

**UCLA LAW**

**Office of Career Services**

**Employer Manual**

**YOU ARE INVITED** to participate in **UCLA SCHOOL OF LAW'S 2019 On-Campus Interview Program** (OCI) which will be held in two sessions, Early Interview Week ("EIW") and Fall Interview Program ("FIP"). In an effort to enhance your interviewing experience, **we are pleased to offer you the ability to prescreen up to 30% of your interview schedule** with the balance being assigned via lottery.

- EIW: **July 29 – August 1** at the Hotel Angeleno, located less than three miles from UCLA.
  - Registration is done on a rolling basis with a deadline to register of July 6
- FIP: **Begins September 3** at UCLA School of Law
  - Registration is done on a rolling basis with a deadline to register of August 11

OCI provides an opportunity to recruit best and the brightest students and 2018 graduates who are well equipped to immediately add value to your organization. Indeed, the vast majority of UCLA law students engage in professional skills training. In fact, 95% of the class of 2018 took at least one clinical course, externship, or business transactional clinic and 80% took two or more of these practical skills training courses.

Beth Moeller  
Assistant Dean, Office of Career Services  
[Moeller@law.ucla.edu](mailto:Moeller@law.ucla.edu)

Linda Kressh  
Manager of Legal Recruitment  
[kressh@law.ucla.edu](mailto:kressh@law.ucla.edu)

# Table of Contents

- **Before You Register** ----- 3
  
- **Early Interview Week**----- 4
  - Location & Dates----- 4
  - Fees & Payment ----- 5
  - How to Register ----- 5
  - Hotel (Interview) Rooms Reservations ----- 6
  - Hospitality Rooms ----- 6
  - Employer Timeline ----- 7
  - Entering Pre-selections ----- 8
  - Retrieving Interview Schedules ----- 9
  - Entering your interviewer(s) Name(s) -----10
  - Day of Logistics ----- 10
  - UCLA Guide to Grade Reporting ----- 11
  - **Policies;** Non-Discrimination, Equal Opportunity Employment, Recruiting Season 12

## Before You Register

Before registering for Early Interview Week or any fall recruitment program, please run through the checklist below to make sure you have all the details needed for registration.

1. **Symplicity Access** – Symplicity will require an OCI and Summer Feedback Survey before you can login and register. Please fill out the simple surveys and continue your registration.
2. **Updating Symplicity Profile & Contact Information** – Please update your profile in Symplicity. Students rely on this information to assist in making informed bidding decisions.
3. **Multiple Office Locations** – If your firm is interviewing for more than one office location in separate registrations, please indicate whether or not students can bid for more than one location, or whether one bid will be sufficient for any location.
4. **IP/Patent Only Schedules** – If you are registering for an IP/Patent Only schedule, as well as a general practice schedule, please confirm that we have a separate firm account for you in Symplicity that specifically says “IP ONLY” next to the firm name in the account.
5. **Hiring Criteria** – While a hiring criteria is not required, if you do have a grade cut-off, please be aware that **UCLA does not rank our students**, so please indicate by grade letter or GPA. UCLA’s Guide to Grade Reporting is located on page 11.
6. **Interview Dates** – Please note that interview dates for Early Interview Week will be assigned on a first-come, first-served basis. We, of course, are happy to accommodate requests as possible and **we coordinate dates with UC Berkeley and/or USC Law Schools**. Interview dates will be available, online, on Symplicity, beginning May 1.
7. **Resume Only Collections** – If you are interested in resume collections only, there are two sessions: **EIW 2019 Resume Collect Only**, and **FIP 2019 Resume Collect Only**.

# Early Interview Week

## WHEN & WHERE

UCLA's Early Interview Week will be held at the Hotel Angeleno July 29 – August 1, 2019

## REGISTRATION FEES

Registration fees are as follows:

- \$750 for firms with 101+ lawyers, per schedule, per day
- \$600 for firms with 51 – 100 lawyers, per schedule, per day
- \$250 for firms with 1-50 lawyers, per schedule, per day
- \$500.00 for Businesses
- Government and Public Interest Agencies, no charge

*NOTE: These fees do not include the hotel rooms, which are used for interviewing. Employers are responsible for booking the appropriate number of hotel rooms directly with the hotel. Please see page 6 for details on booking the hotel interview rooms.*

Registration checks to be made out to **UC Regents** and sent to:

Linda Kressh  
Manager of Legal Recruitment  
Office of Career Services  
UCLA School of Law  
Box 951476  
Los Angeles, CA 90095-1476

*\*Refund policy: There is a \$100 non-refundable fee for cancellations before May 15; a \$200 non-refundable fee for cancellation after May 15 and before July 1; no refund after July 1.*

## HOW TO REGISTER

Employers may register online via Symplicity. **The deadline to register is July 5, 2019.**

To participate in EIW or FIP, log on to [UCLA's Symplicity site](#). If you do not have a UCLA Symplicity account, you will be able to register for one on this site.

