EIW Guide

Table of Contents

THE BASICS .................................................................................................................................................................. 1
  What is EIW?............................................................................................................................................................... 1
  Who Participates?...................................................................................................................................................... 1
  When and Where Does It Take Place?........................................................................................................................... 1
  Some Perspective ........................................................................................................................................................... 1
  What EIW Is Not............................................................................................................................................................. 2
  How Do You Participate? (b-Line) .................................................................................................................................. 2

REACHING OUT TO EMPLOYERS OUTSIDE OF EIW .......................................................................................... 3
  1.  The Short Answer ...................................................................................................................................................... 3
  2.  Reasons For Not Applying To/Interviewing With EIW Employers Before EIW .................................................. 3
  3.  Reasons For Selectively Reaching Out To Alums/Contacts Before EIW ............................................................ 4
  4.  Applying To Out-Of-State Employers Not Participating in EIW ........................................................................... 5

PRACTICE AREA RESEARCH .................................................................................................................................. 6

EMPLOYER RESEARCH ............................................................................................................................................. 6
  CDO Webcasts .............................................................................................................................................................. 6
  CDO Research Guides ..................................................................................................................................................... 7
  Summer Employment Evaluations ................................................................................................................................ 7
  Published Surveys .......................................................................................................................................................... 7
  Other Key Resources .................................................................................................................................................... 8
  What About Splitting My Summer? ............................................................................................................................ 8

PERMITTED EMPLOYER PREREQUISITES VERSUS PREFERENCES................................................................. 9
  Prerequisites.................................................................................................................................................................. 9
  Stated Employer Preferences ...................................................................................................................................... 9

HOW EMPLOYERS RECEIVE YOUR RESUMES ............................................................................................... 10
  Access to Resumes ..................................................................................................................................................... 10
  Tracking Changes ....................................................................................................................................................... 10
  Uploading Your Resume into b-Line ............................................................................................................................. 11
  Attaching Your Resume to a Bid .................................................................................................................................... 11
  Changing the Version of Your Resume Attached to a Bid ............................................................................................ 11
  What to Bring To Your Interviews ................................................................................................................................ 11
BIDDING/APPLICATION INFORMATION AND STRATEGY ............................................................... 11

How to Bid/Apply ........................................................................................................................................ 12

Bidding on Multiple Offices (Different Locations) of the Same Legal Employer ................................. 12
  Should I Bid On/Interview With Multiple Offices of the Same Law Firm? .............................................. 12
  If I Still Want to Bid on Multiple Offices, How Do I Do It? ...................................................................... 13

How b-Line Processes Bids .......................................................................................................................... 14

Strategic Implications of this Process ........................................................................................................ 14
  Rank and Popularity ............................................................................................................................... 14
  Number of Slots and Popularity ............................................................................................................. 14
  Employers’ Class Year Preference ......................................................................................................... 14

POST-LOTTERY WAYS OF OBTAINING EIW INTERVIEWS ....................................................... 15

Making Direct Contact .............................................................................................................................. 15

Open Interview Sign-Ups .......................................................................................................................... 15

Hospitality Suites ...................................................................................................................................... 16

Stopping By The Interview Room During An Interviewer’s Break ........................................................... 16

CANCELLING INTERVIEWS .................................................................................................................... 17

Student Cancellations ............................................................................................................................. 17

Employer Cancellations/Modifications .................................................................................................... 17

TRADING INTERVIEW TIME SLOTS ................................................................................................. 18

INTERVIEW ATTIRE ............................................................................................................................... 18

INTERVIEWER NAMES .......................................................................................................................... 18

RESUMES, TRANSCRIPTS, REFERENCES, AND WRITING SAMPLES .............................................. 19

Resumes ...................................................................................................................................................... 19

Transcripts ................................................................................................................................................ 19

References ............................................................................................................................................... 20

Writing Samples ...................................................................................................................................... 20

SCHOOL POLICIES/RULES RE: PROVIDING INFORMATION TO EMPLOYERS ................................. 21

REPORTING INAPPROPRIATE EMPLOYER BEHAVIOR ........................................................................ 21

The Military’s Participation In On-Campus Interviews .............................................................................. 21

AFTER THE ON-CAMPUS INTERVIEW – CALLBACKS ....................................................................... 22

Scheduling Callbacks ............................................................................................................................... 22

Declining Callbacks .................................................................................................................................. 23

What to Expect .......................................................................................................................................... 23

Thank You Notes ....................................................................................................................................... 24

Travel Arrangements and Expenses ........................................................................................................ 24

Making Arrangements ............................................................................................................................. 24
Collecting Reimbursement from the Employer(s) ................................................................. 25
Splitting Expenses among Employers .................................................................................. 25
Combining an Employer-Paid Interview Trip with Personal Travel .................................. 25
Paying for Spouse or Significant Other Travel ................................................................. 25

AFTER THE CALLBACK – THE OFFER......................................................................................... 26

Mechanics........................................................................................................................................ 26
Timing............................................................................................................................................ 27
THE BASICS

What is EIW?

Early Interview Week (EIW) is Berkeley Law’s lottery-based on-campus recruitment program. Student participants in EIW bid for interviews with employers; interview selections are based on luck and on the ranking students assign to employers.

Employer participants do not get to choose which students they will interview in EIW. They do not have advance access to student transcripts or information other than the resumes of students who bid on them (though they cannot see the rank that students assigned them).

