

## **Berkeley Law Fall 2009 OCI Program Details**

**Dates and Times** – Monday, August 24 through Wednesday, September 9, from 9:00 a.m. to 5:00 p.m. (half day schedules available) *Note: There will be no interviews held on Monday, September 7.*

**Location** - Hotel Durant (<http://www.jdvhotels.com/durant/>), located two blocks from the Law School.

### **How to Register**

1. Complete online registration via the b-Line ([http://www.law.berkeley.edu/students/career\\_services/foremployers/bline.html](http://www.law.berkeley.edu/students/career_services/foremployers/bline.html)). 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.
2. Submit the following materials to Marty Grenhart at the Career Development Office (290 Simon Hall, Berkeley, CA 94720-7200), no later than July 31:
  - a. Check, made payable to “UC Regents”, for Registration Fees (for amount, see Fees information below). If you would like to pay your OCIP registration fees by credit card, directions for doing so will be included with your OCIP invoice, which will be sent out via email on or around May 15<sup>th</sup>.
  - b. Please complete both the NALP Form and the Work Place Questionnaire online at <http://www.nalp.org/content/index.php?pid=68>. (Please do not send any materials – NALP forms, brochures, etc. – to Berkeley Law’s Career Development Office. We do not have space to store or display items of this nature for students.)

### **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) - \$625 per interview schedule, per day

For cancellations prior to July 31, there is a non-refundable fee of \$50 for employers of 50 or fewer attorneys; \$100 per schedule for employers of 51 or more attorneys. Refunds are not provided for cancellations after July 31.

#### **Hotel Durant Fees**

Hotel interview rooms will be reserved for you by our office when we confirm your interview dates. The fee for a full day is \$218 and the fee for a half day is \$151. Berkeley Law will reserve and assign interview rooms at the Hotel and notify employers when to submit payment to the Hotel Durant for the interview room. **Please do not contact the Hotel regarding sleeping rooms, hospitality suites or payment 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 apply.

### **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.

#### **NALP Principles 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/principles/index.php?pid=16#part5>), even if the employer is not a NALP member.

#### **Public Interest/Public Sector Students Holding One Offer Open Until April 1<sup>st</sup>**

By registering to participate, employers agree to allow students to hold open – until April 1<sup>st</sup> – one OCI offer received prior to December 15 in order to pursue public interest and public sector opportunities as well as non-OCI private 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.

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### **Scheduling and Coordination with Stanford and Hastings Law Schools**

- Berkeley Law assigns OCIP dates by early/late rotation, which means if an office of an employer is scheduled in the first half of the season one year, the next year that office will be scheduled in the second half of the season.
- Coordination is defined as employers interviewing on consecutive days at Berkeley/Stanford/Hastings. This process enables the interviewer to save the expense of multiple trips to California. Coordination among Berkeley/Stanford/Hastings will ONLY be available to those offices located outside of California.
- We cannot provide both nationwide office coordination for a particular employer (inter-office coordination) and School Coordination (Berkeley/Stanford/Hastings). We ask that you indicate your preference for either inter-office coordination or School Coordination (Berkeley/Stanford/Hastings) and we will make every effort to honor your preference.