

PREPARE: RESEARCH PARTICIPATING EIP EMPLOYERS USING HCO

QUICK TIPS ABOUT RESEARCH & USING HCO BEFORE STUDENT BIDDING BEGINS!

You can use HCO to prepare for EIP in two ways:

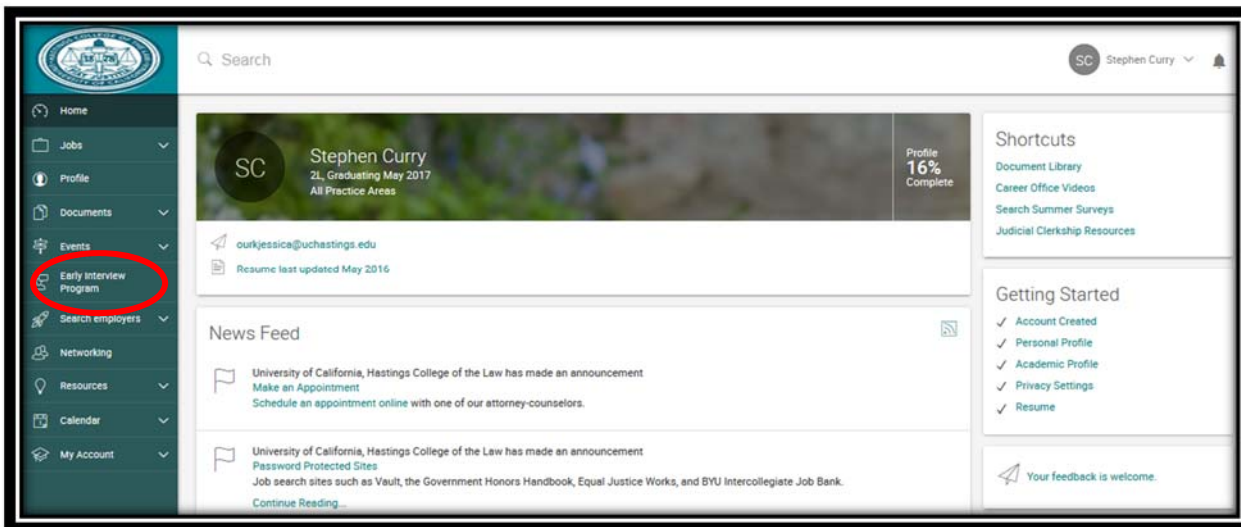
1. Find out which employers are actually participating in EIP and review employer hiring criteria.
2. Check out Summer Surveys.

Careful research of EIP employers is a **must** for two reasons:

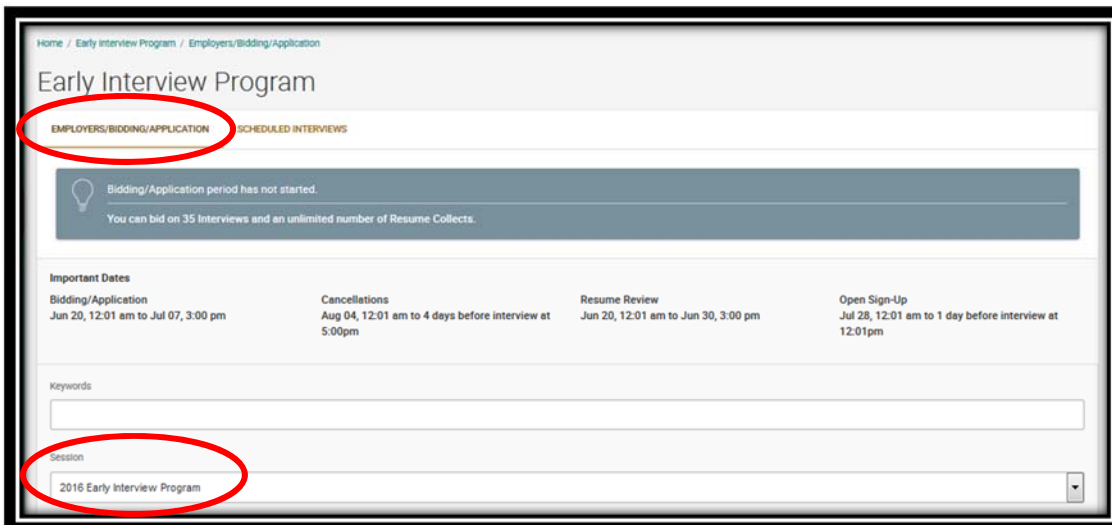
1. You can only bid on a maximum of 35 employers. Make those bids count and bid on employers with interesting practice areas and realistic hiring criteria.
2. Research will help you carefully draft targeted and compelling cover letters, resumes, and other application materials, so you make a positive impact on the reviewing employer.