Employers who are not able to participate in EIW, but who are interested in Berkeley Law students, have the option to register for our Resume Collect Program, which runs concurrently with EIW. Students who choose to submit resumes to Resume Collect employers may be contacted by them directly to schedule interviews at a mutually convenient time and place apart from EIW.

Who Participates?

Over 150 employers have signed up to participate in EIW and Resume Collect. The vast majority of employers are large defense-side law firms that represent corporate clients in big cities.

There are some smaller firms that opted to participate in EIW. However, most participating smaller firms as well as participating public interest and public sector organizations are opting for our Fall Interview Program (FIP), which will take place from late August to early October.

95%+ of the interview slots are for 2Ls seeking summer positions. The remaining slots are for 3Ls seeking post-graduate employment.

When and Where Does It Take Place?

EIW interviews take place at the Hotel Shattuck Plaza, which is just steps from the Downtown Berkeley BART Station, from Tuesday, July 30, through Friday, August 2.

Interviews are scheduled between 9:00 a.m. and 5:00 p.m. and generally last only 20 minutes, though some may last 30 minutes.

There will be a student lounge located on the ground floor of the Hotel for you to temporarily store items and hang out between interviews. CDO counselors will be there throughout the day to answer your last-minute questions.

Resume Collect employers will reach out to students in whom they are interested in interviewing to arrange a mutually convenient time and place.

Some Perspective

EIW is just one of many job search tools at your disposal, and it focuses on a very narrow band of the legal employer spectrum.
Nationally, only about a quarter of all law students get their first job out of law school as a result of on-campus interviews. At Berkeley Law, the percentage is much higher, but it would still be a mistake to rely on EIW as your only job search tool.

Be the master of your own career decisions. Don’t just limit yourself to the employers coming to you (via on-campus interview programs).

In addition to our Resume Collect Program, the b-Line “Jobs” tab contains many opportunities with employers who are interested in Berkeley Law students, but not visiting campus. The next section of this Guide, entitled “Reaching Out To Employers Outside of EIW,” contains other alternatives to on-campus interviewing.

If you are interested in public interest, plaintiff’s side or government work, contact Melanie Rowen or Sara Malan, our public interest/public sector Attorney-Counselors. You may also want to visit our Public Interest Careers webpage and/or our Public Sector Careers webpage.

You can find also some additional ideas at our OCI Alternatives page.

What EIW Is Not

There is a lot of hype and, as a result, a lot of stress around EIW each year. It’s not unlike going through your first exam period as a first-year law student. Once you’ve had the experience, it’s de-mystified, and it’s easier to see it for what it really is.

EIW is merely a job search tool, and quite a limited one at that. Your success or failure in it is dependent on many variables, only a few of which are within your control. It is not a predictor of your likely future success as a lawyer, nor of your intrinsic worth as an individual.

Just as you should not stress out over EIW, you should not stress others out. If you are experiencing a certain amount of success, please be sensitive about sharing it with others, intentionally or not. For example, when you are complaining to your friend in line at Café Zeb about how difficult it’s been to schedule all your callbacks, be mindful that the person behind you may be committed to pursuing a public interest career that will almost certainly entail a much longer and more difficult summer job search.

How Do You Participate? (b-Line)

The OCI (on-campus interview) tab of b-Line, CDO’s online database, enables you to:

- search for employers participating in EIW and Resume Collect
- obtain some basic information about each employer (including whether a particular employer requires applicants to have a technical background/graduate degree, practice-specific interest demonstrated by course work, or foreign language capability)
- bid for EIW employer interviews
- submit application materials for EIW and Resume Collect employers
- forward customized resumes to each employer
- review and change your EIW interview schedule (within prescribed timeframes)

You can access b-Line by clicking on the link in the right sidebar menu of the CDO homepage.
After bidding closes, b-Line randomly processes the bids and builds the employers' interview schedules. For more details on how the bidding process works and how interview slots are assigned, see the “Bidding Information and Strategy” sections below (starting at page 9).

NOTE: EIW employers and Resume Collect employers are listed under separate OCI sessions in the OCI tab of b-Line. Select “2019 EIW” as the OCI session to find EIW employers and “2019 EIW Resume Collect” as the session to view the Resume Collect employers.

**REACHING OUT TO EMPLOYERS OUTSIDE OF EIW**

This Section addresses the question of whether it is a good idea to reach out to firms in advance of EIW. You may also be wondering about job postings you may have seen in advance of EIW from firms who participate in EIW or noticed “precruiting” announcements on their websites inviting applications for 2L summer associate positions before EIW.

1. **The Short Answer**

You should not apply to firms participating in our EIW before EIW (for the reasons stated below in sub-section 2).

Some of you, however, may want to reach out to a few alums or others in your professional networks to learn more about a practice area or firm in which you may be particularly interested. These informational interviews should be a selective effort, and you need to exercise caution if you choose to do them. While they may be helpful in preparing for EIW, they are by no means necessary to succeed in the process. Learn more about selective outreach in sub-section 3 below.

If you plan on working outside of California for your 2L summer, then it will make sense for you to apply early to offices of firms in your chosen location, but only those who will not be participating in Berkeley Law’s EIW. The process for applying to non-EIW firms outside of California is described in sub-section 4 below.

2. **Reasons For Not Applying To/Interviewing With EIW Employers Before EIW**

   A. First and foremost, Berkeley Law now has [an express written policy](#) against this practice. Many legal employers, particularly those in California, actually requested that we have such a policy to level the playing field and to bring us in closer alignment with several of our peer schools that have had longstanding policies against “precruiting.” The reasons for this policy are set out in paragraphs B through E below. Keep in mind that the policy only applies to employers who are registered to participate in our EIW.

