



**Addendum to the  
Class of 2010 Career Planning Manual**

**Fall 2008 On-Campus Interviewing  
Guide**



## **Fall 2008 On-Campus Interviewing Guide**

This manual should be used as a your reference guide for the Fall On-Campus Interviewing (OCI) process. The information that you need to know about fall interviewing and your 2L summer job search is contained in this manual and is discussed at programs during the semester.

This process will be very different from the 1L summer internship search that you conducted this spring. Writing letters early to employers with whom you wish to work for during your 2L summer will be an integral part of the process. Many successful students find summer employment by directly contacting employers with whom they are interested and networking during their 1L summer. You should conduct focused research on employers of interest by talking to rising 3Ls, alumni and faculty who are familiar with those employers.

These steps will help prepare you to choose which OCI employers to bid on in June and July. However, you should note that OCI will be a very small part of the search for your 2L summer job. It should be used in conjunction with other resources, such as job fairs, networking and letter writing, to tap into the multitude of employment opportunities available around the world.

Provided in this guide is information about the following:

- ❑ What steps you should take this summer toward your job search
- ❑ Important Dates (Bidding deadline charts)
- ❑ Fall OCI Policies
  - Wait list Policy
  - Advance Cancellation Policy for Segment II interviews
- ❑ Frequently asked Questions about Fall OCI
- ❑ Symplicity instructions for bidding during Fall OCI

For additional job searching resources and guidelines, please refer back to your Career Planning Manual, or contact the Career & Professional Development Center with your questions not addressed in the manual.

## **What Do You Need To Do This Summer?**

1. Check Symplicity and your *Duke email* address **regularly** throughout the summer for important information about bidding, on-campus interviews, and your job search.
2. Have your updated resume reviewed by a Career Center counselor by **Wednesday, June 18, 2008**.
3. **Upload your resume** to Symplicity *before* bidding begins.
  - a. Symplicity requires that you have a resume on file before you can bid for employers.
  - b. You may *update or revise* your uploaded resume *before* bidding closes. ***You will also be given one final opportunity to update your resume on Symplicity during Segment I.***
4. Conduct research to identify employers in which you might be interested. For employers coming on campus, you should start your research early in the summer. It would be helpful if you start your preliminary research before you leave campus for the summer by talking to current 2Ls and 3Ls and by attending the 1L Bagel Breakfast Programs in March.

Develop a preliminary list of:

- a. OCI employers on whom you would like to bid;
  - b. Employers with postings on the Symplicity job bank to whom you would like to submit a resume; and
  - c. Employers that are not interviewing on campus or conducting a resume solicitation, but that you would like to contact by letter writing.
5. Draft cover letters for employers not interviewing on-campus.
  6. In July and early August, begin making contacts and mailing out letters to prospective employers who are not interviewing on campus or conducting resume solicitations.
  7. For OCI employers, bid during the designated bid times outlined in the charts that follow.

*Remember that Career Center counselors are available to review your resume, cover letters, and employer lists over the summer, or to answer any other questions you might have. You may also communicate with us via e-mail or telephone while you are away for the summer. If you would like to have your resume reviewed before bidding, you must send it to Tedi Mason at [careercenter@law.duke.edu](mailto:careercenter@law.duke.edu) before Wednesday, June 18, 2008.*

## Fall 2008 On-Campus Interviewing Program

### IMPORTANT DATES:

- ◆ **Interview Dates:** Wednesday, August 20 - Saturday, August 23, 2008 and Wednesday, August 27 - Friday, September 12, 2008. (No interviews will be held on August 25-26, or September 1-2, 2008) .

Interviews will be held from 9:00am to 5:00pm Monday through Friday. We will have three (3) “Super Weekdays,” August 20-August 22 and one (1) “Super Saturday” on August 23. We expect 50-55 employers to interview on-campus on these “Super” days.

**\* Note that 2/3 of all Fall OCI employers will interview during Segment I.**

- ◆ **Resume Review Deadline: Wednesday, June 18, 2008**  
If you would like for a Career Counselor to review your resume before bidding, you must send it to [careercenter@law.duke.edu](mailto:careercenter@law.duke.edu) before June 18.
- ◆ **Bidding:** Student bidding will take place during **Summer 2008**. Please refer to the charts below for bidding process dates. All times are listed in **U.S. Eastern Daylight Time**. Please plan accordingly.