WHO IS INTERVIEWING AT EIP AND WHAT IS THEIR HIRING CRITERIA?

1. Click on the “Early Interview Program” tab on the left navigation bar.

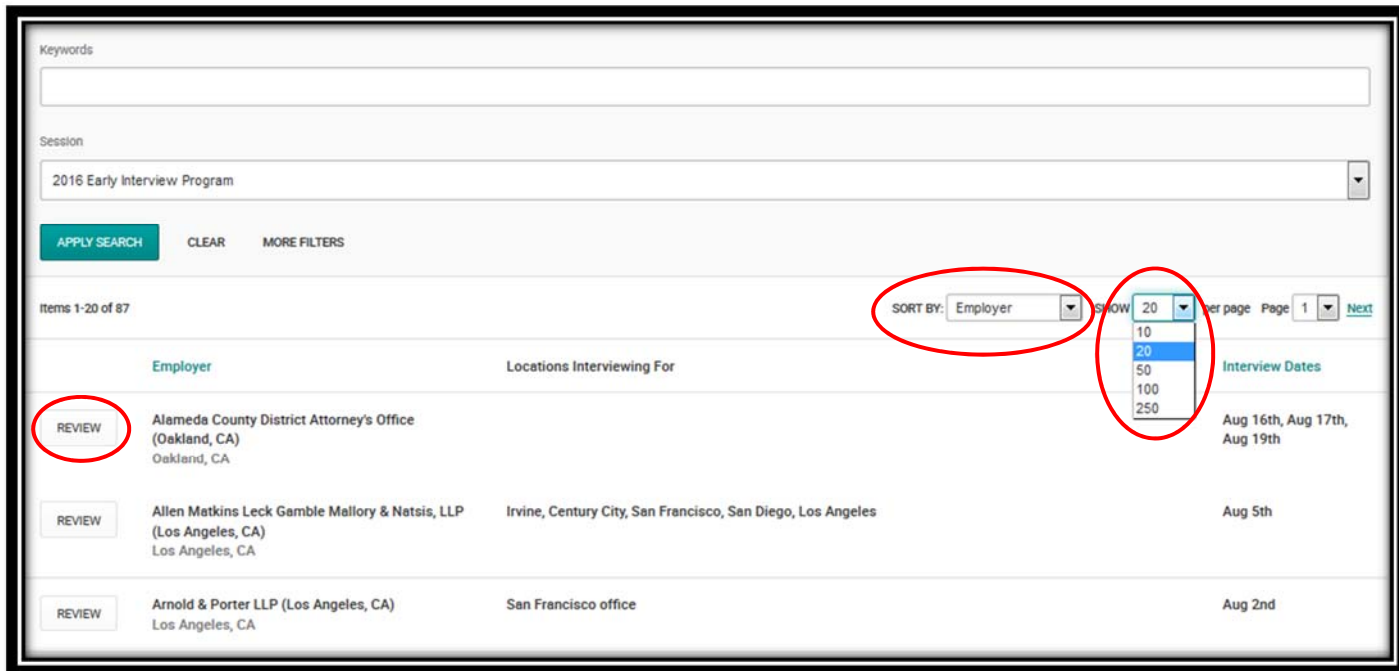


2. Confirm you are in the “Employers/Bidding/Application” screen and the “2016 Early Interview Program” session.

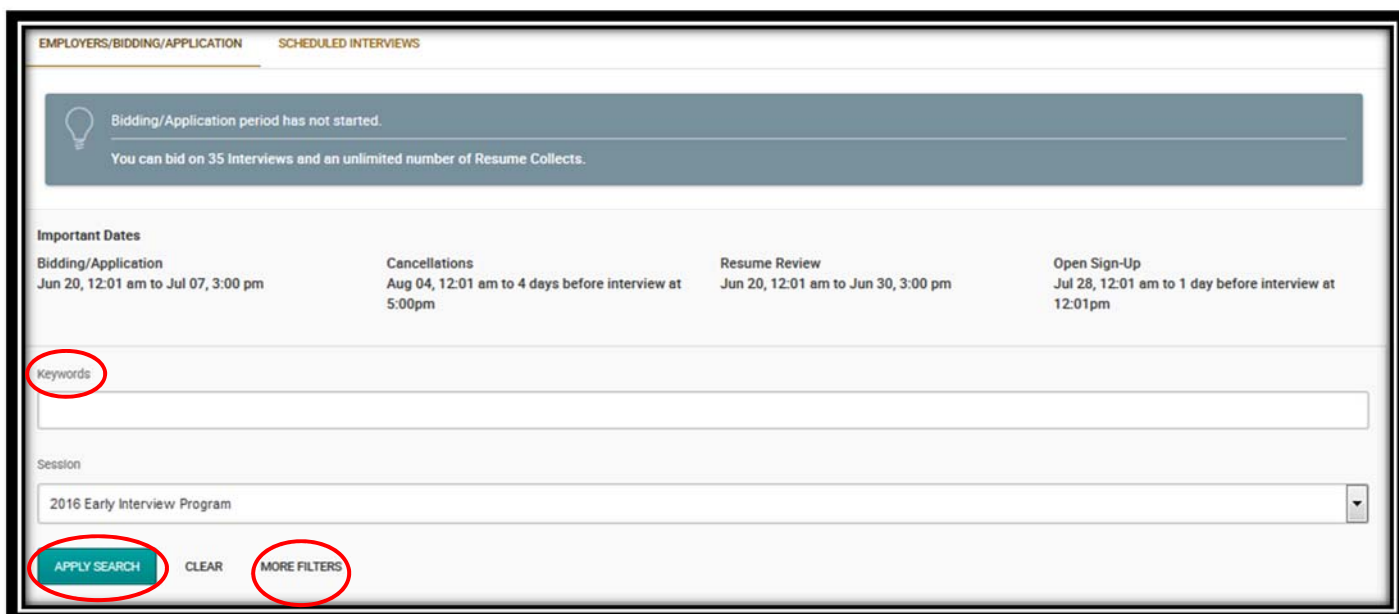


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- 3. HCO will only show you the employers interviewing your class year.
- 4. Employers will appear in ABC order, in groups of 20.
 - You can adjust this window to show over 250 employers at a time.
 - You can also sort by “Interview Dates” or by “Employer” name.
 - Click on the “Review” button to review the employer’s schedule.