   B. You will lose your EIW “Lottery Advantage.” Our EIW (in which nearly every CA firm large enough to have a summer associate program will participate) is 100% lottery. That means employers do not get an advance look at your grades and do not choose interviewees. While employers will ultimately see your transcript before making a final hiring decision, it can be a distinct advantage to have the opportunity to make a first impression in person rather than allowing them to pre-judge you based on your grades. If you apply outside the EIW process, firms can ask for, and will consider, your grades in deciding whether to meet with you. If they decline to do so, but you later obtain an interview with them through EIW, they will have already seen your transcript and formed an initial impression of you.
C. Outreach and any required follow up can be time consuming. Drafting and submitting customized application materials as well as preparing for interviews for your next summer position while you are trying to succeed in your current one is an unnecessary, and potentially costly, distraction. If you are targeting EIW-type firms for 2L summer, your priority for your 1L summer should be making a good impression on your current summer employer in order to be armed with a strong reference as you head into the recruiting season in late July.

D. The vast majority of recruiters, particularly those in CA, prefer you not apply early. They are focused on their current summer associates and would prefer not to deal with applicants until the recruiting season starts in late July/early August. The outliers consist primarily of a few firms in New York City and a couple in DC. They tend to have summer associate programs of 100 more, which requires them typically to do 400 or more callback interviews. By contrast, the largest summer classes in the Bay Area and LA are more like 25-30 students. Many are in the single digits. They do not feel the same pressure to get interviews and callbacks underway before the start of the busy and compressed recruiting season.

E. Summer associate classes will not fill up before the recruiting season gets underway. The firms that do accept early applications and do conduct early interviews are not necessarily extending early offers. According to NALP, only about 5% of all offers in 2018 nationally were extended early, and about three-quarters of all firms made no early offers whatsoever. Moreover, even those that do extend early offers (the vast majority of which are located in New York City) will be required -- under rules promulgated by law schools at which they recruit that are similar to our rules -- to keep those offers open for at least 28 days after the start of the offeree’s on campus interview program. If a school’s OCI starts on August 1, a firm that extends an early offer to a student from that school will have to keep it open until August 29th. NALP data shows that law students (sensibly) tend not to accept early offers right away but prefer to keep them open to compare with other potential offers they may receive during the regular recruiting season.

NOTE: The reasons contained in paragraphs B through E above would apply with equal force against participating in the Bay Area Diversity Career Fair (BADCF). However, Berkeley Law’s Policies recognize an exception for early interviews that are part of organized job fairs. We would encourage you, however, to meet with a CDO attorney-counselor to discuss the pros and cons of participating in the context of your particular circumstances.

3. Reasons For Selectively Reaching Out To Alums/Contacts Before EIW

Some key questions that you will need to have answers for during EIW interviews are: “Why are you interested in our firm?” and “What do you want to do with your law degree?” and “What areas do you want to practice in?” Meeting with lawyers at EIW-type firms is one way of preparing – and practicing – your answers to these questions. You can meet with them not only by attending firm receptions and other networking events, but also by contacting alumni (or others you identify through your professional network) who are doing work in which you are particularly interested or who are at firms that are high value targets for you.

Requesting informational interviews can preserve your ability to make your own first impression (rather than having your grades or your other formal application materials do it for you). It is also a way of underscoring your genuine interest in particular firms. However, this is not something you would do for every firm – or even most firms – on which you intend to bid. In fact, according to national data, nearly 60% of students had no prior contact with the firm whose offer they ultimately accepted.

Consult the CDO’s Guide to Connecting To The Berkeley Law Alumni Network for more information. As the
Guide suggests, you do have to be thoughtful about this process. You need to be thoroughly prepared and you need to assume that the person you contact may have a say – positively or negatively – in your potential future with his employer. You may also be asked for your grades, which you may not want to hand over pre-EIW. For all these reasons, we strongly recommend that you make an appointment with a CDO attorney-counselor to review your approach and help you prepare.

**NOTE:** This advice to proceed cautiously is limited to networking with EIW-type firms during the summer immediately prior to EIW. Our guidance about networking widely and energetically still applies in virtually every other context.

### 4. Applying To Out-Of-State Employers Not Participating in EIW

Neither Berkeley Law’s Policies nor law firm best recruiting practices would prevent you from reaching out or applying to out-of-state employers not participating in EIW. In fact, if your target geographic market is outside of California, we would encourage you to supplement your EIW bids with direct applications to non-EIW firms.

**NOTE:** Berkeley Law’s Policies likewise would not prevent you from apply to, or interviewing with, a particular office location of a firm if that particular office location is not recruiting through EIW unless the employer is conducting multi-office or all office interviews. You can find more instructions for, and advice about, applying to multiple offices in the “Bidding Information and Bidding Strategy” Section below.

**How Can I Find Non-EIW Firms In My Target Geographic Area?**

Start by searching the [NALP Directory](#) for firms in your chosen area. Then, search the list of EIW participants by location via the OCI tab of b-Line (or in the “EIW Schedules Sorted by Location” report in the b-Line Document Library). Remove the EIW participants from your NALP list.

Next, check the Jobs tab on b-Line to see if the non-EIW firms have posted a 2020 Summer Associate position. If so, follow the instructions on how to apply. Check the jobs board regularly throughout the summer for new listings.