### LOCATION:

- ◆ All interviews during Segment I will be held at the Millennium Hotel-Durham, located at 2800 Campus Walk Ave. Interview rooms are located on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors in the rear of the hotel.
- ◆ All interviews during Segment II will be held on-campus in the Law School and/or Fuqua School of Business. (Please see Symplicity for room locations).

### **BIDDING FOR SEGMENT I**

*For interviews taking place Wednesday, August 20, 2008 – Saturday, August 23, 2008.*

	<b>Start Date and Time</b>	<b>End Date and Time</b>	<b>Notes</b>
<b>Bidding:</b>	<b>Mon., June 23 at noon</b> <i>*Resume must be uploaded in order to bid</i>	<b>Wed., July 2 at noon</b>	<i>It does not matter when you bid during this period.</i>
<b>Interview Schedules Posted:</b>	<b>Mon., July 7 at noon</b>		
<b>Cancel Interviews &amp; Wait list Opt-in:</b>	<b>Mon., July 7 at noon</b>	<b>Fri., July 25 at noon</b>  Re-run scheduler <i>(students added from wait list to open slots)</i>	<i>Decline interviews you do not want AND Opt-in to be ADDED to the wait list of an employer that you did not get an interview. <b>This is your last opportunity to drop unwanted interviews.</b></i>
<b>Final Schedules Posted:</b>	<b>Fri, Aug. 8 at noon</b>		<i>All schedules are final.</i>
<b>Resume Update:</b> <i>*Last time to update &amp; upload new resume onto Symplicity before employers view it.</i>	<b>Fri., July 25 at noon</b>	<b>Thurs., Aug 7 at noon</b>	

## BIDDING FOR SEGMENT II

For interviews taking place Thursday, August 27, 2008 – Friday, September 12, 2008.

	Start Date and Time	End Date and Time	Notes
<b>Bidding:</b>	<b>Tues., July 15 at noon</b>	<b>Tues., July 22 at noon</b>	<i>It does not matter when you bid during this period.</i>
<b>Interview Schedules Posted:</b>	<b>Thurs., July 24 at noon</b>		
<b>Cancel Interviews &amp; Wait list Opt-in:</b>	<b>Mon., July 28 at noon</b>	<b>Fri., August 8 at noon</b>	<i>Decline interviews you do not want AND Opt-in in order to be ADDED to the wait list of an employer that you did not get an interview.</i>
<b>Updated Schedules Posted:</b>	<b>Thurs., August 21 at noon</b>		
<b>Advance Cancellation Policy in effect— deadline 12:00 noon each day</b>	<b>Fri., August 22</b>	<b>At 12:00 noon each day. Review chart below.</b>	<i>Segment II only Email all requests to <a href="mailto:oci@law.duke.edu">oci@law.duke.edu</a> or by 12:00 noon each day.</i>
<b>Open Sign Up:</b>	<b>Sat., August 23 at noon</b>  <i>Check room location daily—rooms and interviewers are subject to change.</i>	<b>Mon., August 25 at noon</b>	<i>Sign up for any available interview slots, regardless of whether you initially bid on the employer. <b>Students must add themselves to an employer’s open interview time via Symplicity.</b></i>

### 3 business day Advance Cancellation Policy for Segment II (Policy is outlined on page 8)

Interview date	Interview Drop Deadline by 12:00 noon
Wednesday, August 27	Friday, August 22 at 12:00 NOON (No exceptions)
Thursday, August 28	Monday, August 25
Friday, August 29	Tuesday, August 26
Wednesday, September 3	<b>Thursday, August 28 (due to Labor Day holiday)</b>
Thursday, September 4	<b>Friday, August 29 (due to Labor Day holiday)</b>
Friday, September 5	Tuesday, Sept. 2
Monday, September 8	Wednesday, September 3
Tuesday, September 9	Thursday, September 4
Wednesday, September 10	Friday, September 5
Thursday, September 11	Monday, September 8
Friday, September 12	Tuesday, September 9

## **On-Campus Interviews (OCI) Questions and Answers**

### **What are segments?**

The on-campus interview season is divided into two segments (Segment I and Segment II). There is a separate bidding process for each segment to make the process more manageable.

### **What is bidding?**

Duke Law School students are scheduled for on-campus interviews through a lottery system. Students bid on the employers with whom they would like to interview by ranking the employers in preferential order with bid # 1 being the highest priority. Symplicity then assigns interviews to students through a computerized lottery system.

**How does the lottery system work?** Once students have bid on employers, Symplicity assigns interviews to students through a random lottery system. The program attempts to give as many students as possible their highest priority interviews, taking student class schedules and geographic preferences into account.