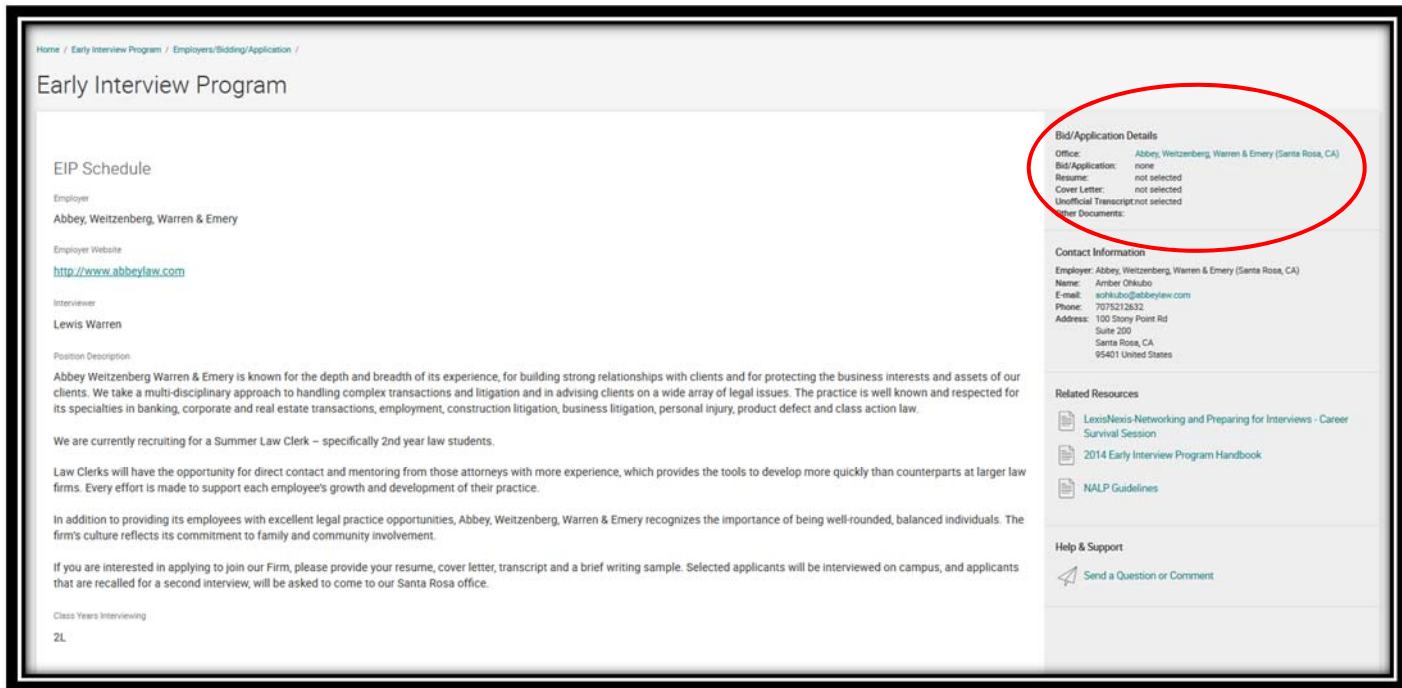


- 5. You can also search for Employers using the “Keywords” search bar or the “More Filters” (i.e., size, employer type, practice area, location) search option. Always click “Apply Search.” **Please do not rely solely on search results. Employers often input incomplete information. For instance, many employers fail to include relevant practice areas in their EIP Schedule. Search results are only as reliable as the data inputted.**



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- 6. After you click “Review,” you can see information about each employer’s EIP Schedule, including hiring criteria, interview date, interview length, and contact information.
