

EARLY INTERVIEW PROGRAM - FAQs

FAQs – Quick Summary

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1. What is the Early Interview Program (“EIP”)?

- EIP is an on-campus recruiting program and resume collect held in the summer. This year, UC Hastings’ EIP will be held from Monday, August 1st through Wednesday, August 10th. Employers participating in EIP are recruiting for summer positions and post-JD positions the year before the actual start date. In other words, 2016 EIP employers are recruiting for positions that will start in the summer or fall of 2017.

2. Is EIP the only on-campus recruiting program for summer positions?

- Absolutely not! We also host on-campus recruiting programs during the Fall and Spring semesters (Fall Semester OCI and Spring Semester OCI). Employers participating in Fall Semester OCI and Spring Semester OCI are recruiting for summer positions and post-JD positions just like the EIP employers. The employers come on-campus on a date they choose, during the semester, and interview students on the Mezzanine Level of the Gold Reading Room. **You can search HCO for these positions by using the “Fall OCI” and “Spring OCI” tags.**

- **Public Interest/Public Service Day (“PI/PS Day”)** is an excellent opportunity to meet and interview with several public interest organizations and government agencies. Every January, UC Hastings and OneJustice invites over 100 public interest and government employers to interview on-campus. Many of the interviewing employers are also available for a lunch-time table talk in the ARC. PI/PS Day.
 - You should also refer to the **“Small and Mid-Size Firm Cheat Sheet”** in the Document Library of HCO and the **“Private Public Interest and Plaintiffs’ Firm Guide”** available [online](http://hls.harvard.edu/content/uploads/2015/08/Private-Public-Interest-and-Plaintiffs-Firm-guide.pdf): <http://hls.harvard.edu/content/uploads/2015/08/Private-Public-Interest-and-Plaintiffs-Firm-guide.pdf>. These resources highlight different firms that do not typically participate in on-campus recruiting programs but may still hire summer associates or law clerks.
3. What if I’m not here between August 1st and August 10th? Can I still participate in EIP?
- Unfortunately, the dates for EIP are fixed and were set to optimize participation by employers. Please try your best to make arrangements to be here for EIP. This year, there are a few employers that will be conducting EIP interviews after August 10th – please check HCO for those employers. We also have employers signed up for our Fall Semester OCI program and will be conducting interviews during the semester. You can search HCO for these employers too.
 - If you absolutely cannot make the interview dates for EIP, you are welcome to contact the recruiting/hiring contact directly to try and make separate arrangements. Please note that EIP employers are extremely busy during the summer and may not be able to accommodate your schedule. You may consult with a Career Office counselor on how best to broach the subject.
4. What employers have participated in EIP in the past?
- EIP employers range from large AmLaw 100 firms to public interest organizations to state, county, and federal government agencies, including the Air Force and Marine Corps JAG, local DAs, and local PDs. You can begin reviewing the participating employers on HCO on Friday, May 27th.
5. What is HCO and how do I use it?
- HCO is www.HastingsCareersOnline.com. Employers and the Career Office use HCO to post job opportunities and employer-related events on-campus. EIP is run exclusively on HCO, which means you will apply for positions on HCO (i.e., “bid”), you will review your interview schedules on HCO, and you will upload your application materials on HCO. Now is the time to familiarize yourself with HCO!!
 - Unless you changed it, your username is always your default UC Hastings email address.
 - If you forgot your password, click on the “Forget Password” button. A temporary password will be emailed to you.
6. I’m researching EIP employers on HCO, but I can’t see what documents are required by the employer to submit my bid. How do I prepare?
- If you are noticing this BEFORE JUNE 20TH, bidding has not yet opened and you cannot see which documents are required by the employer. You may see documents labeled as “not selected.”

Once bidding opens on June 20th, you will see dropdown menus allowing you to select documents required by employers.

- The Career Office usually emails an Excel spreadsheet identifying the employers that have registered for EIP, including which application materials they are requiring. Please remember that

7. How do I cancel an EIP interview?

- If you must cancel an EIP interview, you must do so in a timely manner, as required by the UC Hastings Student Code of Conduct and NALP Guidelines. Failure to comply with the cancellation procedure will bar you from participating in your remaining scheduled interviews and future on-campus interview programs. You will also be referred to the Associate Academic Dean for appropriate disciplinary measures. ***The Bay Area legal community is small and word travels quickly – do not do something that will detrimentally affect your legal career and the Hastings reputation.***
- **When to Cancel:** Cancel an interview as soon as possible and ***NO LATER THAN 5:00 PM, TWO (2) BUSINESS DAYS PRIOR TO THE INTERVIEW DATE.*** NO CANCELLATIONS ARE ACCEPTED ON THE WEEKENDS. For example, if you have an interview scheduled on Monday August 8th, the latest you can cancel an interview is Thursday, August 4th at 5:00 PM. * * * ***Emergencies are handled on a case-by-case basis. You MUST call the Career Office (415.565.4619) immediately to advise of the emergency that prevents your attendance at an interview.***
- **How to Cancel:** A “Cancel” button will appear next to each of your interviews, which can be accessed under the “Scheduled Interview” tab. Once the interview is cancelled, the interview will no longer appear on your list of scheduled interviews and a small red box with a “C” will appear next to the ranking you gave that bid.

