Public Interest/Public Sector Career Day Orientation

PI/PS Day 2015: Saturday, 1/31/15
UC Hastings (SF)

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What is PI/PS Day?

- Career Fair coordinated through OneJustice (a local nonprofit) by the 9 Bay Area law schools

- 2 components: Employer Table Talk (9:30a-1p) Formal Interviews (on site, all day)

- A good tool to find a summer PIPS job, but you should also apply directly to employers

- 150 Berkeley Law students participated in 2014
Formal Interviews: The Application Process

- **12/11:** receive instructions via email from OneJustice to view job postings
- **1/1—1/15 @ noon:** apply for jobs
  - Upload materials requested by employer
  - Employers pre-screen & have limited interview slots
- **1/23:** Interview notifications
- **Competitive process:**
  - 2014: 62% granted interviews
Applying for Interviews at PI/PS Day

2011 Student Welcome
Welcome to the Northern California Public Interest/Public Sector Legal Career Day online system. Below, you will find Important Dates and our Online System Student Manual, also emailed to you. Please read through the below before using the system.

IMPORTANT DATES

December 16, 2010: Students will receive an email containing their username and password to access the PI/PS Day online system and begin researching participating employers and available positions. You will not be able to apply for interviews at this time.

December 23, 2010 – January 3, 2011: The Public Interest Clearinghouse offices will be closed and staff will not be able to check or respond to email until January 4.

January 4, 2011: At 12:00 noon, students will be able to apply for interviews by submitting applications electronically. Please note, some schools may require that resumes be pre-approved before uploading them to the PI/PS Day online system.

January 21, 2011: At 12:00 noon, the student application process will close. Students must have submitted all applications for interviews by this time.
Applying for Interviews at PI/PS Day

[Image of a computer screen showing a webpage for employer profiles with a search bar and listings for organizations and websites.]
Applying for Interviews at PI/PS Day

on-campus interviews

OCI Schedule
Employer: AIDS Legal Referral Panel
Employer Website: http://www.alrp.org
Interview Length: 25 minutes
Position Description: Law Clerks provide much-needed and appreciated support in assisting ALRP’s clients. A Law Clerk’s primary responsibility is to do the initial client intake interviews and to then take on representation of those clients, with constant supervision and guidance from their supervising attorney. This includes drafting letters to opposing counsel, to landlords, to insurance companies, and others, on behalf of clients, making phone calls on behalf of clients advocating for their position, and possibly attending an eviction settlement conference or Rent Board hearing with a Housing Attorney. There will also be research & writing assignments for clerks to work on.

Class Years Interviewing: 1L, part-time, 1L, 2L, part-time, 2L

Employer's Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Interviewing For</th>
<th>Additional Requests</th>
<th>Hiring Criteria</th>
</tr>
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<tbody>
<tr>
<td>2011-02-12</td>
<td>San Francisco, CA</td>
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BID (APPLICATION DETAILS)
Office: AIDS Legal Referral Panel (San Francisco, CA)
Bid/Application: not applied
Resume: not applied
Cover Letter: not applied

CONTACT INFORMATION
Employer: AIDS Legal Referral Panel
Name: Ms. Sara R. Nolan
Title: Senior Housing Attorney
Fax: 415-701-1480
Address: 1665 Mission St Suite 500
San Francisco, CA 94103 United States
Formal Interviews: Application Tips

- **Cover letters should be customized for each employer.**

- Technical issues with the application system

- 1L transcripts
Formal Interviews: Interview Prep

• Know the employer inside & out

• Be prepared for questions about your skills, your motivation for applying to them specifically

• CDO Spring Mock Interview program & interview prep resources on our webpage
Formal Interviews: What to Expect

• 20-30 mins

• Know what you want to convey to employer. Be responsive to questions, but be sure to find an opportunity to cover your strengths

• Prepare good questions to ask

• Keep track of time

• Good interview etiquette
Employer Table Talk

- Prepare a strategy ahead of time
- Ask about their work and internship opportunities, as well as post-grad employment
- Some employers do on-the-spot interviewing
- Some students have gotten jobs with Table Talk employers even without a formal interview at PI/PS Day

Sam Kang from the Greenlining Institute doing an on-the-spot interview at the Table Talk
Employer Table Talk

Public Interest

Public Sector (note: different location)
Berkeley Law
Spring Interview Program (Feb 2015)

• SEPARATE PROGRAM FROM PI/PS DAY

• On-campus interviews; Berkeley Law students only

• Apply starting Jan 5 using b-Line

• Mix of employers seeking range of students

• Some are also recruiting through PI/PS Day

• Watch for emails in mid-Dec from CDO
FAQ

• Should I apply to participating employers before the PI/PS Day deadlines?
• What if an employer is also participating in Berkeley Law’s Spring Interview Program?
• What if I submit materials but don’t receive an interview?
• What if I did not submit materials before hand?
• How do I handle offers?
• What should I wear?
• What time should I arrive?
• What should I bring with me?
PI/PS Day

• Saturday, January 31, 2015, 9-6pm

Berkeley Law Spring Interview Program

• Various dates & times in Jan & Feb, 2015

Questions?
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