



**Addendum to the
Class of 2011 Career Planning Manual**

Fall 2009 On-Campus Interviewing Guide



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There are many amazing opportunities for the Class 2011 during its second summer in 2010, and rising Duke 2Ls (Class 2011) will be well positioned to secure them. This summer and fall, more than ever in light of the economic uncertainties in both private and public sectors, the most interesting and fulfilling positions will go to students who are pro-active and take initiative in their 2L job search.

One part of a pro-active job search includes participating in - and being fully prepared for - On Campus Interviewing. This means identifying employers in which you are interested and that may be interested in you based on your experience, prior educational background, languages, academic performance, interview skills and other attributes. While many employers have indicated that they plan to interview on campus as in prior years, they also have indicated greater uncertainty about their plans for Fall 2009 hiring; thus, being pro-active, prepared and flexible will be critical to achieving your goals.

Writing letters to employers with whom you wish to work during your 2L summer early on will be an integral part of the process. Many successful students find summer employment by contacting employers directly 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 you in choosing the OCI employers on which to bid 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.

This manual should be used as 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 manual is meant to be used as a supplement to the larger Career Manual you received in November.

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

Summer Time line for OCI

Ongoing over the summer

- As preparation for OCI, begin writing and sending cover letters to employers. (Refer to 1L Career Manual and Networking Guide for assistance)
- Check Symplicity and your *Duke email* address **regularly** throughout the summer for important information about bidding, on-campus interviews, postings, and your job search.

May

- Update your resume
- Start your preliminary research before you leave campus for the summer by talking to current 2Ls and 3Ls, and meeting with counselors and alumni.

June

- Have your updated resume reviewed by a Career Center counselor by **Tuesday, June 16, 2009**.
- **Upload your resume** to Symplicity *before* bidding begins. (Symplicity requires that you have a resume on file before you can bid for employers.)
NOTE: You may *update or revise* your uploaded resume *before* bidding closes. ***You will also be given an opportunity to update your resume on Symplicity again in late July.***
- Conduct research to identify employers whom you might be interested.
 1. Develop a preliminary list of:
 - a. OCI employers with 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 you would like to contact through letter writing.
 2. Conduct research on employers that you listed.
- Draft and send cover letters for employers **not** interviewing on-campus.
- Bid during the designated bid times outlined in the charts that follow.

July

- Prepare your wardrobe for OCI interviews (business suits and accessories).
- Continue to follow the bidding schedule and research employers of interest.

August-September

- Return to campus for mock interviews on August 17.
- Participate in OCI
- Follow up with employers you interviewed with during OCI.

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 careercenter@law.duke.edu before Tuesday, June 16, 2009.

Fall 2009 On-Campus Interviewing Program

IMPORTANT DATES:

- ◆ **Interview Dates:** Tuesday, August 18 - Friday, August 21, 2009, and Thursday, August 27 - Wednesday, September 9, 2009. (No interviews will be held on August 24 - 26, or September 7- 8, 2009).

Interviews will be held from 9:00am to 5:00pm Monday through Friday. We will have four (4) “Super Days,” August 18 - August 21. We expect 45 - 50 employers to interview on-campus on these “Super” days.

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

- ◆ **Resume Review Deadline: Tuesday, June 16, 2009**
If you would like for a Career Counselor to review your resume before bidding, you must send it to careercenter@law.duke.edu on or *before* June 16.
- ◆ **Bidding:** Student bidding will take place during *this summer 2009*. Please refer to the charts that follow on pages 5 and 6 for bidding dates and deadlines. All times are listed in **U.S. Eastern Time**. Please plan accordingly.

LOCATION:

- ◆ All interviews during Segment I will be held at the Hilton Hotel, located at 3800 Hillsborough Road. Interview rooms are located on the 1st and 3rd floors of the hotel.
- ◆ All interviews during Segment II will be held on-campus in the Law School.

BIDDING FOR SEGMENTS: I & II

Segment I: For interviews taking place Tuesday, August 18 - Friday, August 21, 2009.

Segment II: For interviews taking place Thursday, August 27 - Wednesday, September 9, 2009.