**How Do I Apply To A Non-EIW Firm That Has Not Posted a Job on b-Line? What if a Firm Is In EIW, But Is Not Interviewing for the Office In Which I am Interested?**

In either case, go back to the [NALP Directory](#) and see whether the office location in which you are interested has recently had a summer associate program (via the “Recruitment & Hiring” tab). If a firm had a summer program for the summer of 2019, they will likely have a program again next summer.

If yes, conduct additional research on the office to customize a cover letter that will accompany your resume.

Apply directly through the firm’s website or application portal (if available). If you are unable to find a way to apply through the firm’s website, email your materials to the recruiter listed for that office on the NALP Directory. In the absence of other instructions, you should send your resume and a cover letter. For advice about drafting your resume and cover letters, see the “Putting Together The Application Packet” section of the [Career Resources Library](#).

**When Should I Apply?**

It depends on where you are in your research and what geographic market(s) you are targeting. However, we recommend you have most direct applications submitted to firms by the end of July. Students interested in NYC or DC offices should try to have direct applications to non-EIW firms by the week of July 4th.
Should I Bid on a Firm’s Schedule if I am Interested in an Office For Which They Are NOT Specifically Interviewing? (e.g., should I bid on a Los Angeles schedule if I am only interested in the firm’s Seattle office?)

No. It would be a wasted bid and some employers may be put off by this. In addition, it may prevent a classmate from getting an interview spot for an office they are actually interested in. However, if the firm has a hospitality suite, you could stop by to express your interest in an office for which they are not interviewing on campus.

PRACTICE AREA RESEARCH

If you have not already done so, you should take some time well before EIW to figure out your practice area interests. Along with geographic preference, it tends to be among the most important factors students consider in determining which employers to pursue. (NOTE: the next Section is devoted entirely to “Employer Research.”) Moreover, many, though not all, firms are expecting summer job candidates not only to be thinking seriously about their practice area interests, but to express an interest in a particular practice area or areas during the initial interview. You should also be prepared to explain the reason(s) for those interests. It would be even better if you can point to prior experiences on your resume that support your reasoning.

Of course, once you’ve chosen a practice area or areas, it will be an important part of your employer research to determine whether your target employers actually practice in those areas. You will also need to have a sense for the extent of those practices relative to other practice areas that exist at the firm. A law firm’s own website as well as the NALP Directory of Legal Employers contain information about the number of attorneys in each firm’s practice areas. If there are only a few lawyers practicing in your chosen area, there may not be sufficient demand for hiring a summer associate to work in that area in a given year.

Here are some resources that may help clarify your practice area interests:

1. Major, Lindsey & Africa’s Practice Area Summaries
2. Chambers Associate Practice Areas Summaries
4. Vault’s “Guide to Law Firm Summer Associate Programs & Interviewing”

Berkeley Law subscribes to Vault, so you are able to access the last 2 listed resources here. (There’s also a quick “Access Vault” link on the bottom right of the CDO homepage.) You’ll need to enter your CalNet UserID and passphrase at the authentication screen and then create an account in Vault if you haven’t used it yet.

EMPLOYER RESEARCH

CDO Webcasts

Making sense of all the information available to you about employers coming to EIW and Resume Collect (as well as those you might reach out to during the recruiting season) can be daunting. We have two webcasts to help you decide what is important to you in an employer and how to find it, and how to learn
more about individual firms.

If you want to know what other students have found to be important factors in choosing an employer, or if you have a sense of what you’re looking for and want to find firms that meet your criteria (or make sure your list of employers is complete), watch *How to Develop a List of Employers* (approx. 20 min.)

**NOTE:** For advice about “splitting” your summer between two different firms or between different office locations of the same firm, see the “What About ‘Splitting’ My Summer?” Section below.

If you know you are interested in a certain firm, and want to find out more about it (to decide whether to bid, to prepare for your interviews, or to decide whether to accept an offer), watch *How to Research an Employer* (approx. 20 min.)

**CDO Research Guides**

We also have two written resource guides to assist you in your research process: 1) a quick *one page summary* with links to the most popular sites students use; and 2) a *more detailed guide* that is organized by research inquiry (e.g., how to research firms that work in a particular practice area). We’ll be posting some additional research related resources shortly and email you about them as they become available.

In addition to these resources, once the OCI module in b-Line goes “live” each June, you can find links to EIW participating employers’ websites directly via *b-Line*. (Click on the OCI Tab and then on the “Review” button next to an employer’s name.)

**Summer Employment Evaluations**

*b-Line* also contains students’ evaluations of their summer employment experiences going back to 2005. To view them, click on the “Summer Evaluations” link in the “Career Tools and Advising” section of the b-Line homepage (or click on “Profiles” then on “Evaluations” and then on “Search”).

To complete an online summer evaluation, follow the Evaluations link in the “Shortcuts” section of the b-Line homepage and click on “Add New.” **Once the bidding period opens, you will need to complete an evaluation in order to access b-Line’s OCI section.** (If you click on the “OCI” tab before completing an evaluation, you will be redirected to the “Evaluations” page). You have the option to complete the evaluation anonymously by selecting “no” in response to the question: “May students contact you for further information about your summer experience?”

These evaluations are for the exclusive use of current Berkeley Law students; employers do not have access to them.