To register:

- Log into [Symplicity](#).
- **If you interviewed at UCLA School of Law during 2018, you must complete the results of that experience prior to registering for OCI. If you did not interview at UCLA last year, please answer accordingly.**
- If you would like to coordinate dates with USC and/or Berkeley, please indicate your preference on your registration form under "scheduling requests".

### **What to Expect After Registration:**

OCI schedules will be assigned on an on-going basis, and will send invoices for registration fees at that time (Hotel Angeleno fees are to be paid directly to the hotel once you know your interview date.. At the beginning of May, you will be able to view your interview date on Symplicity.

## BOOKING HOTEL ROOMS

All interviews for Early Interview Week will be held at the Hotel Angeleno, just a few miles from UCLA at the 405 and Sunset Blvd.

### Important Tips to Remember:

- Employers are responsible for making hotel reservations and for all expenses at the Angeleno.
- Please make your room reservation(s) as soon as you know your interview date(s), contact Marlene Garcia, [mgarcia@hotelangeleno.com](mailto:mgarcia@hotelangeleno.com), (310) 481-7824, to make and pay for your hotel reservations.  
**Hotel check-out is 6:00 pm.**

## INTERVIEW ROOMS

The cost of interview rooms is \$199.00, per room, per day, and sleeping accommodations, if needed are \$205.00 per night.

## HOSPITALITY SUITES AND ROOMS

Hospitality suites and rooms are available on a limited first-come, first-served basis once you know your interview date, contact Jenny Kim at the Hotel Angeleno, (310) 481-7876, to book your hospitality room. Please do not contact Jenny until you know your interview date, available May 1. Please be advised that there is a minimum food and beverage order for all hospitality suites & rooms

<b>EARLY INTERVIEW WEEK TIMELINE &amp; DATES TO REMEMBER</b>
--

<b>DATE</b>	<b>EVENT</b>
February 18, 2019	Early Interview Week, (“EIW”) Registration Open
May 1, 2019	Schedule dates released
June 14-July 7, 2019	Student bidding period
July 5, 2019	EIW Registration Deadline
June 14, 2019	Employers viewable to students
July 10,2019	Bid/Resume packets available to employers
July 10,2019	Prescreen/alternate selections begin
July 17, 2019	Prescreen/alternate selections due by 11:00 PM
July 24, 2019	Interview schedules available on Symplicity at noon
July 29 – August 1, 2019	EIW at the Hotel Angeleno

## RETRIEVING BID PACKETS

Early Interview Week bid/resume packets will be available via Symplicity on July 13<sup>th</sup> to begin prescreening process. To retrieve your bid/resume packet(s), follow the instructions below:

1. Log into Symplicity
2. Click on the OCI tab
3. Click on Applicants/Waitlists
4. Select "Early Interview Week, 2019" from the Sessions drop down menu
5. Click Search. A list of applicants will appear.
6. Select all applicants via a check box next to the Batch Options tool. Click "Generate Resume/Applicant Packet"
7. A form will open up. From the batch options drop-down, select "generate applicant packet". Click Submit. Within a few minutes your resume packet will be available under the Resume/Schedule Packets tab.
8. Click on the PDF icon to open and view resumes. We recommend saving your resume packet(s) to your computer.

For assistance, please contact Linda Kressh at (310) 206-1117.

## ENTERING PRE- SELECTIONS

You will have from **Wednesday, July 10 through Wednesday, July 17 by 11:00 pm**, to review and submit your pre-selections. To enter your candidate selections, log into Symplicity and click on the OCI tab; click on the "Applicants/Waitlists" tab. Select the session to "2018 Early Interview Week" and click Search.

**For a full-day of 20-minute interviews, you may select up to six pre-selected students. For a full-day of 30-minute interviews, you may select up to 3 students. It is required that you select five alternates.**

If no selections have been made, your entire interview schedule will be filled through the lottery.

Under the "Invitation" column, you can indicate "preselect," "alternate"; leave all other students as "lottery".

**Be sure the session is selected.** To verify that your prescreened and alternate selections have gone through, on the right side of your "Applicants/Waitlist" tab where it says "Invited Students," you will see the count of your preselects and alternates displayed. For example, for a 20-minute interview schedule that allows for 6 preselected students, if you only selected 4 students and 3 alternates, your count will show "4/6" for preselects and "3/5" for alternates. These numbers will be different for each employer based on number of selections and the time frame of each schedule (full-day or half-day; 20- or 30-minute interviews).

