

## Registration Instructions for Duke Law School Fall 2012 Recruiting

Because **ALL dates are assigned on a first-come, first-serve basis**, we encourage you to submit your **online registration request as soon as possible**. Once we have processed your registration, you will receive an e-mail confirming your interview date. All correspondence thereafter will be sent via e-mail to the contact listed on the registration request form.

### On-Campus Interview Registration Instructions

1. Log onto Symplicity at: <https://law-duke-csm.symplicity.com/employers> .
2. Enter the Duke Law “USER ID” (full e-mail address) and “PASSWORD” previously emailed to you.

#### Forgot Your Password?

If you no longer have your password information, please log onto Symplicity and click the “FORGOT MY PASSWORD” tab at the top of the login page. Enter your user id and a password will be sent to that email address.

Determine which one of the following recruiting options you wish to participate:

- a. **Fall OCI** (go to step # 3 below)  
(Please note that resumes are the only documents that may be uploaded on-line during OCI.)

**OR**

- b. **Resume Solicitation/Job Posting** (*see page 3 of this document for instructions*)

3. Click on “OCI.” The on-campus interviews homepage should appear.
4. Click on the grey “SCHEDULE REQUESTS” tab if it is not highlighted.
5. Click on the “REQUEST SCHEDULE” located to the bottom left of the page. Then complete the registration request form.
6. **Select Session** means choose the session that corresponds to the dates you wish. Dates will appear in the “Preferred date” drop menu. If you want *dates in both segments* please also indicate dates in the “notes” section. The system will not allow you to select from both segments.
  - a. **Segment I:** Monday, August 13 – Thursday, August 16, 2012.
  - b. **Segment II:** Wednesday, August 29 – Friday, August 31 and Tuesday, September 4 – Wednesday, September 5, 2012.
  - c. **Segment III:** Thursdays in September: September 13, 20, and 27, 2012.

**\*Please note that once Segment I is full, your organization will automatically be scheduled for a Segment II date.**

7. **Mode** Select interview only.
8. **Days required** means the number of days you wish to interview on campus.
9. **Preferred date** means the date you wish to interview. Please also choose **two (2) additional alternate dates**.

10. **Class years to interview** Make sure that the correct class year (2L [Class of 2014], 3L [Class of 2013]) is highlighted. Then the *Class allocation* field will appear for you to enter what percentage of each class you desire to interview. Values entered must add up to 100%.

11. **Rooms** means the total number of **interview** room(s) you desire.

12. **Allow interviews with related offices** If yes, then students will be allowed to have *more than one* interview with your organization.

**Helpful Hints:**

- a. **MULTI OFFICE EMPLOYERS:** If you are requesting more than one schedule AND wish to separate your offices across different schedules/interview rooms, then please complete a SEPARATE OCI registration form for EACH schedule/room.
- b. All registered offices listed in our Symplicity database will appear in a check box on your registration form after selecting “multiple offices.” If an office is not included in the list, enter that office in the “additional locations” section. **If including more than one office on a single schedule, please check all office locations from this box that you wish to be assigned to that particular schedule/ interview.** See example below.

	Employer	Location	Short Name
<input type="checkbox"/>	Employer X	Atlanta, GA	Atlanta, GA
<input type="checkbox"/>	Employer X	Washington, DC	Washington, DC
	Employer X	Houston, TX	Houston, TX

*Ex. Room 1: Will include both Atlanta and Washington offices on this schedule.*

c. Then click on the “percentage” box and either leave the % box beside each office blank or allot a % for allowable interviews to each office that you selected for that schedule. (Values entered must total 100%.)

d. Use matrix ONLY if you need to have certain times during the day designated to certain office locations.

13. **Time slot** Duke Law time slots are as follows:

- a. *Full day I* 9:00 A.M. - 5:10 P.M.
- b. *Morning I* 9:00 A.M. - 12:30 P.M.
- c. *Afternoon I* 1:30 P.M. - 5:10 P.M.

14. Click on the “PRINT PREVIEW” to review your form and/or print a confirmation.

15. Click on “SUBMIT” to send your registration request to the Duke Law Career & Professional Development Center for confirmation.

16. Your confirmation will be sent via email to the address provided on your registration once your request has been processed. You can expect to receive your confirmation within in a few weeks.

*Please be reminded that:*

- ◆ **Duke Law is a 100% lottery school. Only resumes may be requested. Students are instructed to bring transcripts to the interviews.**
- ◆ **Duke Law does not rank students.**