Employers do not have input as to how interviews are assigned at Duke Law School. Additionally, employers do not see the student bidding ranks but do see students' multi-office preferences (for employers interviewing for more than one geographic location). Schools that allow employers to pre-screen students enable employers to make interview selections based solely on the employer's criteria, which may greatly limit students getting interviews.

### **How many employers may I bid for in each segment?**

You are encouraged to bid on a *reasonable number* of employers with whom you are **genuinely** interested, taking into consideration the intensity of the busy fall interviewing season and your ability to maintain a high level of professionalism. You may bid on up to 60 employers during Segment I and up to 30 during Segment II. *\*Note that bidding on a lot of employers may result in an unmanageable interview schedule. It is extremely difficult to drop interviews once schedules are final.*

### **How many employers do I need to bid on to get “enough” interviews?**

The answer to this question depends significantly on your research into the type of employer you are interested in as well as your geographic area(s) of interest. It is hard to estimate how many interviews you will receive from a certain number of bids as it depends on many factors, including how many other students are bidding for a particular employer and your rank for a particular employer. In prior years, some students bid on 30-40 employers per segment and received anywhere from 10-28 interviews per segment. Other students with more focused interests only bid on 5 employers and that proved sufficient. **You should focus on employers in whom you are genuinely interested and that match your career goals. \*\*Note that over 2/3 of the total number of employers to visit campus in the fall will interview during Segment I.**

### **Does it matter when I bid during the bidding period?**

No. There is no first come, first served priority during the “bidding” period. It does not matter when you bid or change your bids during this period. The scheduler does not run for a segment until after bidding has closed for that segment. It will not matter whether you submitted your bids during the first minute of bidding or the last day of bidding. Please note, however, that it is *not wise to wait until the very last minute* of bidding in case there is a problem with your computer or the system. ***Once bidding closes, it is not possible to change or submit bids.***

### **Wait list and dropping interviews:**

#### **What is the wait list?**

If you do not receive an interview with an employer that you bid on in the initial lottery, that employer will still be able to view your resume; however, you are not automatically placed on the wait list for that employer. If you wish to be added to that employer’s wait list you must “**opt-in**” during the cancel interview period. After the cancel interview period closes, Symplicity adds students who “opted-in” to any newly open time slots on that employer’s schedule.

**By adding yourself to a wait list, you are affirmatively expressing your interest to interview with that employer in the event that an opening on the employer’s schedule becomes available.** Wait listed students will be pulled into an open interview slot as slots become available. These students will be *notified via e-mail and/or telephone and are expected to attend the interview*. Be sure to note the interview dates of employers for whom you have waitlisted so that you can stay abreast of possible interviews. You will be unable to remove yourself from an employer’s wait list once you have opted in.

#### **How do I know if I am on an employer’s wait list?**

After you “opt-in” on the wait list of an employer, you may view the entire listing of employers that you are wait listed. Simply scroll down to “**on wait list**” in the *employers* drop box under the *Employers/Bidding Tab*.

#### **Can students drop interviews once schedules are final?**

A student shall make all reasonable efforts to attend interviews at the pre-arranged time and place. However, the three circumstances in which a student may miss an interview and that qualify as “Excused Absences” are:

1. *Extreme* illness or death in the family and notification to the Career Center as soon as practical.
2. *Acceptance* of an offer of summer employment and notification to the Career Center prior to the time of the interview. (*This does NOT include “considering” an acceptance. Once you notify CPDC of your accepted offer, all remaining interviews will be dropped.*)

3. **For Segment II only**----Notification of an absence should be sent via email to [oci@law.duke.edu](mailto:oci@law.duke.edu) or Camesha McAllister in accordance with the “Advance Cancellation Policy,” outlined below.

Each of the foregoing is an “Excused Absence.” Students with an Excused Absence due to illness/death in the family, or acceptance of summer employment, must submit a written apology to the interviewer (with a copy to the Career Center) within three days or as soon as practical, explaining the reasons for the student's failure to appear.