## RETRIEVING INTERVIEW SCHEDULES

Early Interview Week schedules will become available on July 24<sup>th</sup> at noon. To retrieve your interview schedule(s), log on to [Symplicity](#) and click on OCI. Click on the Confirmed Schedules tab. Select the session “Early 2019” and then click “Search.” Select the check box to the left of the schedule(s) you want to generate. Click on “Batch Options” and select “**Generate Resume/Applicant Packet.**” A form will open up. Click Submit. Within a few minutes, your schedule packet will appear under the “Resume/Schedule Packets” tab under OCI. Click on the PDF icon to view and download your packet.

Any gaps on your interview schedule will be filled by students during the open sign-up period. We ask that you refrain from filling any open time slots and check back the day before your interview schedule for updates.

**\*PLEASE REMEMBER TO PULL AN UPDATED SCHEDULE ONE DAY PRIOR TO YOUR INTERVIEW SCHEDULE.**

## ENTERING YOUR INTERVIEWER(S) NAME(S)

It is very helpful for students to know the name of your interviewer(s) prior to the interview date. If you have this information ahead of time, please enter the name(s) of your interviewer(s) into Symplicity.

1. Log into Symplicity and click on OCI
2. Click on the Confirmed Schedules tab
3. Change session to "Early Interview Week 2019" and click Search
4. Click on the underlined interview date (i.e. "Aug 1st") to open the schedule details.
5. Scroll down to where it says "Interviewer(s):" and enter the name or names of your interviewer(s). For multiple interviewers, you may use a semicolon to separate names, or click on the button to the right that says "Add Name."

## DAY-OF LOGISTICS

Please remember the following for your interview day:

1. Please arrive early to ensure enough time for valet parking, check-in and to get situated before the first interview.
2. Check in with the Career Services office in the Sunset Boardroom on the 16<sup>th</sup> floor for keys, and updated schedules.

**IMPORTANT:** If your interviewer is checking in the night prior to your interview date, please remind him/her to stop by the Sunset Boardroom the morning of the interviews to pick up the interview packet and interview room keys from Career Services.

3. Coffee will be available in the Sunset Boardroom and a bottle of water will be in with the interviewer's schedule packet.
4. Lunch will be available to all interviewers and on-site recruiters between 12:00 and 2:00 pm on the 17<sup>th</sup> floor.
5. Hotel check-out time is 6:00 pm. Please be sure that all interviews conclude prior to 6:00 pm.
6. **SENDING PACKAGES TO THE HOTEL:** If you are sending packages to the hotel, please make sure they arrive **no earlier than 48 hours prior to your interview day.**

Send packages to: Hotel Angeleno

170 N. Church Lane

Los Angeles, CA 90049

Attn: [YOUR FIRM NAME and INTERVIEW DATE – UCLA Law]

# UCLA SCHOOL OF LAW

OFFICE OF CAREER SERVICES

## Guide to Grade Reporting

A+	4.3 (extraordinary performance)
A	4.0 - 4.29
A-	3.7 - 3.99
B+	3.3 - 3.69
B	3.0 - 3.29
B-	2.7 - 2.99
C+	2.3 - 2.69
C	2.0 - 2.29
C-	1.7 - 1.99
D+	1.3 - 1.69
D	1.0 - 1.29
F	0 - .99

Students may report their grade point averages on their resumes using either a letter grade or the appropriate numerical calculation. When students report their GPAs either verbally or in writing, the GPA may be rounded up only to the second numeral behind the decimal point (nearest hundredth) (i.e., 3.765 may be rounded up to 3.77, but not to 3.8 or 3.9; or 3.699 may be rounded up to a 3.70). As an alternative, students may state the entire GPA or drop one or more of the three numerals behind the decimal (i.e., 3.763 may be reported as 3.76 or 3.7). “Rounding up” means that the third numeral behind the decimal point (nearest thousandth) is a 5, 6, 7, 8 or 9 which, when “rounded” and then dropped from the GPA, makes the second numeral behind the decimal point one number higher than originally calculated. Students may not use numbers beyond the third numeral behind the decimal point of their GPA for rounding or any other purpose.

### CLASS RANK

It is the policy of the School of Law **not to rank its student body**. The only exceptions are (1) the top 12 students in each class each year are ranked; (2) students applying for judicial clerkships and academic positions; and (3) students in the top ten percent of each graduating class are invited to join the Order of

the Coif, the national legal honorary scholastic society. \* These distinctions will appear in the memorandum section of the transcript.

\*Under Coif's rules, only students who have completed at least 75 percent of their UCLA Law units in letter-graded courses are eligible for consideration. Transfer students should check with the Dean of Students office to verify how many letter-graded courses they should take to qualify.

