interviewed first-year students to market their organization without having any real intention to hire 1Ls. We strongly discourage this practice. Students interview with the belief that positions are available and are, understandably, upset when they discover otherwise. Such "public relations" interviewing often does more harm than good to an employer's reputation.

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 on the on-line registration form. The reservation form also requests information about specific degrees or other requirements which are then viewable by students when conducting their research.

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 available for viewing with the resumes for the employer's schedule. If a spot on the schedule becomes available, the student next in line on the overflow list (i.e. waitlist) will be offered the spot.

Interview Schedules & Student Resumes:

Schedules and student's resumes will be made available [online](#) beginning Friday, January 16, 2009. We will send out a notification e-mail to all participating employers.

Writing Sample Requests:

If an employer requests a writing sample, students will bring it with them to the interview.

Grades:

As you may know, Stanford Law School recently changed its grading system. For more information about our new grading policy, please refer to the Stanford Law School Policies form that was attached to the OCI confirmation e-mail you received from our office. Information about the grading policy is currently being updated on the law school website and should be available in the next few weeks.

Schedule Changes/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 on-line during the designated manual sign-up period. Students have up until 5:00 PM, January 20, 2009 to add/delete on ANY Spring OCI schedule.

Please note: For schedules that are full, students will be pulled from the waitlist to fill spots as they become available. There will be no open sign-ups.

We encourage you to monitor your schedule on [Simplicity](#) prior to your scheduled interview date for the most updated information.

If you need to deviate from the schedule in any way (either to extend it, or consolidate it), please contact Melissa Léger at melissa@law.stanford.edu, or call our office at (650) 723-3924 as soon as possible.

Interviewer Names:

If you did not report an interviewer name at the time of your initial reservation request, please call us with that information (650-723-3924) or e-mail Melissa Léger at melissa@law.stanford.edu as soon as possible so that we may inform our students. Please also indicate if that person is an alumnus/ae of our law school, and if so, in what year he/she 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 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 that there is no delay in delivery to us, please arrange for the materials to arrive no less than two days prior to your interview date and make sure that the following is posted clearly on all boxes:

Stanford Law School
Office of Career Services
Attention: Melissa Leger
Hold for: (Interviewer Name)
Date(s) of Interviews

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.

Day of The Interview:

Interviewer Check-In:

Interviewers should check in with the staff in the Office of Career Services (Room 145) 30 minutes prior to the start of their interview schedule. At that time, they will receive their final interview schedule, interview location and student resumes. It's important that all interviewers check in with an OCS staff member so we know they have arrived. If they do not do so, office staff and scheduled students may think an interviewer has been delayed.

Interview Locations:

The exact location of your interview will be listed on the interview schedule that you will receive upon your arrival at the Law School. Interviews will be located in both the administration and classroom buildings of the Law School. Weather permitting, you have the option of holding your interviews outside in Crocker Garden Courtyard on the west side of the Law Cafe. If you are interested in holding your interviews outside, please let us know as soon as possible. We will let you know if there is room and will post a notice to the students.

Maps & Parking:

[Directions](#) to Stanford Law School and a map of the campus are available online. 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 map directs you to the Tresidder Union lot off of Mayfield Avenue, a five-minute walk to the Law School. Feel free to park in any "P" space you find. In the last row of "P" parking spots you will find a yellow machine from which to purchase parking validation. It accepts coins, cash, and credit cards and 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:

The Law Cafe in the student lounge (located off the center courtyard) sells freshly made sandwiches, salads, drinks, and hot entrees. The Law Cafe is open Monday through Friday until 5:00pm. The lounge area is usually available until 7:30pm or later. There are also vending machines from which you can purchase soft drinks and snack foods, located in the Law School basement near the red lockers.

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:

Wifi Internet access is available to interviewers upon request.

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](#) 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:

Stanford Law School follows NALP's guidelines on offers to first-year students. In accordance with this policy, employers using the Law School placement services must keep offers made to first year students open for a minimum of two weeks.