### **ADVANCE CANCELLATION POLICY FOR SEGMENT II:**

*(The Advance Cancellation Policy does not apply to interviews in Segment I. After the Segment I cancel interview period ends on July 25 at 12:00 noon, you may not drop interviews for Segment I.)*

During Segment II, notify Camesha McAllister **VIA EMAIL NO LATER THAN 12:00PM 3 BUSINESS DAYS** (unless otherwise specified) **BEFORE THE DAY OF THE INTERVIEW**. This 3 business day window allows our office adequate time to notify the employer and contact any students remaining on the wait list. Please send your **written notification via email (subject line: *Interview cancellation request*) to [oci@law.duke.edu](mailto:oci@law.duke.edu) or Camesha McAllister [mcallister@law.duke.edu](mailto:mcallister@law.duke.edu). *If it is less than 3 business days before the **day** of your interview, please plan on attending the interview.* (Example: Interview with Employer X on Friday, August 29, at 3:20PM. Must email cancellation request by Tuesday, August 26, at 12:00PM).<sup>+</sup>**

### **What happens if I miss a scheduled on-campus interview?**

The failure to attend an interview under any other circumstances is an “Unexcused Absence.” Each *unexcused absence* results in a \$50.00 fine. Your check should be made payable to *Duke Law School*, with subject line “missed interview-PILF donation,” and delivered to the Career Center. The Career Center will donate these fines to PILF. In addition, one or more unexcused absences may lead to the suspension of interview privileges, at the discretion of the Career Center. Students with an Unexcused Absence must submit a written apology to the interviewer (with a copy to the Career Center) within three days of the missed interview, explaining the reasons for the student’s failure to appear. Failure to do so will result in an additional \$50.00 fine.

### **How do I request to drop an OCI interview if I have accepted an offer?**

You are expected to attend all OCI interviews that you sign up for unless you have formally **ACCEPTED** an offer for summer employment. If you have **accepted** an offer for employment then you must request to drop **ALL** interviews in writing (via e-mail) to [oci@law.duke.edu](mailto:oci@law.duke.edu) or Camesha McAllister at [mcallister@law.duke.edu](mailto:mcallister@law.duke.edu) (*Please note that considering an offer is **not** the same as formally accepting an offer.*)

**E-mail request should be sent as soon as you accept employment.** *If you have accepted an offer and you have scheduled interviews within 24 hours of the*

---

<sup>+</sup> This timing allows students on the wait list to be added, followed by a general announcement of open slots and time for students to respond, while allowing the employer to receive a final schedule 24 hours before arrival.

*interviews, then you will be required to attend your interviews. In the practice of proper business etiquette, and as a courtesy to the traveling employer and other students, a request submitted less than 3 business days leaves little time to contact a student from the waitlist for the available time slot.*

## **Resumes:**

### **How can my resume be reviewed over the summer?**

Contact CPDC via email and we will be happy to review your resume and/or arrange a time to talk with you. If you would like to have your resume reviewed by a CPDC Counselor *before* bidding begins, you **must send it to Tedi Mason at [careercenter@law.duke.edu](mailto:careercenter@law.duke.edu) before Wednesday, June 18.**

### **Will I be able to update my resume *during* the bidding period?**

Yes, you may update and resubmit a new “default resume” to Symplicity anytime before the close of bidding and during the “Resume Update” period (for Segment I). This new (default) resume will automatically be changed for each employer that you previously bid for in that segment.

### **What if my resume needs to be updated *after* bidding for a segment has ended?**

The resume that is uploaded to Symplicity on the bidding end date of each segment is the resume that will be submitted to the employers interviewing during that segment. **Once bidding closes, you may not update your resume until the final “resume update” period during Segment I.** (*Please see instructions at the end of the document*) However, as a general rule, you should *always bring an updated version* of your resume *to each interview* so that the interviewer will have your resume with your most recent accomplishments and information. If you join a journal or take on an interesting project after bidding closes, for instance, bring your updated resume to the interview and be sure to highlight the change – this is a great chance to draw attention and talk about an impressive topic of your choosing.

### **What is a resume solicitation?**

Some employers are not able to interview on campus at Duke but are very interested in receiving resumes from Duke Law students. All resume solicitations/job postings are listed in the Symplicity job bank. You may apply directly to these employers via Symplicity. Some of the resume solicitations are due before school starts, so it is to your advantage to check out the list over the summer and begin preparing your resume now.

## **Interviewing day:**

### **What four materials must I bring to each of my interviews?**

1. *Updated resume*
2. *Writing sample*

You may use your memo from your legal writing class. Feel free to update or edit the document as you see fit. We suggest no more than 5-10 pages.

3. *Law School Transcripts (Official or Unofficial)*

You may use an official or unofficial (downloaded from ACES) version of your transcript. You may obtain a transcript via the University Registrar's website at [www.registrar.duke.edu](http://www.registrar.duke.edu) or via ACES under Academics/Transcript Requests. (Be sure to make several copies of your transcript to bring with you to each interview.)

