

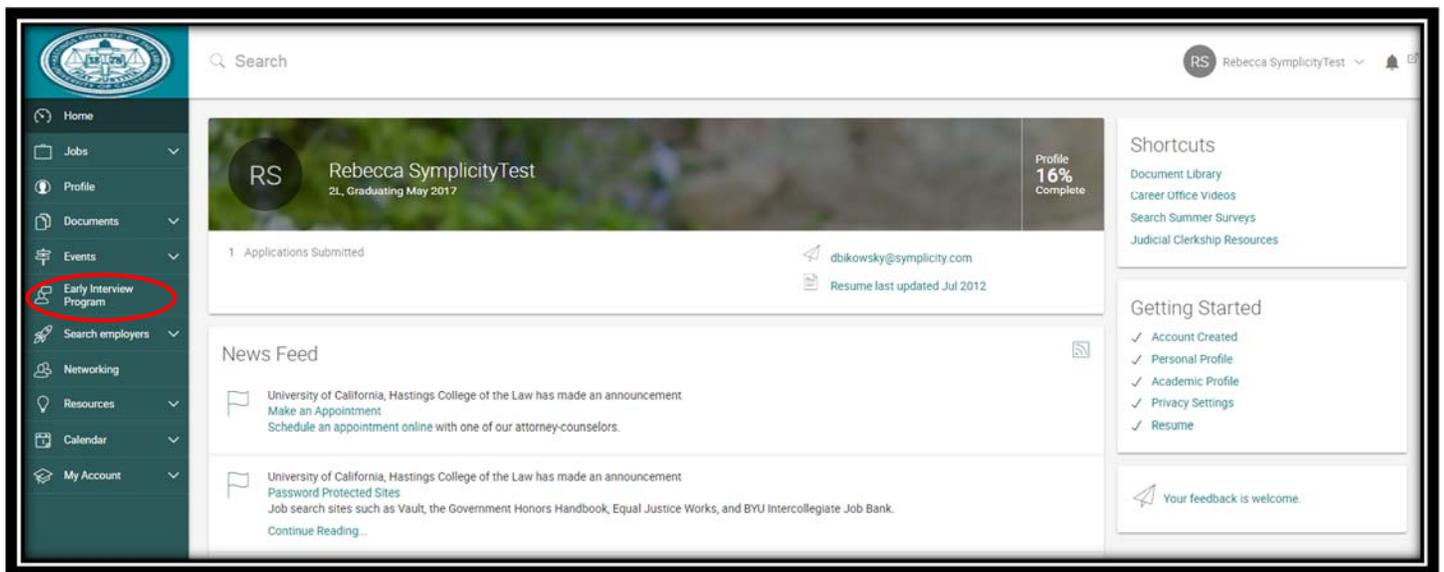
## REVIEW YOUR INTERVIEW SCHEDULES

### Reminders about Summer Recruiting

- Interview schedules will be available on HCO by July 28th.
- Every year, employers register too late for the EIP bidding window or they register for Fall OCI and schedule their on-campus interviews during the semester. The Career Office will create job postings for those interviews on HCO and you can apply to those positions separately.
- All additions and changes to employer schedules will be posted on HCO. If an employer cancels an interview schedule, you will receive an email from the system. **You are responsible for regularly checking your email and HCO for changes to your schedule throughout EIP, and particularly before your interviews.**

1. **Check Your Schedule on HCO.** You will receive an email notifying you to log-in to HCO to check your interview schedules.

a. After you log-in to HCO, click on the “Early Interview Program” tab on the left navigation bar.

