



# **Fall 2011 On-Campus Interviewing Guide**

## Fall 2011 On-Campus Interviewing Guide

This manual should be used as your reference guide for the Fall On-Campus Interviewing (OCI) process. This manual is meant to be used as a supplement to the larger *Career Planning Manual*.

Provided in this guide is information about the following:

- ☑ Important 2011 Dates & Bidding Deadline Charts
- ☑ Fall OCI Policies
- ☑ Frequently Asked Questions about Fall OCI
- ☑ Symplicity instructions for bidding during Fall OCI

### IMPORTANT FALL OCI 2011 DATES

What	When	Where	Who	Details
<b>Segment I</b>	Monday, August 15 – Thursday, August 18	<b>Durham Hilton</b> 3800 Hillsborough	The majority of OCI employers and large law firms	Interviews are held 9:00 AM – 5:10 PM & scheduled by lottery. <b>Keep all time available for all 4 days</b>
<b>Segment II</b>	Monday, August 29 – Friday, September 2	On Campus	Firms of all sizes, gov't, public interest	You must enter your classes via Symplicity. Interviews are held from 9:00 AM to 5:10 PM subject to your class availability.
<b>Segment III</b>	Wednesday, September 14 – Friday, September 16 AND Monday, September 19 – Friday, September 23	On Campus	Smaller firms, federal, state and local government agencies, and public interest organizations.	
<b>Video Interview Program (VIP)</b>	Monday, August 22 → Friday, September 23	On Campus	Firms of all types and public sector employers	Watch Symplicity for additions!
<b>Dallas Job Fair</b>	Thursday, August 4	Magnolia Hotel Dallas, TX	Boutiques, regional firms, TX offices of global and national firms.	With UVA, NW & Georgetown. See CPDC website <a href="#">Duke &amp; Virginia On Tour</a> .
<b>Houston Job Fair</b>	Friday, August 5	Magnolia Hotel Houston, TX		
<b>Los Angeles Job Fair</b>	Friday, September 9	Westin Bonaventure Hotel & Suites Los Angeles	Boutiques, regional firms, CA offices of national firms.	With UVA. See CPDC website <a href="#">Duke &amp; Virginia On Tour</a> .

- ◆ **Resume Review Deadline: Monday, July 11<sup>th</sup> 2011**  
To ensure that your resume is reviewed by a Career Counselor before bidding, you must send it to [careercenter@law.duke.edu](mailto:careercenter@law.duke.edu) on or **before** July 11<sup>th</sup>.
- ◆ **Bidding:** Student bidding will take place during July – September 2011. Please refer to the charts that follow for bidding dates and deadlines. All times are listed in **U.S. Eastern Daylight Time**. Please plan accordingly.

### Segment I Bidding Chart

(for Interviews taking place Monday, August 15 – Thursday, August 18, 2011)

	Start Date and Time	End Date and Time	Notes
Resumes due to Career Center:		Monday, July 11	
Segment I Bidding:	Friday, July 22 at 12:00 PM <i>*A resume must be uploaded in order to bid.</i>	Friday, July 29 at 12:00 PM	<i>You may bid at any time during this period.</i>
Segment I Preliminary Interview Schedules Posted:	Friday, July 29 at 5:00 PM		
Cancel Interviews	Saturday, July 30 at 12:00 PM	Tuesday, August 2 at 12:00 PM	<i>Decline interviews you do not want. <b>This is your only opportunity to drop interviews (and to DROP Wait List employers).</b></i>
Open Sign Up for Segment I:	Wednesday, August 3 at 12:00 PM	Friday, August 5 at 12:00 PM  <i>*Your final resume must be uploaded by 12:00 PM. This resume will be sent to employers. You are encouraged to bring revised copies of your resume to your OCI interviews.</i>	<i>Sign up on a first-come, first-served basis to any openings.</i>
Final Segment I Schedules Posted:	Monday, August 8 at 5:00 PM		<i>All schedules are <b>final</b>. No dropping scheduled interviews at this point <b>unless you have an "Excused Absence" per page 7.</b></i>

### Segment II Bidding Chart

(for interviews taking place from Monday, August 29 – Friday, September 2, 2011)

	Start Date and Time	End Date and Time	Notes
<b>Segment II Bidding:</b>	<b>Wednesday, August 3 at 12:00 PM</b>	<b>Friday, August 5 at 12:00 PM</b>	<i>You may bid at any time during this period.</i>
<b>Segment II Preliminary Interview Schedules Posted:</b>	<b>Friday, August 5 at 5:00 PM</b>		
<b>Cancel Interviews</b>	<b>Saturday, August 6 at 12:00 PM</b>	<b>Monday, August 8 at 12:00 PM</b>	
<b>Open Sign Up for Segment II:</b>	<b>Tuesday, August 9 at 12:00 PM</b>	<b>Wednesday, August 10 at 12:00 PM</b>	
<b>Final Segment II Schedules Posted:</b>	<b>Friday, August 12 at 5:00 PM</b>		
<b>Advanced Cancellation Policy effective for Segment II (see page 8).</b>	<b>Tuesday, August 9</b>		

### Segment III Bidding Chart

(for interviews taking place Wed., Sept. 14 – Fri., Sept. 16, & Mon., Sept. 19 – Fri., Sept. 23, 2011)

	Start Date and Time	End Date and Time	Notes
<b>Segment III Bidding:</b>	<b>Thursday, September 1 at 12:00 PM</b>	<b>Tuesday, September 6 at 12:00 PM</b>	<i>You may bid at any time during this period.</i>
<b>Segment III Preliminary Interview Schedules Posted:</b>	<b>Tuesday, September 6 at 5:00 PM</b>		
<b>Cancel Interviews</b>	<b>Tuesday, September 6 at 12:00 PM</b>	<b>Wednesday, September 7 at 12:00 PM</b>	
<b>Open Sign Up for Segment III:</b>	<b>Wednesday, September 7 at 12:00 PM</b>	<b>Fri., September 9 at 12:00 PM</b>	
<b>Final Segment III Schedules Posted:</b>	<b>Friday, September 9 at 5:00 PM</b>		
<b>Advanced Cancellation Policy effective for Segment III (see page 8).</b>	<b>Wednesday, September 7</b>		

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

### **What are segments?**

The on-campus interview season is divided into three segments, representing a week or period of days. Segment I is Monday, August 15, through Thursday, August 18, 2011. Segment II is Monday, August 29 through Friday, September 2, 2011. Segment III takes place from Wednesday, September 14 through Friday, September 16, and from Monday, September 19, through Friday, September 23, 2011. There is a separate bidding period 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. Employers do not see student bidding rank numbers, but do see students' multi-office preferences (for employers interviewing for more than one geographic location of a single employer).

**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.

**At Duke, all interviews are assigned by lottery, not by employer-specified hiring criteria. As the student is in control of the bidding process, this puts the onus on the student to carefully research and bid for employers which are a good match with the student's background, interests and credentials.**

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

You may bid on up to 30 employers for Segment I. You may bid on up to 15 employers for Segment II, and 10 during Segment III. Use the resources we recommend and take time to conduct careful research on your employer choices. Be strategic in using and ranking your bids.

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

Early in the summer, every 2L at Duke should start by generating a list of 100 employers that closely align with your geographic preferences, practice area interests and other professional goals. This list will serve as the foundation of your 2L summer job search. Once your list is compiled, you can review the list of Fall OCI Employers to see which are coming on campus and bid for them. Other employers from your list may be participating in Resume Collection or the Video Interview Program (VIP), or posting on Symplicity, and you can apply through these sessions on Symplicity as well. You may contact other employers through letter writing campaigns to recruiting administrators, Duke Law alumni, alumni from your undergraduate institution and other contacts. These efforts will commence in the summer (particularly if you're spending the summer in this market), before Fall OCI takes place. Use the 2011 Duke 2L Offer Report to identify more non-OCI offers.

Thus, the question of “enough” interviews should be applied to the total number of interviews you generate from letters, job fairs, job listings, contacts—from the entire Fall season, not merely Fall OCI. Estimating your yield of bids to interviews depends on a number of variables which can change greatly each year, including how many other students are bidding for a particular employer and your rank for a particular employer. You should focus only on employers in whom you are genuinely interested and that match your career goals. Once you’ve done your research, you can strategize with your CPDC counselor on how to rank your bids, approach Resume Collection employers, direct mailings, and other employers not visiting campus.

### **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 whether you 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.***

### **What is the Video Interview Program (VIP)?**

Certain employers are very interested in seeing the applications of Duke students but are unable to make it to campus this year. You are encouraged to submit your materials to these firms via Symplicity under the Fall OCI segment for the Video Interview Program (VIP). (There is no limit on submissions for the Video Interview Program.) You will be notified via Symplicity of an employer’s interest in seeing you; simply sign up for an available slot on Symplicity. These firms will conduct an organized interview schedule in the Law Library study rooms via teleconference from Monday, August 22 through Friday, September 23.

### **Why is there a “Resume Collection” drop-down under the list of Fall OCI sessions?**

When you view your employer choices on Symplicity, you will see a special “Resume Collection” category listed under Fall OCI, along with the employer designated Segment I, Segment II, Segment III and Video Interview Program (VIP). These employers are extremely interested in receiving applications from Duke candidates. If these employers request cover letters, be sure to **take the time to craft a targeted cover letter** expressing your specific interest in this employer, its practice and its geographic location. **If someone on the CPDC team** recommended that you reach out to the firm, be sure to **mention that person by name in the first sentence of your letter**. Your strong demonstrated interest can convince an employer to call you for a screening interview or invite you for a full round of callbacks. There is no limit in the number of submissions for Resume Collection employers.

### **Wait List and dropping interviews:**

#### **What is the Wait List?**

- If you bid for an employer and do not get an interview via the lottery, you are automatically placed on the Wait List for that employer.
- If you sign-up for an employer during Open Sign-up, you will be assigned an interview slot (and thus no longer be on the Wait List).

- You may withdraw your name from the Wait List during the Drop period, as if you were dropping an interview.
- If you remain on the Wait List, you **WILL BE** pulled from it should an opening arise for that employer, any time the lottery is re-run. (In other words, if you don't want to interview with that employer, be sure to **DROP** your Wait List employers during the Drop period.)
- The Wait List and corresponding resumes will be provided to all employers at the same time that they receive their interview schedules. Employers will be notified of students who put that employer among the student's top five bids to encourage employers to contact students expressing strong interest in that employer. You are also encouraged to write to these employers and reiterate your strong interest in them. Many employers make an effort to see their Wait List students at lunch or in other free time slots. Also plan to drop by a firm's Hospitality Suite to seek out the Recruiting Coordinator. Speak with a CPDC counselor if you have questions about how to handle this situation.

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 Wait List status to ensure that you stay abreast of possible interviews. **Once the Drop period has passed, you can no longer drop your Wait-Listed employers (Remember: For Segment I: Drop Period: July 30, 12:00 PM – August 2, 12:00 PM).**

#### **How do I know if I am on an employer's Wait List?**

Simply scroll down to "**on Wait List**" in the *employers* drop box under the *Employers/Bidding Tab*.

#### **Can students miss 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 interviews in Segment II or Segment III only**----Notification of an absence should be sent via email to [oci@law.duke.edu](mailto:oci@law.duke.edu) in accordance with the "Advanced 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 note 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.

## **ADVANCED CANCELLATION POLICY FOR SEGMENTS II AND III**

*(The Advanced Cancellation Policy does not apply to interviews in Segment I.)*

For interviews in Segment II or III, you may cancel interviews after the cancel interview period. You must notify the Career Center **VIA EMAIL at [oci@law.duke.edu](mailto:oci@law.duke.edu) NO LATER THAN 12:00 PM TWO BUSINESS DAYS BEFORE THE DAY OF THE INTERVIEW**. This two- business day window allows our office adequate time to notify the employer and contact any students remaining on the Wait List.

### **How to cancel interviews:**

Please send your **written notification via email (subject line: *Interview cancellation request*) to [oci@law.duke.edu](mailto:oci@law.duke.edu)** with a copy to Gail Cutter at [cutter@law.duke.edu](mailto:cutter@law.duke.edu) *If it is fewer than two business days before the **day** of your interview, please plan on attending the interview.* (Example: Interview with Employer X on Monday, August 29, 2011 at 4:20 PM must email cancellation request by Thursday, August 25, at 12:00 PM).<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 3 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 for which you signed up 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 Gail Cutter at [cutter@law.duke.edu](mailto:cutter@law.duke.edu) with a copy to [oci@law.duke.edu](mailto:oci@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 offer, 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 fewer than 2 business days leaves little time to contact a student from the Wait List for the available time slot.*

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<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.

## Resumes:

### **How may I request that my resume be reviewed over the summer?**

Contact the Career Center via email and we will be happy to review your resume and/or arrange a counseling meeting either in person or via telephone. To ensure that your resume is reviewed by a CPDC Counselor *before* bidding begins, you **must submit it no later than 12:00 PM EDT on Monday, July 11<sup>th</sup>** via email to [careercenter@law.duke.edu](mailto:careercenter@law.duke.edu).

### **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 Open Sign Up on Segment I (**Friday, August 5, 12:00 PM**). This new (default) resume will automatically be changed for each employer for which you bid in that segment.

You can also update your resume again before your OCI Interviews (add journal, revise job descriptions). Bring copies of the revised resume to your Fall OCI interviews and upload the revised resume to Symplicity.

## Interviewing day:

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

1. *Updated resume*

2. *Writing sample*

See CPDC website [here](#) for full instructions.

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* and *Appendix*)

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

### **May 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?**

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. If you have a conflict, please contact CPDC as soon as possible.

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

Most interviews are on the same or neighboring floors of the hotel or law school. However, some interviews may be scheduled back-to-back and students may sometimes 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 immediate before that one. Slip the note under the door of the interview room at some time prior to your interview.**

**When should I schedule my callbacks? What if I have a class or an OCI interview that would conflict?**

Employers report that it is often advantageous to schedule callback interviews as soon as possible due to the rolling nature of offers. Monday and Tuesday, September 12 and 13, are designated as “Career Development Days” and upper level classes do not meet to allow you to visit employers. Some 2Ls have tried to leave a day in the week during the Fall semester without classes so they can visit employers. We encourage you to schedule your callbacks as early as possible, but to do so without missing classes. If you must miss a class, speak with your professor first and ask his or her permission. You may wish to consult a CPDC counselor if you need assistance making a decision.

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

Four-year dual-degree students are eligible to participate in Fall OCI following either their second year or their third year, but not both. We recommend taking part after your third year, as OCI employers typically do not hire after the second year (second year students are viewed by employers as 1Ls). In some instances, even when employers have interviewed a second year student at OCI, they have been unable to grant callbacks and pursue the student’s candidacy due to internal hiring restrictions. Consultation with your CPDC counselor will assist you in determining the best interview strategy for you.

**Do employers have access to my photograph during OCI?**

Yes. Employers will be given a printed copy of your on-line facebook photographs. You should ensure you have a professional photograph – check <https://www.law.duke.edu/studir/>.

## 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.
- 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 2011-Segment I OR Fall 2011-Segment II OR Fall 2011-Segment III  
OR Video Interview Program (VIP) OR Resume Collection
- 3) ENTER YOUR CLASS CONFLICTS FOR **ALL INDIVIDUAL DAYS IN Fall OCI 2011.**
  - 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 2011 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.

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#### **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.
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#### **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.
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#### **Open Sign Up:**

- 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 2011-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.
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**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 Submit after completing the form.

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

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**Record Keeping for Your 2L Summer Job Search:**

Please keep careful records of your job search, including each interview and its source (targeted mailing, networking contact, job listing, job fair, Fall OCI). We will ask that you provide this information in a survey at the end of the process. Many students find a spreadsheet helpful for easy tracking, follow-up and sorting of their job search efforts.

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If you experience any problems with in Symplicity, please contact the Career Center OCI Help Desk at [oci@law.duke.edu](mailto:oci@law.duke.edu). If it is an emergency, please **also** contact Gail Cutter at [cutter@law.duke.edu](mailto:cutter@law.duke.edu).

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

# July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <u>Video Interview Program (VIP) Submissions Start</u> <u>Resume Collect Submissions Start</u>	2
3	4	5	6	7	8	9
10	11 <b>Deadline for Pre-Bidding Resume Review by CPDC Counselor (12 PM)</b>	12	13	14	15	16
17	18	19	20	21	22 <b>Segment I Student Bidding Starts (12 PM)</b> <i>Upload Resume before bidding</i>	23
24	25	26	27	28	29 <b>Segment I Student Bidding Ends 12 PM</b> <b>Schedules posted ↑ 5 PM</b>	30 <b>Drop/Opt In Starts 12 PM</b>
31						

# August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> <b><u>VIP Submissions</u></b> <b><u>End</u></b> <b><u>Resume</u></b> <b><u>Collections</u></b> <b><u>Submission End</u></b>	<b>2</b> <b>Segment I</b> <b>Drop/Opt In Ends</b> <b>12 PM</b> <b>Schedules posted</b> <b>5:00 PM</b>	<b>3</b> <b>Segment I</b> <b>Open Sign Up Starts</b> <b>12 PM</b> <b>Segment II Bidding</b> <b>Starts 12 PM</b>	<b>4</b> <b>Houston Fair</b> <div style="border: 1px solid black; padding: 5px; width: fit-content;">                     Friday August 5                      12:00 PM                      Revised                      Resumes Due                      – Upload to                      Symplicity                 </div>	<b>5</b> <b>Dallas Fair</b> <b>Segment I Open</b> <b>Sign-Up Ends 12 PM</b> <b>Segment II Bidding</b> <b>Ends 12 PM</b> <b>Schedules ↑</b>	<b>6</b> <b>Segment II</b> <b>Drop/Opt In starts</b> <b>12 PM</b>
7	<b>8</b> <b>Segment I</b> <b>Schedules avail to</b> <b>Employers</b> <b>Segment II</b> <b>Drop/Opt In Ends</b> <b>12 PM</b>	<b>9</b> <b>Segment II</b> <b>Open Sign Up Starts</b> <b>12 PM</b>	<b>10</b> <b>Segment II</b> <b>Open Sign Up Ends</b> <b>12 PM</b>	11	<b>12</b> <b>Segment II</b> <b>Schedules Available</b> <b>to Employers</b>	13
14	<b>15</b> <b>Segment I</b>	<b>16</b> <b>Segment I</b>	<b>17</b> <b>Segment I</b>	<b>18</b> <b>Segment I</b>	19	20
	<div style="border: 1px solid black; padding: 10px;">                     Fall OCI Q&amp;A Sessions @ Durham Hilton                      Fall OCI Segment I, Durham Hilton, 3800 Hillsborough Road                      August 15 – 18, 2-11, 9:00 AM – 5:10 PM                 </div>					
21	<b>22</b> <b>VIP Starts</b> <b>All Classes Start</b>	23	24	25	26	27
28	<b>29</b> <b>Segment II</b>	<b>30</b> <b>Segment II</b>	<b>31</b> <b>Segment II</b>			
	<div style="border: 1px solid black; padding: 10px;">                     Fall OCI Segment II, Duke Law School, Law Library 2<sup>nd</sup> Floor Study Rooms                      August 29 – September 2, 9:00 – 5:10 PM                 </div>					

# September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>Segment II</b> Seg III Bidding Starts @ 12 PM	2 <b>Segment II</b>	3
4	5 Labor Day	6 <b>Segment III Bidding</b> Ends at 12:00 PM; Schedules Up ↑ 5 PM Drop/Open Starts 12 PM	7 <b>Segment III</b> Drop/Opt In Ends 12 PM <b>Segment III Open</b> Sign Up starts 5 PM	8	9 <b>Segment III Open</b> Sign Up Ends 12 PM <b>Segment III</b> Schedules avail to Employers	10
11	12 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Career Development Days (No upper-level classes)</div>	13	14 <b>Segment III</b>	15 <b>Segment III</b>	16 <b>Segment III</b>	17
18	19 <b>Segment III</b>	20 <b>Segment III</b>	21 <b>Segment III</b>	22 <b>Segment III</b>	23 <b>Segment III</b>  <i>VIP Ends</i>	24
25	26	27	28	29	30	