4. *List of references*

Two to three people who can recommend you for employment based on their personal experience with you as a student or employee.

(Please refer to your Career Planning Manual, pg. 24, Appendix D)

**Missing classes, schedule changes, and call backs:**

**Can I miss class for an on-campus interview?**

A student should not miss class for an on-campus interview. As a condition of interviewing on campus, each student participating must enter his or her *entire* class schedule as “unavailable times” in Symplicity for *every day* of OCI when “bidding” for interviews and must keep the “unavailable times” schedule **current** as the student's class schedule changes. The Career Center is authorized to suspend bidding and interviewing privileges for students who do not properly enter their class schedule as “unavailable times” until such schedule is properly entered. Missing a class for an on-campus interview will be treated under Rule 3.8 in the same manner as missing class for any other reason. *Students who knowingly omit class information on Symplicity are in violation of the Honor Code.*

**What happens if my class schedule changes after bidding is over?**

- 1) You should update your class schedule on Symplicity and check your interview schedule for conflicts. Please enter all personal appointments (doctor appointments, etc.) onto Symplicity as well to avoid scheduling conflicts.
- 2) If you have a conflict, please contact CPDC as soon as possible.

**What if I am scheduled for back-to-back interviews?**

**Segment 1:** Most interviews are within a short walking distance on the same or neighboring floors of the Millennium Hotel. You should have 5 minutes between interviews and this will allow you ample time to get to your next interview.

**Segment II:** Oftentimes, interviews are scheduled within a few minutes of each other and students may run late to the next interview. In this instance, you should write a brief note earlier in the day to the interviewer and inform him or her that you may be a few minutes late due to an interview scheduled right before that one. Slip the note under the door of the interview room at some time prior to your interview.

**Can I cancel an OCI interview if I would rather do a call back?**

If you must miss an interview, you must abide by the Advance Cancellation Policy for Segment II interviews. You may timely consult a counselor if you need assistance making a decision. Monday and Tuesday, September 22 and 23, are designated as “career development days” and upper level classes do not meet to allow you to visit employers. 2Ls in the past have also tried to leave a day in the week without classes so they can visit employers.

**Can I miss class for a call back?**

You are strongly encouraged to not miss class for any reason, including for callbacks. Please utilize the designated “career development days” explained above to visit employers without missing class. If you must miss a class, you should notify your professors and ask their permission.

**Can I interview if I am a four-year dual-degree student?**

Yes. Four-year dual-degree students have two full interviewing years. During your first interviewing year employers may view you as a 1L. Employers will consider you for employment purposes based on your graduation date. During your second interviewing year, employers may view you as a 2L. In both years you will have full interviewing privileges.

## SYMPPLICITY INSTRUCTIONS

### **Bidding:**

### **STEP 1:**

- 1) Log onto: <https://law-duke-csm.symplicity.com/students>
- 2) Log in with your Symplicity *USER ID* (Duke Law email address) and *PASSWORD* previously emailed to you.

#### **If you forget your password:**

Then click the **FORGOT MY PASSWORD** tab at the top of the login page. Enter your username (full Duke Law email address) and a NEW password will be sent to that email address.

- 3) Click on **OCI** at the top of your Symplicity toolbar.

### **STEP 2:**

#### **Entering Class Conflicts and Unavailable Times:**

- 1) Click on **OCI** at the top of your Symplicity toolbar.
- 2) Click on **Class Schedules/Conflicts** tab.
- 3) A screen will then appear in a one week span of the entire Fall OCI season. Click on the arrows beside the dates to move from one week to the next week.
- 4) Check mark the entire time span (in one hour increments) that you have a conflict. Repeat this for **EACH** day of the week for the entire interview season (including Super Saturdays).
- 5) Click **submit**

#### **To edit previously entered class conflicts on Symplicity:**

Place your mouse over the bold "OCI Exception" wording and click on that link. The page will then refresh and you can adjust you times accordingly or delete the conflict altogether.

**OCI Exception**

**NOTE: Be sure to carefully review & UPDATE your conflicts frequently to ensure that you have entered ALL conflicts, including impromptu class meetings, new classes and personal doctor appointments.**

### **STEP 3:**

- 1) Click on the **Employers/Bidding** tab.
- 2) Choose the desired "session" in the grey Search Filters box, select the correct "session" **Fall 2008-Segment 1** OR **Fall 2008-Segment 2**
- 3) ENTER YOUR CLASS CONFLICTS FOR **ALL INDIVIDUAL DAYS IN Fall OCI 2008**.
  - a) Click on **OCI** on the toolbar.
  - b) Click on the **Class Schedule/Conflicts** tab. Make sure to enter unavailable times for both segments of OCI 2008 by changing the "session."
  - c) **Check mark the entire time span that you have a conflict.** Repeat this for **EACH day of the week.**
  - d) Click **Submit**
- 4) Return to the **Employers/Bidding** tab.