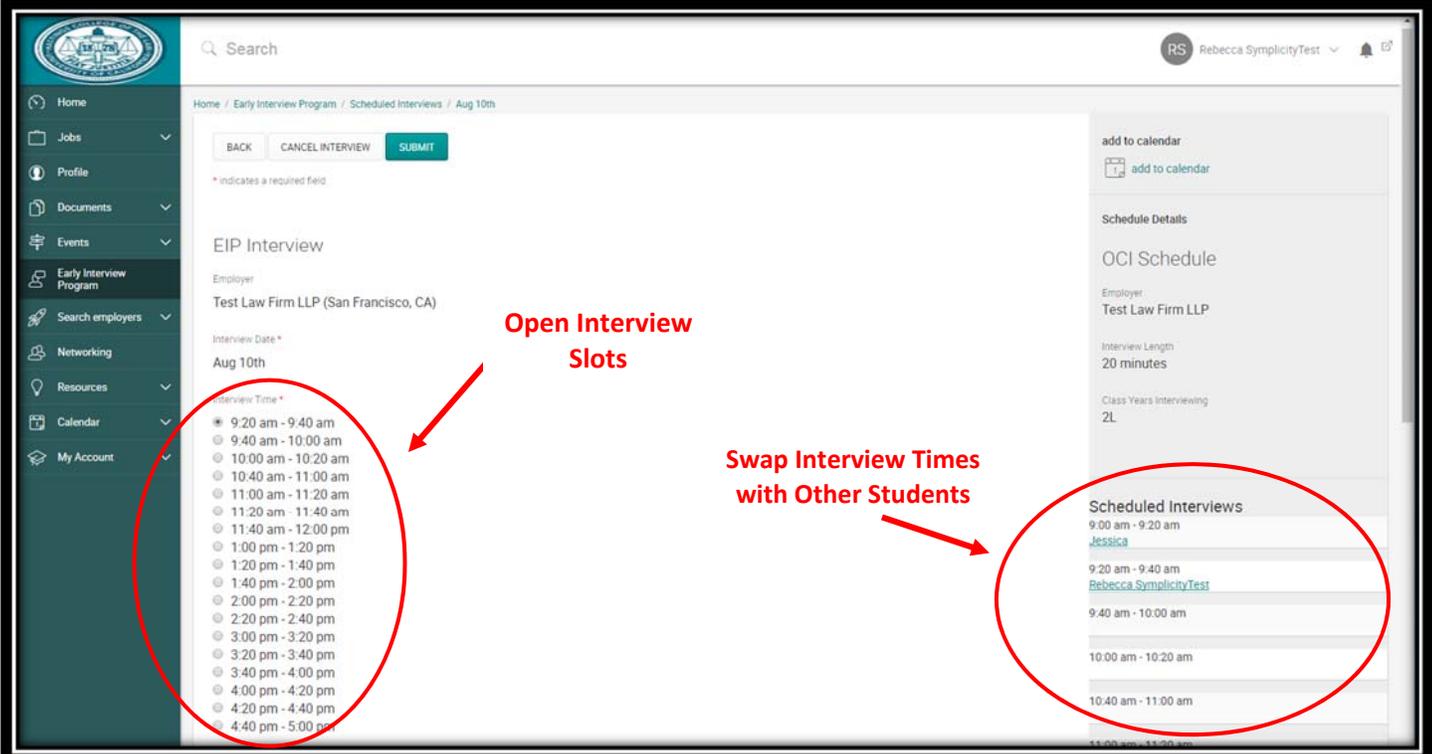


a. Click on the “Scheduled Interviews” tab towards the top of your screen. From there, you’ll be able to see the date and time of your interviews. The date is a hyperlink and will direct you to the “EIP Interview” page.



## REVIEW YOUR INTERVIEW SCHEDULES

- b. On the “EIP Interview” page, you’ll see a list of all the other students interviewing on that date with that specific employer and all the open interview slots.



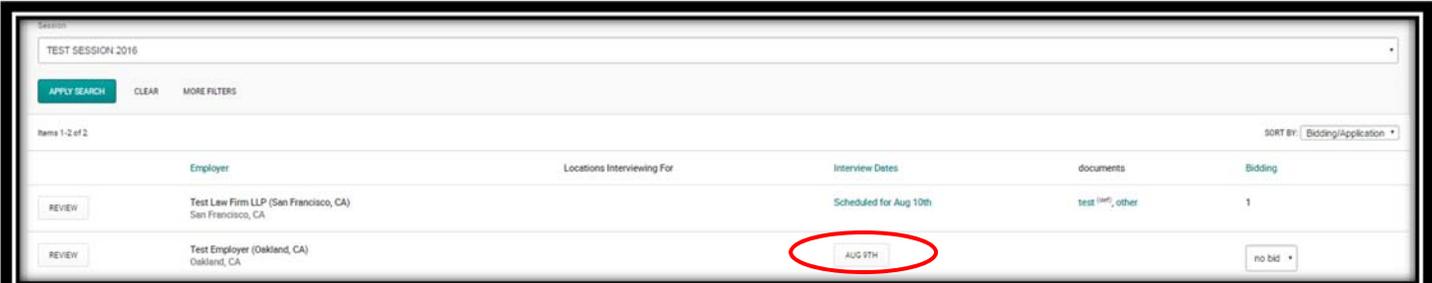
The screenshot shows the "EIP Interview" page for Test Law Firm LLP (San Francisco, CA) on August 10th. The page displays a list of interview times from 9:20 am to 5:00 pm. A red circle highlights the list of times, with a red arrow pointing to it from the text "Open Interview Slots". Another red circle highlights the "Scheduled Interviews" section, which lists Jessica and Rebecca SymplicityTest. A red arrow points from the text "Swap Interview Times with Other Students" to this section.

