

Public Interest/Public Sector Career Day Orientation



PI/PS Day Employer Table Talk

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

Melanie Rowen & Alex Lee
Associate Directors for Public Interest/Public Sector Programs
Career Development Office
mrowen@law.berkeley.edu
alee@law.berkeley.edu

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



Kunti Dudakia ('11) representing her employer Disability Rights Legal Center at PI/PS Day 2012

Formal Interviews: The Application Process



Jessie Warner ('05) & Jenna Grambort ('10)
attending PI/PS Day to interview students for
their respective employers.

- 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

The screenshot shows a Mozilla Firefox browser window displaying the Public Interest Consortium website. The address bar shows the URL <https://law-pips-csm.symplicity.com/students/index.php?s=home>. The website header includes the logo for the public interest clearinghouse and the text "Career Services Management System powered by symplicity". A navigation bar contains links: Home, Profile, Documents, Employers, Formal Interviews, and Meet The Advocates. Below the navigation bar, a search bar and a "Log Out" button are visible. The main content area is divided into three sections: "SHOW ME" with checkboxes for "Announcements" and "Notifications", "2011 Student Welcome" with a megaphone icon and a detailed welcome message, and "GETTING STARTED" with a list of tasks: "Account Created", "Academic Profile", "Personal Profile", and "Resume". The "2011 Student Welcome" section also includes "IMPORTANT DATES" with three key dates: December 16, 2010; December 23, 2010 - January 3, 2011; and January 4, 2011. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 12:13 PM.

Public Interest Consortia - Mozilla Firefox

File Edit View History Bookmarks Tools Help

symplicity.com <https://law-pips-csm.symplicity.com/students/index.php?s=home>

Public Interest Consortia

public interest clearinghouse
california's community for justice

Career Services Management System
powered by symplicity

Home Profile Documents Employers Formal Interviews Meet The Advocates

Welcome, Krista Glaser.

Search

Log Out

SHOW ME

- ☒ Announcements
- ☒ Notifications

Subscribe to our RSS Feed

Your feedback is welcome.

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.

GETTING STARTED

- ☒ Account Created
- ☒ Academic Profile
- ☐ Personal Profile
- ☐ Resume

Applying for Interviews at PI/PS Day

The screenshot shows a web browser window displaying the 'employer profiles' page of the Public Interest Consortium (PI/PS) website. The browser's address bar shows the URL: <https://law-pips-csm.simplicity.com/students/index.php?s=employers&mode=list&ss=employers>. The website header includes the 'public interest clearinghouse' logo and the text 'Career Services Management System powered by simplicity'. The main navigation bar has tabs for Home, Profile, Documents, Employers, Formal Interviews, and Meet The Advocates. The 'Employers' tab is selected, and the page title is 'employer profiles'. Below the navigation bar, there is a search bar and a 'Log Out' button. The page content includes a section for 'Employers' with filters for Employer Type, Practice Area, and On Campus Events. A legend indicates that employers marked with an asterisk (*) are attending Meet the Advocates. The page also shows a list of employers with columns for Organization, Website, On Campus, and Favorites.

public interest clearinghouse
california's coalition for justice

Career Services Management System
powered by simplicity

Home Profile Documents Employers Formal Interviews Meet The Advocates

Home > Employers

Search

employer profiles

Employers Favorite Employers Contacts Favorite Contacts

Employer Type: [dropdown] Keywords: [input]
Practice Area: [dropdown] searches employer name, overview and website.
On Campus Events? ☐ Yes ☐ No ☒ Ignore
(for which you are eligible)

Search Clear

Legend: I=Interviews
PLEASE NOTE: Employers marked with an asterisk (*) are attending Meet the Advocates.

Items 1-128 of 128 SHOW 250 per page

Organization	Website	On Campus	Favorites
AFL-CIO Lawyers Coordinating Committee (Washington, DC)*			☆
AIDS Legal Referral Panel (San Francisco, CA)	http://www.alrp.org	1: Feb 12, 2011	☆

Applying for Interviews at PI/PS Day

The screenshot shows a Mozilla Firefox browser window displaying the 'on-campus interviews' website. The browser's address bar shows the URL: <https://law-pips-csm.symlicity.com/students/index.php?mode=form&empid=2722d612871ca8754877882eb89e6b438ic>. The website header includes the 'public interest clearinghouse' logo and the text 'Career Services Management System powered by symlicity'. A navigation menu at the top has tabs for Home, Profile, Documents, Employers, Formal Interviews (selected), and Meet The Advocates. Below the menu, a breadcrumb trail reads: Home > Formal Interviews > Employers/Bidding/Application > 2011-02-12. A search bar and links for Help and Log Out are also present.

The main content area is titled 'on-campus interviews' and features an 'OCI Schedule' section. This section lists details for an interview with the 'AIDS Legal Referral Panel'. The employer's website is <http://www.alrp.org>, and the interview length is 25 minutes. The position description states: '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.'

Below the position description, it specifies 'Class Years Interviewing: 1L part-time, 1L, 2L part-time, 2L'. An 'Employer's Schedules' table is shown with the following data:

Date ^	Interviewing For	Additional Requests	Hiring Criteria
2011-02-12	San Francisco, CA		

A 'Back To List' link is located below the table.

To the right of the OCI Schedule section is a 'BID/APPLICATION DETAILS' form. It includes fields for Office (AIDS Legal Referral Panel (San Francisco, CA)), Bid/Application (not applied), Resume (RES*), and Cover Letter (COV*). An 'Apply' button is at the bottom of this section.

Below the application details is a 'CONTACT INFORMATION' section for the employer, AIDS Legal Referral Panel (San Francisco, CA). The contact details are: Name: Ms. Sara P. Malan, Title: Senior Housing Attorney, Fax: 415-701-1400, Address: 1663 Mission St. Suite 500, San Francisco, CA 94103 United States.

The Windows taskbar at the bottom shows the Start button and several open applications: Inbox - Mozilla Thund..., on-campus interviews..., PIC Simplicity System, and cvrlrtest - Microsoft ... The system clock indicates 3:50 PM.

Formal Interviews: Application Tips

- **Cover letters should be customized for each employer.**
- Technical issues with the application system
- 1L transcripts



Berkeley Law students arriving for interviews

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



Employers checking in

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



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

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?



Students line up to enter (taken at 9 am)

PI/PS Day

- Saturday, January 31, 2015, 9-6pm

Berkeley Law Spring Interview Program

- Various dates & times in Jan & Feb, 2015

Questions?

Alex Lee

alee@law.berkeley.edu

Melanie Rowen

mrowen@law.berkeley.edu