8. I got a job offer and I accepted. What should I do with my scheduled EIP interviews?

- If you accept a job offer, you must immediately notify (by telephone, with a follow-up letter) all employers you have interviewed with, and cancel all remaining interviews on [HCO](#). See the [Career Office handouts](#) for tips on writing such letters. Please also [notify the Career Office](#) immediately of your new employment.

9. What is a resume collect?

- Some employers want to participate in EIP but are unable to visit the school to conduct interviews. They prefer to collect resumes or other relevant documents (often times, transcripts, cover letters, and writing samples) to decide whether they would like to invite a student for an interview.
- We often see employers from out-of-town opt to do a resume collect.
- If you are interested in a firm participating in a Resume Collect, you must bid on the employer as you would for any employer that is interviewing on-campus. You should, however, rank the resume collect a low ranking (e.g., a number greater than 35).

10. Do resume collects count against my maximum number of bids?

- While students have a maximum number of 35 bids, resume collects DO NOT count toward that number. Resume collects are assigned a ranking, but you will be able to rank the resume collect a number higher than 35.

11. Can employers see that I was first to bid on them and are there any advantages to bidding early?

- No. Employers will not be able to view the students who have bid on them until **after** the student bidding deadline closes and there is no way that an employer can see when the student submitted their bids. After the student bidding deadline, employers gain access to HCO and at that point, can begin preselecting students for 75% of their interview schedule. The remaining 25% of any employer's interview schedule is filled based on a lottery.

12. I am participating in the journal write-on competition and I won't know the results until July. How can I include this on my resume or update my resume to include my summer work experience if I already submitted bids?

- If you update the resume you've designated as your "default" resume on HCO, any bid associated with that "default" resume will be updated. In other words, if you submit a bid on an employer using your "default" resume on June 22nd, then update/revise your "default" resume on July 4th, that bid submitted on June 22nd will be updated with your revised "default" resume.
- Remember that bids can be updated at any time before the bidding deadline (e.g., you can re-rank employers and change your application materials). If you decide to update/revise your resume, you can update your bid by selecting that updated/revise resume from your dropdown menu.

13. I'm interested in opportunities outside of the Bay Area. What is the best way to approach these employers if they are not participating in the Early Interview Program?

- Reach out to the firm/organizations you are interested in and tell them you can come in for an interview before returning to campus for Fall semester. Most firms/organizations list their recruiting contact on their websites. Check links to their "Careers," "Recruiting," or "Employment Opportunities" page or reach out to their office manager.
- We also recommend reaching out to alumni at the employers of interest to set up informational interviews. If you haven't done so already, consider joining the Alumni Mentor Program to be connected with alumni in your geographic area of preference.

14. Why do I need to bid in stages?

- You can have a maximum of 15 documents uploaded onto HCO at any given time. Thus, bidding in stages allows you to upload documents for certain employers, submit your bids, and then delete documents you no longer need.
- Deleting documents on HCO will not delete your bids.

15. I'm interested in interviewing with Public Defenders but I don't see any participating for EIP this year. What should I do?

- UC Hastings has an excellent track record with Bay Area PD offices. It is likely that the PD you are interested in is participating in Fall Semester OCI (“Fall OCI”), our other on-campus recruiting program that happens during the Fall semester, as opposed to the summer.
- This year, the Alameda PD, DC Public Defender, and the LA County PD have registered for Fall OCI and have scheduled interviews in late August and September. The Career Office will be sending specific email announcements highlighting Fall OCI opportunities. You can also review these opportunities on HCO by searching for “Fall OCI.”

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- The Career Office will be sending specific email announcements highlighting Fall OCI opportunities. You can also review these opportunities on HCO by searching for “Fall OCI” starting the beginning of July.

17. What do I do with my writing samples? The Handbook says they shouldn’t be uploaded onto HCO when we bid, so what do I do?

- If requested by the employer, you should **bring your writing sample to the interview**. Employers know this is UC Hastings policy and that all students have been instructed to bring writing samples to interviews.
- Writing samples for RESUME COLLECTS ONLY may be uploaded directly onto HCO because employers will not be on-campus to collect student materials

18. An employer is requesting a list of references. How do I submit this document as part of my bid?

- Upload your list of references onto HCO and code/identify the document as an “Other Document[.]” When you are ready to submit your bid, you will see your list of references appear under the “Other Documents” drop-down menu.