 - **BEFORE BIDDING OPENS ON JUNE 20TH, you will not be able to see what documents are required by the employer.** For now, each document (i.e., resume, cover letter, unofficial transcript) is identified as “not selected.”



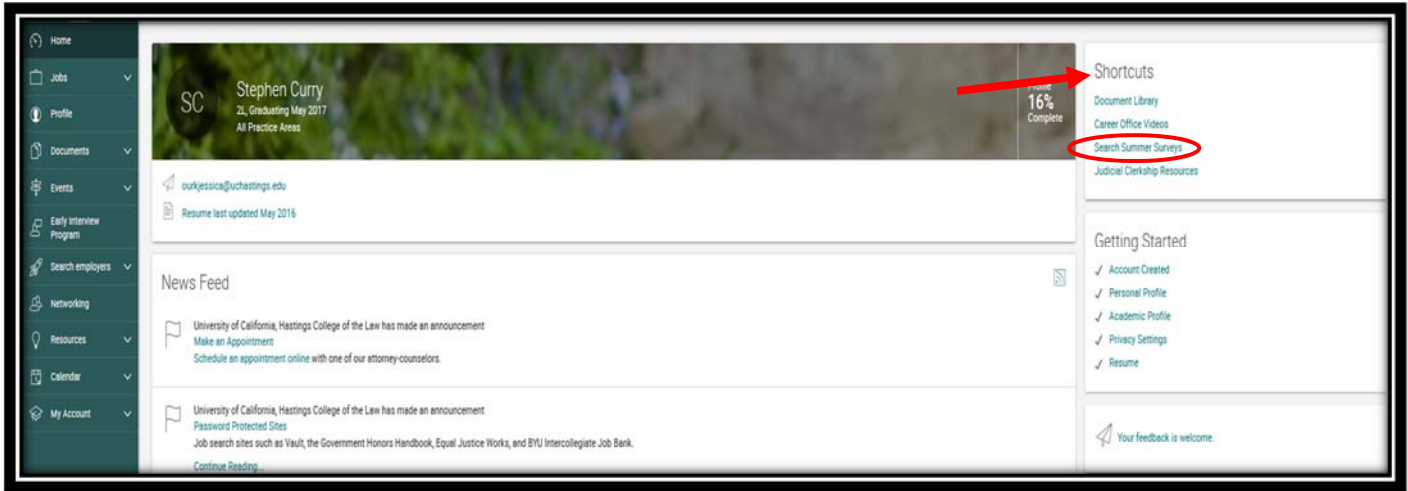
- ONCE BIDDING OPENS, a drop down box will appear next to each of the required documents (i.e., documents that the employer requires to be uploaded as part of your application or bid). Please see the Bidding section of this Handbook for more information.
- When navigating your search of employers on HCO, remember to use the “Back to List” button at the bottom of the “Employer’s Schedules” screen. Using your browser’s “back” button will not take you back to your search results.