2. **To Swap Interview Times**, contact your fellow classmates on the same EIP Interview Schedule. You can click on his or her name to send an email.

- a. It is your responsibility to contact students to see if they will swap times with you.
- b. You must also [send an email](mailto:careers@uchastings.edu) string showing that agreement to swap times to [careers@uchastings.edu](mailto:careers@uchastings.edu) **no later than 12:00 noon, two business days prior to the first scheduled interview.**

3. **Sign Up for Open Slots.** Open slots for additional interviews become available when students cancel or if an employer’s schedule is not filled. Open slots are available on a first-come, first-serve basis. You need not have bid on the employer to sign up for an open slot, and that interview does not count against your 35-bid maximum. You may sign up for a maximum of 5 open slots on any one day, and no more than 10 in total. **OPEN SLOTS CAN OPEN AT ANY TIME.**

- a. An employer with open slots will appear under the “Employers/Bidding/Application” tab. If they have a clickable date under the “Interview Dates” column, they have open slots available.



The screenshot shows the "Employers/Bidding/Application" page. It features a search bar at the top and a table of employers. The table has columns for Employer, Locations Interviewing For, Interview Dates, documents, and Bidding. The "Interview Dates" column for "Test Law Firm LLP (San Francisco, CA)" shows "Scheduled for Aug 10th". The "Interview Dates" column for "Test Employer (Oakland, CA)" shows "AUG 9TH", which is circled in red.

- b. When you click on the date button, you’ll see the employer’s EIP Interview schedule. All open slots will appear under the “Interview Time” section of the “EIP Interview” page.

## REVIEW YOUR INTERVIEW SCHEDULES

### Reminders about Open Slot Sign Ups

- The resume selected as your “Default” resume on HCO will automatically attach to the interview schedule for the employer’s review.
- To ensure the Interviewer has your materials on the interview date, ***you MUST also provide a copy of the requested application materials (except cover letters) to the Career Office no later than noon the day before the interview.***
- Click on the “Review” button for that employer to view the required materials and other information for the employer.

The screenshot displays the 'EIP Interview' page for 'Test Law Firm LLP (San Francisco, CA)' on 'Aug 10th'. At the top, there are buttons for 'BACK', 'CANCEL INTERVIEW', and 'SUBMIT'. The 'CANCEL INTERVIEW' button is circled in red. Below this, the 'Interview Date' is 'Aug 10th' and the 'Interview Time' is listed as a series of 20-minute slots from 9:20 am to 5:00 pm. A red circle highlights the 'Interview Time' list, and a red arrow points to it with the text 'Sign up for Open Slots'. On the right side, there is a 'Schedule Details' section for 'OCI Schedule' with the employer 'Test Law Firm LLP', an interview length of '20 minutes', and 'Class Years Interviewing' as '2L'. Below that is a 'Scheduled Interviews' section with a list of times and names like 'Jessica' and 'Rebecca SymplcityTest'.

4. **Cancel Interviews.** *Your participation in the UC Hastings Early Interview Program requires your commitment to keep interviews or cancel them in a timely manner (pursuant to the UC Hastings Student Code of Conduct and NALP guidelines). The intent of this policy is to maximize opportunities for UC Hastings students and to maintain the integrity and reputation of UC Hastings College of the Law within the legal community. For more information, please see the [EIP Student Participation Agreement](#) and [NALP Guidelines](#) in this Handbook. Failure to follow the cancellation policy can result in the cancellation of your entire EIP schedule, the prohibition of participating in future on-campus recruiting events, and referral to the Associate Academic Dean’s Office for student misconduct.*
  - a. **When to Cancel.** You must 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 on weekends. For example: if you have an interview scheduled on Monday, August 8, you must cancel by 5:00 PM on Thursday, August 4th. ***\*\*Emergencies will be handled on a case by case basis – you MUST call the Career Office immediately to advise of any emergency that will prevent your attendance at an interview: 415.565.4619.***
  - b. **How to Cancel.** Click the “Cancel Interview” button at the top of your “EIP Interview” schedule page. Once you cancel the interview, it will no longer appear on your list of scheduled interviews.