

## INTERVIEWS

### WHAT DO I NEED TO DO ON THE DAY OF MY INTERVIEW?

#### 1. Show Up.

- Interviews will take place on weekdays from **Monday, August 1st through Wednesday, August 10th.**
- Interviews are usually 20 or 30 minutes long.
- Interviews will be held in the Gold Reading Room and in classrooms at **198 McAllister Street.**

#### 2. Check-In. There will be a **mandatory** student check-in table at the entry to the Gold Reading Room. You must check in at the table before your interviews. You will be considered a “No Show” if you have not checked in prior to your interview.

- **Student No-Show Policy:**

- i. Failure to comply with the cancellation procedure will be considered “student misconduct” pursuant to the Student Conduct Code and will be referred to the Associate Academic Dean for appropriate disciplinary measures. (See Sections 51.00 and 52.00 of the Academic Regulations and Other Rules Applicable to Students, copies of which are available in the Student Information Center, Hastings Law Library, the Office of Student Services, and [online](#) under About/Offices & Services/Provost & Academic Dean’s Office → Publications, Catalogs and Policies.
- ii. Any student who has two no-shows can have the remainder of their interviews cancelled and may be barred from participating in EIP and other on-campus interviews in the future.

#### 3. Be On-Time: It’s good practice to arrive 10-15 minutes early for any interview. There will be a waiting area in the Gold Reading Room for students during EIP.

#### 4. Bring Your Application Materials.

- Always bring additional copies of your resume and transcript to an interview, in addition to any materials the employer has requested.
- You also should bring a writing sample and a list of references to the interview, even if the employer did not ask for them beforehand. Employers may ask for these at the end of the interview.

#### 5. Wear Professional Business Attire. Suits are appropriate for all student participants. When in doubt, feel free to ask a member of the Career Office.

#### 6. **CRASHING.** If there is an employer with whom you did not get an interview, yet you feel you are a good fit for the organization, you may consider “crashing” the interview schedule. “Crashing” is done by showing up at the beginning of, end of, or during a break in the employer’s interview schedule to introduce yourself, give the employer your resume, and ask if they have time to meet with you at some point during the day. **You may not crash during another student’s interview time or between interview slots.**

### HOW SHOULD I PREPARE FOR THE INTERVIEW?

#### 1. Prepare Questions and Answers.

- Do your research on the employer. Who are their clients? What practice areas do they have in the office you’re interviewing for? Who are those attorneys?
- Think about specific examples to illustrate your answers to basic interview questions.

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- Make sure your answers are targeted to the specific employer you are interviewing with.
  - Make sure to have questions prepared for the interviewer.
  - Asking informed questions demonstrates your interest in the organization. Review [the Career Office Handouts](#) on interviewing, this Handbook, and other Career Office resources.
2. Research the Interviewer (If Possible). Some employers provide interviewer names in advance of the interview.
    - If provided, the interviewer names will appear on HCO on the employer's Schedule page (when you click on the "Review" button next to the employer's name).
    - Look up the interviewer's firm bio or LinkedIn profile.
    - Occasionally, scheduling conflicts occur and a different interviewer may show up on the date of the interviews. Check interviewer names at the Student Check-In table before your interview.
    - Ask your interviewer for their business card. The Career Office will also maintain a reference binder of interviewer business cards.
  3. Mock Interviews.
    - UC Hastings alumni volunteer to conduct mock interviews with students to help them prepare for their job search. Watch for the email to sign up.
    - Sign up for an appointment with a counselor in the Career Office using [AppointmentPlus](#).

## WHAT STEPS DO I TAKE AFTER THE INTERVIEW?

1. Call Back Interviews
  - Respond to a callback invitation or any follow-up contact by an employer within 24 hours. Employers often interpret a slow response time as lack of interest.
  - Always try to respond by telephone, if possible.
  - Usually you will want to dress up in a suit as you did for the EIP interview. Some employers will let you know in advance of an office visit that casual attire is more appropriate. If you are uncertain, ask the recruiter or a Career Counselor.
2. Student Interview Feedback Form
  - In an effort to monitor the employers who interview UC Hastings students, the Career Office encourages students to complete a "[NALP On-Campus Interview Form: Student Evaluation of Employer](#)" after each interview. Indications of inappropriate conduct on the part of the interviewers will be investigated promptly.
3. Student-Initiated Grievance Procedures
  - Employers who interview or list positions at UC Hastings agree to a policy of non-discrimination. If you feel that you have been treated unfairly or discriminated against, please notify Sari Zimmerman, Assistant Dean, as soon as possible. The UC Hastings non-discrimination policy is available [online](#) under Career Office/Employers/Policies & Standards and in the Appendix of this Handbook.
4. Offers and Acceptances.

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- To learn about the rules affecting the timing of offers and acceptances, carefully review the NALP Bulletin, *Student Professionalism During the Interview Season*, which is available [online](#) and in the Appendix of this Handbook.
- 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.
- NALP Acceptance Timing Guidelines: Generally, under the current guidelines, offers should remain open for at least 28 days following the date on the offer letter, or until December 30 (whichever comes first).