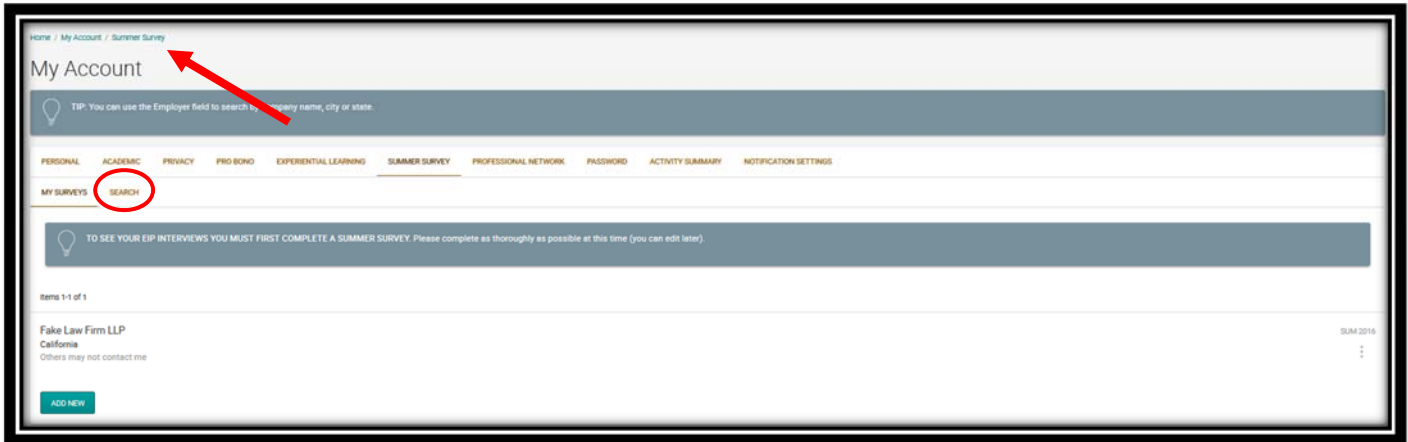
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CHECK OUT PREVIOUS SUMMER SURVEYS

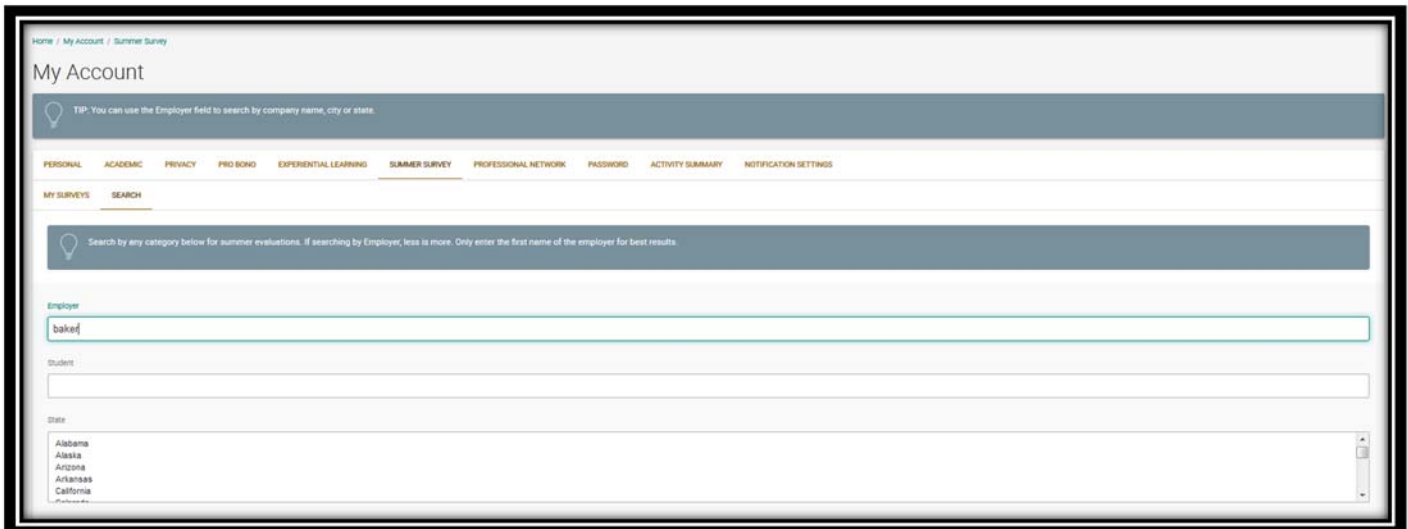
1. Once you log-on to HCO, you'll be on the "Home" page. Click on "Search Summer Surveys" to the right of your screen under "Shortcuts."



2. While in the "Summer Survey" tab, click on "Search."



3. From the "Search" function, you can search for summer surveys based on employer, student, state, location, employer type, office size, etc. Once you've completed your search form, click "Submit."



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- 4. From your “Search Results,” click on the three vertical dots under the review year on the right of your screen, then click on “Review Evaluation.”



- 5. See example of a Summer Survey below:

