Berkeley Law 2015 EIW Program Details

**Dates and Times**  Monday, August 3 through Friday, August 7, from 9:00 a.m. to 5:00 p.m.

**Location**  Hotel Shattuck Plaza (http://www.hotelshattuckplaza.com/), located in downtown Berkeley.

**How to Register**

1. Complete online registration via the b-Line (https://law-berkeley-csm.symplicity.com/employers/). **The deadline to register is Monday, June 15th, 2015.** Your username is your email address. If you have forgotten your password, click on the Forgot my Password tab. If you have never used the b-Line, click on the Register tab. Once you are logged in, click on the “Submit Schedule Request” quick link on the home page and complete the schedule request form. (If you have not done so already, you will be required to complete feedback forms for summer 2014 and 2014 OCI before being permitted to register.)

2. Submit payment for Registration Fees (for amount, see Fees information below). Submit a check made payable to “UC Regents” to Marty Grenhart at the Career Development Office, 290 Simon Hall, Berkeley, CA 94720-7200. If you would like to pay your registration fees by credit card, go to http://berkeleylaw.wufoo.com/forms/berkeley-law-early-interview-week-eiw/. Fees are due by July 15.

**Interview and Hotel Fees**

**Berkeley Law Registration Fees**

Law firms/Corporations of:

- 50 attorneys or fewer (total in organization) - $175 per interview schedule, per day
- 51-100 attorneys (total in organization) - $525 per interview schedule, per day
- More than 100 attorneys (total in organization) - $750 per interview schedule, per day

For cancellations prior to July 15, there is a non-refundable fee of $50 for employers of 50 or fewer attorneys; $150 per schedule for employers of 51 or more attorneys. **Refunds are not provided for cancellations after July 15.**

**Hotel Shattuck Plaza Fees**

Once you have received your interview date from the Berkeley Law Career Development Office, you will be able to contact the Hotel Shattuck Plaza to pay for your interview room and, if applicable, a hospitality suite. The fee for an interview room for a full day is $199 plus tax. **Please do not contact the Hotel regarding interview rooms, hospitality suites or sleeping rooms until after our office notifies you of your interview date.**

**Public Interest/Public Sector (Government) Employers**

Public interest employers and government agencies are not charged interview room fees. However, hotel parking and sleeping room fees will apply if those services are utilized.

**Ground Rules for Participating**

By registering to participate, employers agree to the following:

**No Pre-Screening; No Advance Copies of Transcripts**

Students submit bids for employer interviews, which are assigned by computer lottery (subject to students’ preferences and availability). Employers are not permitted to prescreen candidates. Students’ resumes will be available online approximately 3-5 days in advance of the interviews. However, transcripts or any other application materials are not made available prior to the interview. Nor do we permit employers to request that students provide them in advance. Students are, however, instructed to bring transcripts, writing samples, lists of references, and extra copies of their resume to their on-campus interviews.

**Non-Discrimination**

By registering to participate, employers agree not to unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, disability, age or any other basis that would be unlawful if engaged in by the University of California.
Ground Rules for Participating (continued)

NALP Principals and Standards
By registering to participate, all employers agree to fully adhere to the National Association for Law Placement (NALP) Principles and Standards for the Timing of Offers and Decisions (http://www.nalp.org/fulltextofnalpprinicplesandstandards#Part_V._General_Standards), even if the employer is not a NALP member.

Public Interest/Public Sector Students Holding One Offer Open Until April 1st
By registering to participate, employers agree to allow students to hold open – until April 1st – one offer received through our on-campus interview programs prior to December 15 in order to pursue public interest and public sector opportunities. Students must notify the employer in writing prior to December 15 and affirm that the employer’s offer is the only offer that the student is holding.

Scheduling and School/Office Coordination for firms outside California
- School coordination is defined as employers interviewing on consecutive days at Berkeley/UCLA/USC/Hastings. This process enables the interviewer to save the expense of multiple trips to California. School coordination will ONLY be considered for those offices located outside of California.
- For those situations where coordination is not possible, we will make every effort to accommodate your date request while avoiding conflicts with your interview dates at other California schools.
- We may not be able to provide both nationwide office coordination for a particular employer (inter-office coordination) and school coordination (Berkeley/UCLA/USC/Hastings). We ask that you indicate your preference for either inter-office coordination or school coordination.