- 5) Click on the DATE link of the interview date that you desire.
- 6) Click on the General Resume. (*Remember this is your default resume*)

**YOUR BID FOR THAT EMPLOYER IS NOW SAVED!**

*\* Class conflicts MUST be entered BEFORE you bid for any employers.*

**For employers interviewing for multiple offices:**

Once you bid for that employer, your screen will refresh to the “review” page for that employer. A text box will then appear. Place a number in order of preference beside each city listed.

---

**Viewing Your Interview Schedule:**

- 1) Click on **OCI** on your navigation tool bar.
- 2) Click on the grey **Scheduled Interviews** tab.
- 3) Choose the correct session.
- 4) A listing of all interviews awarded through the lottery process will appear.

**Viewing Your Interviewer Names & Interview Room Number:**

- 1) Click on **OCI** on your navigation tool bar.
  - 2) Click on the **Scheduled Interviews** tab.
  - 3) Click on the Interview date link. A new window will appear and your interviewer name is located under your interview room number.
- 

**Canceling an Interview during the “Cancel Interview” Period:**

- 1) Select the **Scheduled Interviews** tab.
  - 2) Click on the **Cancel** button located to the far right of the desired interview.
- 

**Wait List Opt-in Function:**

\* If you do not receive an interview with an employer for whom you bid on in the initial lottery, you may place yourself on that employer’s wait list. Students will see an “opt-in” beside that employer’s name located under the **Employers/Bidding** tab. See instructions below.

**WAIT LIST INSTRUCTIONS:**

- 1) Click on **Employers/Bidding** tab. Under the Interview date will appear on “Opt-in” button.
- 2) Click on **Opt-in** if you wish to be ADDED to that employer’s wait list. (By doing so, you are agreeing to the possibility of being added to an open interview slot for this employer at any time.)

- 3) Click on **Review** on the left.
- 4) The screen will refresh and then click on the **Add to Waitlist** button.  
You will now be considered for an open slot that may become available.

**Open Sign Up:** *Segment II only*

- 1) Make sure to enter UNAVAILABLE TIMES for EACH DAY of the Fall OCI season.
- 2) Click on **Employers/Bidding** tab.
- 3) In the grey Search Filter, select the correct session (i.e. Fall 2007-Segment II).
- 4) Click on the **DATE** link of the employer that you wish to interview with. The screen will refresh and open to time slots.
- 5) Select your desired time slot.
- 6) Click on your resume.
- 7) Click **Sign up** to SAVE your selection.

**\*\*Please note:**

- Only employers with available time slots will have a date link next to the name.
- Only employers interviewing for *your* class level will appear on your “Employers/Bidding” screen.

---

**Uploading a “new” resume during the Resume Review period:**

- 1) Click on **Employers/Bidding** Tab. You will see a gray box at the top of the screen labeled **Default OCI resume**
- 2) Select a new default resume in the drop down menu and click on Update default
- 3) Click on **Update all** This will replace your old resume for all employers that you bid on with your new resume.

**OR** You make update each resume individually by:

- 1) Click on **Review** beside the scheduled interviews
- 2) Go to “Bid Details” and select your new resume.
- 3) Click on **Update** tab.

**Entering Offers Received/ Offers Accepted:**

- 1) Click on **Profile** tab.
- 2) Click on the grey **Employment** tab.
- 3) Click on the “Add New” box in the bottom left corner of the screen.
- 4) Under the “Offer/Acceptance” drop box, please select one of the following based on your class year:
  - Offer Received for 2L Summer
  - Offer Accepted For 2L Summer
- 5) Select the correct category in the “Opportunity Gained Through” drop box.
- 6) Enter the “Date Offer Received” information.

- 7) Complete the “City” and “State” information.
- 8) Click  after completing the form.

**\*\*You will need to complete a NEW FORM for EACH employer!**

If you experience any problems with Symplicity, please contact Kelly Briggs at [briggs@law.duke.edu](mailto:briggs@law.duke.edu).

\*\*Please note that by signing your CPDC pledge, you are required to report this information on Symplicity and keep it current.