	Start Date and Time	End Date and Time	Notes
Resumes due to Career Center		Tues., June 16	
Segment I Bidding:	Mon., June 22 at noon <i>*Resume must be uploaded in order to bid.</i>	Tues., June 30 at noon	<i>It does not matter when you bid during this period.</i>
Segment I Preliminary Interview Schedules Posted:	Mon., July 6 at noon		
Segment II Bidding:	Tues., July 7 at noon	Mon., July 13 at noon	
Segment II Preliminary Interview Schedules Posted:	Tues., July 14 at noon		
Cancel Interviews & Wait list Opt-in (for both Segments I & II):	Tues., July 14 at noon	Sun., July 19 at noon 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 were not awarded an interview. This is your last opportunity to drop interviews for reasons other than an "Excused Absence" as listed on page 9.</i>
Resume Update: <i>*Last time to update & upload new resume onto Symplicity before employers view it.</i>	Thurs., July 23 at noon	Mon., Aug 3 at noon	
Segment I Updated Interview Schedules Posted:	Fri., July 24 by 5pm		
Open Sign Up for Segment I:	Sun., July 26 at noon	Mon., July 27 at noon	<i>Sign up on a first-come, first-served basis.</i>
Final Segment I Schedules Posted:	Tues., August 4 at noon		<i>All schedules are final. No dropping scheduled interviews at this point.</i>
Segment II Updated Interview Schedules Posted:	Mon., August 10 at noon		

<p>Advance Cancellation Policy in effect for interviews on Mon., August 31- Thurs., September 10 only— deadline 12:00 noon each day</p> <p><i>(Policy is outlined on p. 9)</i></p>	<p>Mon., August 24</p>	<p>At 12:00 noon each day. Review chart below.</p>	<p>Segment II only <i>Email all cancellation requests to oci@law.duke.edu by 12:00 noon each day.</i></p> <p>* Note: <i>You may NOT cancel interviews scheduled on August. 27 & 28</i></p>
<p>Open Sign Up for Segment II:</p>	<p>Tues., August 25 at noon</p>	<p>Wed., August 26 at noon</p>	<p><i>Sign up for any available interview slots, regardless of whether you initially bid on the employer. Students may add themselves to an employer’s open interview time via Symplicity. Please add yourself close in time to an existing interview to avoid large gaps in time.</i></p>
<p>Final Segment II Schedules Posted:</p>	<p>Wed., August 26</p>		

3 Business Day Advance Cancellation Policy for Segment II
(Policy is outlined on the pages following)

Interview date	Interview Drop Deadline by 12:00 noon
Thursday, August 27	No cancellations unless accepted an offer
Friday, August 28	No cancellations unless accepted an offer
Monday, August 31	Wednesday, August 26
Tuesday, September 1	Thursday, August 27
Wednesday, September 2	Friday, August 28
Thursday, September 3	Monday, August 31
Friday, September 4	Tuesday, September 1
Wednesday, September 9	Friday, September 4 (due to Labor Day holiday)

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 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).

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. Schools that allow employers to pre-screen students enable employers to make interview selections based solely on the employer’s academic 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 an excessive number 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 coupled with your geographic area(s) of interest, and your utilization of the Offer Report to understand how your academic performance aligns with the historical hiring practices of employers. 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 35-45 employers per segment and received anywhere from 13-30 interviews per segment. Other students with more focused interests only bid on 15 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 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 for which you are wait listed. 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 Segment II only**---Notification of an absence should be sent via email to oci@law.duke.edu 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 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.

ADVANCE CANCELLATION POLICY FOR SEGMENT II:

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

During Segment II, notify the Career Center **VIA EMAIL** at oci@law.duke.edu **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.

How to cancel interviews:

Please send your **written notification via email (subject line: *Interview cancellation request*) to oci@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 Monday, August 31, at 4:20PM. Must email cancellation request by Wednesday, August 26, at 12:00PM).⁺

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?

⁺ 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.

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 oci@law.duke.edu or Camesha McAllister Jones at 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 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 careercenter@law.duke.edu before Tuesday, June 16.**

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 (dates are listed in the bidding chart). 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 at the end of bidding for each segment is the resume that will be submitted to the employers interviewing on campus, unless you attach a revised resume to each employer that you bid for during the “**resume update**” period. (*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 and may result in video conference interviews, so it is imperative to check 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*
(Specific guidelines to help you with your sample may be found on the CPDC website on May 1.)
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 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. 26 and Appendix E)

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?

You should have 5 minutes between interviews and this will allow you ample time to get to your next interview. Most interviews are within a short walking distance 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 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 14 and 15, 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.
- 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 2009-Segment 1** OR **Fall 2009-Segment 2**
- 3) ENTER YOUR CLASS CONFLICTS FOR ALL INDIVIDUAL DAYS IN **Fall OCI 2009**.
 - 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 2009 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.

Continued on next

- 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.
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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.
-

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:

- 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 2009-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 Update/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 **Submit** 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.

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