**Published Surveys**

Several commercial enterprises put together surveys and rankings that may provide you with information that goes beyond the firm’s marketing materials. However, you should be just as circumspect with surveys and rankings as you would be with statements on a firm’s self-serving recruiting webpage. We offer the below without endorsement, but with encouragement that you take some time to understand their methodology and think critically about their conclusions.
• **Vault Reports Guide to America’s Top 100 Law Firms** (Berkeley Law pays for a subscription that you can access for free only by following the link on this page. There is also a “quick link” on the bottom right of the CDO homepage.

• **American Lawyer surveys** (see Surveys and Rankings section of the left side barmenu).

• **Chambers Associate**, a website that includes profiles of 100 of the largest law firms, including aspects of associate life, based on telephone interviews with junior attorneys from across the country.

• **USA Guide to the Legal Profession** (with rankings), published by the London-based Chambers and Partners.

• **The Legal 500**, a compilation of law firm and practice area rankings broken down by country.

**Other Key Resources**

**NALP (National Association for Law Placement) Directory of Legal Employers** profiles over 1,500 private legal employers and over 100 public interest/public sector employers and provides information about their employment practices and policies.

**Martindale Hubbell® Listings** is a searchable directory of lawyers and law firms that contains, among other things, information about firm practice area specializations, their key clients, and background information about their attorneys. There are many search filtering options – even more if you access Martindale via your Lexis student account. For example, you can use Martindale to search for Berkeley Law alumni practicing a certain type of law in a particular geographic area.

**Contact a CDO attorney-counselor or make an appointment** to develop a customized employer research strategy.

**What About Splitting My Summer?**

The question of splitting your summer between two employers (or between two different offices of the same employer) is difficult to answer in the abstract. It is probably best discussed with one of the attorney-counselors who can advise you based on your individual circumstances. The **NALP Directory** has information on whether a particular firm allows splitting.

Merely raising the issue of splitting has the potential to complicate your quest for employment. Many firms are less than enthusiastic about it – even if they allow it – and almost no firm wants to occupy the “second half” position. The conservative strategy is to raise the issue of splitting with employers only after you have offers in hand.

In general, there are many potential downsides to splitting your summer, especially when you are considering a split between two different firms in the same city. Downsides include: (1) not having enough time to develop strong relationships; (2) not having sufficient time to correct a mistake or a negative first impression; (3) not having enough time to evaluate the firm; and (4) signaling (rightly or wrongly) that you may not be as interested in, or enthusiastic about, the firm (or that particular office) as others who are not splitting.

Splitting between two different offices of the same firm or between a public interest organization or
government office and a firm has less downside risk (although even here, there remains a possibility that the employer takes it as a signal that your loyalties may be divided). If you are an otherwise desirable candidate from the employer’s perspective and have a strong desire to experience working in more than one type of setting, the possible negatives may not be sufficient to outweigh the very real benefits for you.

When it comes to splitting with a public interest organization, several firms have well-established programs in which participants work part of the summer for a public interest organization but continue to receive their law firm salaries. The CDO’s Law Firm Pro Bono Resources page contains a link to a list of such programs. Obviously, for these firms, there is little risk of them questioning your commitment to them based on your desire to pursue public interest work as part of their established program.

**NOTE:** For more information about potentially bidding on/applying to multiple offices of the same firm, see the “Bidding on Multiple Offices (Different Locations) of the Same Legal Employer” Section below.

**PERMITTED EMPLOYER PREREQUISITES VERSUS PREFERENCES**

**Prerequisites**

Bids are processed randomly. Employers are not permitted to “pre-screen” students and specify who they want to interview. However, employers are permitted to specify the percentage of 2Ls and 3Ls they are interested in interviewing.

In addition, employers are permitted to specify that students interviewing with them have either:

- a technical background (e.g., an advanced science degree);
- a particular language skill; or
- practice-specific interest demonstrated by course work (e.g., tax).

They are not permitted to impose any other prerequisites on students seeking interview slots with them. If a particular employer has specified that a student must satisfy one of the above permitted prerequisites, an “Additional Requests/Information” (“i”) icon will appear to the left of the employer’s name on the OCI homepage of the b-Line. (You can also find information about prerequisites – and other information about an employer, including a link to its website – by clicking on the “Review” button next to the employer’s name on the OCI homepage.) If you do not satisfy a permitted prerequisite, you should not bid on that employer. If you do, and your submitted resume demonstrates that you do not satisfy the specified prerequisite, your name will be removed from the employer’s interview schedule and you will have wasted a bid.

**Stated Employer Preferences**

While the CDO does not encourage the practice, it does not prevent employers from also using the “Additional Requests/Information” feature of b-Line to state qualifications they prefer interviewing students to possess (such as “journal member” or “top 25%”). An employer’s stated preference, however, has no effect on a student’s eligibility to bid on an interview slot with that employer. Nor does it make it any more or less likely that a student’s bid on that employer will succeed in being assigned an interview slot. Statements such as “top 25%” may be a standard criterion or rule of thumb that the employer states
at all schools where it recruits, which, in reality, may be a hard and fast rule at one school and something they may be flexible about at another.

**HOW EMPLOYERS RECEIVE YOUR RESUMES**

**Access to Resumes**

Prior to your scheduled interviews, employers will have access only to your resume. You need to bring collated copies of your other interview materials – your law school transcript, writing sample, and a list of references – with you to each interview. (NOTE: Transfer students should bring their transcript from their previous law school.) You should also have extra copies of your resume on hand in case the employer did not bring a copy to the interview. For information on preparing your resume and having it reviewed by a CDO counselor, see the “Resumes, Transcripts, References, and Writing Samples” Section below.