## TRANSCRIPTS

The Records Office will issue an official transcript to a student at the student's request. Prospective employers may also obtain an official transcript from the Records Office if they have secured a written waiver from the student. Official transcripts will be on tamper-proof security paper and copies will be indicated as such. To ensure that a transcript is official, prospective employers should make a photocopy of it. If the word "Void" does not appear repeatedly on the photocopy in a background pattern, the transcript is not an official copy. We suggest that prospective employers obtain an official transcript from the student or secure a written waiver to obtain an official transcript from the Records Office prior to extending an offer.

## **Non-discrimination Policy**

UCLA School of Law is committed to a policy against discrimination in employment based on color, race, religion, sex, national origin, age, sexual orientation, gender identity and expression, disability and protected veteran status, or any other basis prohibited by UC policy and federal, state and city laws and regulations.

## **Equal Employment Opportunity**

Under University of California policies, the School of Law's facilities are not available to employers whose employment practices violate applicable state or federal law.

Employers are required to sign a statement of compliance before participating in any on-campus interviewing programs or posting jobs.

## **2019 Recruiting Season [Policy](#)**

## Summary of UCLA Law Guidelines Relating to Offers from Employers for the 2019 Recruiting Season (2Ls/3Ls)

The below guidelines were formulated specifically to promote fairness amid the pressures of the fall interviewing season. Although UCLA Law strongly requests that employers abide by these guidelines, students are responsible for keeping track of deadlines and requirements communicated by employers. NALP, the National Association for Law Placement, has developed principles to guide the conduct of employers, students and law schools in the recruitment process. Members of NALP (including UCLA Law, other law schools and many employers) have agreed to govern their behavior in accordance with these principles. As representatives of UCLA Law, students are expected to comply with NALP's [Principles for a Fair and Ethical Recruitment Process](#). In addition, students and employers must comply with [UCLA Law Career Services Policies](#).

GUIDELINES	ADDITIONAL INFORMATION
<b>Summer Employment for the Following Summer.</b>	<p><b>Timing:</b> 21 days to respond to written offers (with noted exceptions and extensions below.)</p> <p><b>Writing:</b> Offers should be confirmed in writing.</p> <p><b>Reaffirmation:</b> Required if requested (see below).</p> <p><b>Expiring Offers:</b> Candidates are expected to accept or release offers or request an extension (see below) by the applicable deadline. Offers that are not accepted by the offer deadline may expire.</p> <p><b>Early Offers:</b> Pre-OCI offers should not expire until at least 21 days after the first day of OCI. (For 2019, OCI begins July 29.)</p>
<b>Full-Time Post-Graduate Employment When the Student Was Not Previously Employed by that Employer.</b>	<p><b>Timing:</b> The above guidelines also apply to students offered post-graduate positions where the students was not previously employed by that employer. Early offers shouldn't expire until at least 21 days after first day of OCI of final year.</p>
<b>Full-Time Post-Graduate Employment When the Student Was Previously Employed by that Employer.</b>	<p><b>Timing:</b> Offers made <i>prior to or on Sept 9</i> should remain open until at least October 1 of the student's final year of law school. Offers made <i>after Sept 9</i> of the student's final year of law school should remain open for at least 21 days from the date of the offer letter.</p>
<b>14 Day Reaffirmation</b>	<p><b>Request:</b> If requested in the offer letter (or email), student must reaffirm offer <i>within 14 days</i> from offer letter date, or the offer can be retracted.</p> <p><b>How to reaffirm:</b> Any reaffirmation requirement should be stated in the offer letter, including the firm's policy of reaffirmation (e.g. instructions for when and how to reaffirm). Because the purpose is for the firm to know a student remains interested, reaffirm should be close to and before the reaffirmation deadline (i.e. not right after receiving the offer).</p>
<b>4 Offer Limit</b>	<p><b>Over 4 offers:</b> Students should not leave open more than 4 offers at a time. For each offer over 4, students must release the offer within one week.</p>
<b>Extensions of Deadlines</b>	<p><b>Requesting Extensions:</b> Students may ask for a 7 day extension beyond the offer deadline, but employers are not obligated to extend the offer. Students <i>and</i> employers should be reasonable with such requests</p>

	<p><b>Public Interest Search:</b> Students may request a longer extension if they are actively pursuing positions with public interest or government organizations. Students may hold open only 1 offer in such circumstances, and employers are encouraged to grant reasonable requests for extensions.</p>
<b>Professionalism</b>	<p>Students/Employers should abide by NALP's <a href="#">Principles for a Fair and Ethical Recruitment Process</a> and <a href="#">UCLA Law Career Services Policies</a></p>