In order for employers to be able to see and download your resume, you must: 1) upload it; and 2) electronically attach it to each bid through b-Line. You can upload multiple versions of your resume (for example, one version for law firms and one version for government employers, or a version for New York employers and another for California employers). You will be able to choose – at the time you submit your bids – which version a particular employer will receive. Be sure to label each in a way that will make your resumes readily identifiable when you bid.

An employer will be able to view and download the resumes of each student who bid on it, regardless of whether the bid was successful. It’s possible, therefore, that you may be contacted by employers on whom you bid but did not get an interview. It is not uncommon for them to seek to arrange an interview for an unsuccessful bidder outside of their formal interview schedule (perhaps after 5 p.m. or before 9 a.m.). Employers will not have online access to any resumes other than those of students who bid for interview slots with them.

The process for submitting your resume to a Resume Collect employer is the same. Instead of attaching your resume to a bid, you will be attaching it to an application. (NOTE: Even though you are not actually bidding for an interview, you will need to assign a number to your application via the Bidding/Application dropdown window in b-Line. The number you select for each Resume Collect employer in the Resume Collect Session will have no bearing on the priority or status of your application, but merely acts as a placeholder in the system.)

Keep in mind that employers will also be able to view the filename you assign your resume, so do not give it a name that you do not want employers to see. Further, to help employers identify your resume, it is recommended that you incorporate your last name into the filename (e.g., smithfirmresume, smithgovresume, etc.)

**Tracking Changes**

If you or anyone else who reviewed your resume used any revision or editorial tracking feature (such as “Track Changes” in Word), be sure that the version you upload into b-Line has been finalized (i.e., all changes have been accepted or rejected, all comments have been deleted, and the file contains only one version of the document). This will ensure that employers see the final, changed document and not the history of your edits.
Uploading Your Resume into b-Line

The uploading process is accomplished by clicking on the “Documents” tab at the top of your b-Line homepage and following the instructions. We strongly recommend uploading a PDF of your finalized resume. This will lock in your formatting. Be sure to view your converted resume in b-Line to verify that it appears as you would like it to for any employer who will be viewing it.

Attaching Your Resume to a Bid

You can attach any uploaded version of your resume to each one of your bids (or, in the case of Resume Collect employers, applications). If you fail to attach any version of your resume to a particular bid by the time bidding closes, b-Line will automatically attach your “default” resume to that bid and make it available to that employer. Your default resume is the one you have designated as such (via the “Documents” homepage of the b-Line). If you have not made a default designation, b-Line will use the first version you uploaded as your default resume.

Changing the Version of Your Resume Attached to a Bid

Once you have selected a version of your resume and attached it to a bid/application, that selection is “sticky.” Simply replacing an existing version with a revised one in the Documents section of b-Line alone will have no effect on the versions that have already been attached to your existing bids/applications. To substitute the revised version for the original version attached to your existing bids, you need to go to the “Employers/Apply” tab and individually update each bid affected (via the “Review” button). Or, if you are using the same version of your resume for all your bids, click the “Update All” button in the upper center box labeled “Default OCI Resume.” Please note that once the bidding/application period has closed, you will not be able to change the resume associated with any of your bids/applications.

What to Bring To Your Interviews

Bring collated copies of the following materials to each interview: current resume, photocopy of your official law school transcript, writing sample, and a list of 2 to 3 references. Please do not upload transcript documents into b-Line. For more information about what/whom to use as writing samples/references, see the “Application Materials” section below. Some employers have requested that students bring additional materials to the interview, such as a cover letter or an undergraduate transcript. Employers with additional document requests or other information will be indicated by an “i” icon on the employer’s schedule entry in b-Line. Click on the “Review” button next to the employer’s name on the OCI homepage to obtain the details of their request.

BIDDING/APPLICATION INFORMATION AND STRATEGY

The maximum number of interviews you can receive in EIW through the lottery is 20 (there is, however, no limit on the number of additional interviews you can obtain through the “open sign-up” process – see below for details).

There is no limit imposed on the number of bids, but we believe that submitting more than 50 would be excessive for a 2L. On the other hand, you should bid on at least 35-40 firms to ensure you achieve something close to the 20 interview maximum. (In the past, most 2L students have done at least 20 EIW interviews, when including those obtained through the open sign-up process.) Given the scarcity of 3L slots,
we suggest that 3Ls bid on as many firms as they can.

There is likewise no limit on the number of applications you can submit to employers in Resume Collect.

**How to Bid/Apply**

You place bids on EIW employers (and apply for Resume Collect employers) via the OCI homepage. Remember to select “2019 EIW” as the Session to view employers in the EIW lottery and “2019 EIW Resume Collect” to see those in Resume Collect. Keep in mind that you will only be able to view the schedules of employers who are interested in students from your class year. (As noted elsewhere in this Guide, you will need to fill out at least the few required fields of the Summer Employer Evaluation before you can access the OCI section of b-Line. If you click on the OCI tab prior to completing an evaluation, b-Line will re-direct you to the Evaluations page.) For EIW employers, you will rank your bids in order of preference, subject to the strategic considerations set out in the following Sections.

To place a bid on a particular employer, select a ranking number from the pulldown menu in the column marked “Bidding” next to the employer’s name. There is no “submit” or “enter” button. Employers do not see the rank you assign them. If you decide to change an employer’s ranking, b-Line will automatically adjust the ranking numbers of your other existing bids, if necessary. You can change your bids up until the date and time bidding closes. After that, your rankings will be “locked.” So, make sure that your bids are ranked the way you want them prior to the close of bidding. We recommend that you print the screen containing the final version of your bids for your records.

For Resume Collect applications, you will still need to select a number for each your applications from the pulldown menu in the Bidding/Application column even though you are not actually bidding on interviews. The numbers are merely placeholders to meet the limitations of the system and have no bearing on the priority or status of your applications.

You must upload at least one version of your resume on b-Line before you will be permitted to bid. As mentioned in the “Access to Resume” Section above, you will be able to choose – at the time you submit your bids/applications – which version a particular employer will receive. Be sure to label each in a way that will make your resumes readily identifiable when you bid/apply.

You do not gain any advantage by submitting your bids early in the time period when bids are being accepted. It is only after the bidding period closes that b-Line randomizes the order of participating students and begins to process bids according to their rank. At the same time, the process of submitting your bids may take longer than you think (and you may encounter unexpected accessibility/connectivity problems), so don’t wait until the last minute. Once the processing of the bids has begun, there is no reversing it, so no extensions to the deadline can be granted.

**Bidding on Multiple Offices (Different Locations) of the Same Legal Employer**

Many employers participating in EIW have offices in several different locations. This section addresses whether, and if so how, to interview/bid on multiple office locations of the same law firm.

**Should I Bid On/Interview With Multiple Offices of the Same Law Firm?**

Ultimate hiring decisions are almost always made at the individual firm office level and they are generally looking to filter out candidates that they do not think will stay to meet the business needs of that office for at least the medium term (a few years) after graduating. So, if you applied to offices of the same firm in very different geographic regions -- which they will know because their recruiting systems are integrated
across offices -- they may wonder about your level of commitment to a particular office location.

**NOTE:** Silicon Valley and San Francisco would NOT be considered different regions and the same is true of LA and Orange County.

The conservative advice, therefore, is not to apply to the same firm in different regions. An exception would be if there was something unique about the firm that would be true in different office locations (e.g., a particular practice area) and that would take precedence over your chosen area in which to live. Another rare exception would be firms with 1500+ lawyers in the U.S. (of which there are probably fewer than 5) that also have large summer programs in each of the different offices in which you are interested.

You should not go to a multiple-office firm thinking that it will be easy to “transfer” from one office to another. Generally speaking, each office makes its own decisions based on its unique needs. Moreover, each office aims to satisfy all of its hiring needs from the ranks of its previous summer class. That is why on-campus interview slots for 3Ls are (relatively) few in number. A student who spent his 2L summer in the New York office and then later decides he wants to practice in the firm’s LA office after graduation can only do that if: (1) the LA office actually has a (previously unanticipated) need for an entry level associate in the student’s practice area; AND (2) the student interviews with the LA office and they conclude they want to hire him (granted, references from the firm’s lawyers in NY will likely help a great deal in satisfying this second requirement). So, while a transfer may be possible, it is by no means a given.

**If I Still Want to Bid on Multiple Offices, How Do I Do It?**

If you do decide to pursue multiple offices in different geographic areas -- or if you are interested in multiple offices in the same area (e.g., Silicon Valley and SF, or LA plus Century City and Orange County), -- here is some information about how to bid on them:

Some EIW multi-office firms have individual interview schedules for each office location (or for subsets of locations), while others are interviewing for all of their locations on a single schedule. If the latter, you would simply submit a bid on that schedule. You would then express your location preferences in two ways: 1) by adding your location preferences at the very top right corner of your resume; and 2) by letting the interviewer know your preference at the time of your interview.

If firms choose to have multiple schedules for different offices, they can further choose whether they want you to interview for each office separately or whether they only want to see you once during the EIW phase of interviewing. If the former, you would bid (and potentially obtain an interview slot on) more than one of their schedules. If the firm does not permit multiple interviews for different offices, then an orange triangle surrounding an exclamation point will appear next to the employer’s name on the OCI homepage of the b-Line. You are still permitted to place bids on more than one schedule, but, at most, only one of these bids will succeed; you will have the opportunity to express your interest in different offices at the one scheduled interview (and you should also add your preferences to the top right corner of your resume on the versions you submit to that firm). Once you are granted an interview on one schedule, your remaining bids (if any) for that employer will be voided and the ranking of your remaining bids on other firms will move up accordingly.

Feel free to contact any member of the private sector counseling team if you have any questions about applying to multiple offices of the same firm.

**NOTE:** If the employer has only one EIW interview schedule, but that schedule has an orange “!” icon, it can be ignored. The icon is only relevant for employers with multiple interview schedules.
How b-Line Processes Bids

At the close of bidding, b-Line randomizes the students’ bid entries and begins filling the employer schedules by processing students’ first ranked bids. It then moves down to the second ranked bids and begins processing those in random order and so on. When b-Line encounters a student whose highest not-yet-processed bid cannot be assigned an interview, that student’s next-highest ranked bid will then get priority in the next round of processing.

A student’s bid cannot be processed when:

- the employer’s interview schedule has filled, or
- the only available slots are reserved for students of another class year, or
- there are no available slots that do not conflict with one of the student’s already scheduled interviews.

Strategic Implications of this Process

There are a few key elements that determine bidding success:

Rank and Popularity
Obviously, anyone who places an employer at a higher rank than you will have his or her bid processed before yours (although this does not necessarily mean he or she will receive an interview). Moving an employer up by just a single rank can substantially increase your odds of receiving an interview, if the employer will be in high demand. To help you gauge that demand, you may want to consult the Bidding, Callback and Offer Data Report, which, among other things, contains information about the number of bids an employer received during last year’s OCI. This Report is posted each year to b-Line’s Document Library in June.

Number of Slots and Popularity
Your chances of receiving an interview also depend on the number of interview slots (e.g., larger employers may have multiple concurrent interview schedules; smaller ones may have only a half-day schedule). If you determine that an employer will likely have more slots than bids, you might consider assigning it a lower rank. The Bidding, Callback and Offer Data Report can assist you in making this determination. Similarly, you would likely not succeed if you placed a popular employer with only two interview schedules at the end of your list; their schedule will likely be filled before b-Line reaches your bid.

Employers’ Class Year Preference
Employers designate how many students from each class year they would like to interview. Class allocation can affect the actual number of interview slots available to you, as well as the total population of potential bidders. A schedule with a 50-50 2L to 3L allocation will have more potential bidders (interested 2Ls as well as 3Ls); however, only about half the slots will be available to you.

Deciding how to rank your bids, no matter how many factors you take into account, is still largely guesswork. If you attempted to calculate as thoroughly as possible the odds of getting a particular interview, you would still have to rely on many assumptions. Also, keep in mind that data from last year’s EIW reflects conditions that existed in the legal marketplace at that time and may have changed.
POST-LOTTERY WAYS OF OBTAINING EIW INTERVIEWS

After the bidding process is completed and interview schedules are generated (and made available via b-Line), there are still other opportunities for obtaining interviews.

Making Direct Contact

If your bid on a particular employer turned out to be unsuccessful, consider reaching out to them directly. Contact information can be found in the employer details in b-Line (click on Review -- also, more office specific contact information may be available via The NALP Directory of Legal Employers). Let them know that you were hoping to get an interview through the bidding process, that you were unable to, and that you would be interested in meeting with them outside of the EIW schedule. Keep in mind that such an interview would be outside of the EIW process, which means that an employer could, in that situation, ask you for a copy of your transcript before agreeing to meet with you. (Whereas, if your bid had been successful, the employer would not have been permitted to ask for your transcript prior to your EIW-lottery-scheduled interview.)

Also, keep in mind, as we discussed previously in this Guide, that an EIW employer will be able to view and download the resumes of each student who bid on it, regardless of whether the bid was successful (although they will not know the rank you assigned to a particular bid). It’s possible, therefore, that you may be contacted by employers on whom you bid but did not get an interview. It is not uncommon for them to seek to arrange an interview for an unsuccessful bidder outside of their formal interview schedule (perhaps after 5 p.m. or before 9 a.m.).

Open Interview Sign-Ups

You may also be able to secure an interview with an employer after the lottery via the Open Sign-Up Process. (You can also use this process to reschedule an existing interview to an open time slot).

Here’s how:

1. At 9:00 a.m. on the morning after interview schedules become available, students will be able to determine whether an employer’s schedule contains open time slots by reviewing the “Available Dates” column on the employer list in the OCI section of b-Line. For employers with available time slots, the date in that column will be enclosed in a clickable box. (You will not be able to click on the date of an employer whose schedule is full.) Click on the date button to review the available times and sign up for a slot.

Do not sign up for an open slot with an employer if you do not meet their permitted hiring prerequisites. You can review an employer’s permitted prerequisites by clicking on the “Additional Requests/Information” (“i”) icon next to the employer’s name or by clicking the “Review” button next to the employer’s name on the OCI homepage. If you are already on a schedule of a multiple office firm that requires that you interview only once for that firm, b-Line will not allow you to sign up for a second interview slot. You risk losing both interviews if you attempt to do so.

New open slots will be created whenever a student cancels an interview (see the “Student Cancellations” section below for instructions and important restrictions relating to interview...
cancellations). Accordingly, if you are interested in a particular employer, you should check the employer’s schedule regularly because slots may open up at any time during the permissible cancellation period.

2. At the time you sign up for an open slot, you will be able to specify which uploaded version of your resume you want to make available to the employer. If you do not select a version, b-Line will allow your “default” version to be viewed and downloaded by this employer. You should not assume that the employer necessarily will have downloaded and reviewed your resume prior to your interview (especially if you sign up only a few days before the interview date). Accordingly, you should always bring a copy of your resume to your interviews. (In fact, it is a good practice to bring extra copies of your resume as well as your other application materials to all your on-campus interviews.)

You will be able to sign up for any open time slot on an employer’s schedule via b-Line up until 5:00 p.m. on the day before the interview is scheduled to take place.

**Hospitality Suites**

You may also be able to obtain an interview by visiting an employer’s hospitality suite during EIW. Not every firm will have a hospitality suite, but there will be several at various locations throughout the Hotel Shattuck Plaza during each interview day. They are essentially "open houses" staffed by one or two firm recruiters and sometimes a few junior attorneys (who are often Berkeley Law alums). The firms’ purpose in hosting hospitality suites is twofold. First, they want to meet more than just the students on their interview schedules. Second, they want to reinforce their contact with those with whom they are scheduled to meet (or with whom they have already met).

They are anxious to talk to anyone who is interested in learning more about the firm, though a good part of the conversations that take place are light and informal. At some point after exchanging pleasantries, it would be appropriate to express your interest in the firm and ask some questions about it. The recruiter may ask for your resume (and/or transcript, references and writing sample, so bring lots of extra copies every day of EIW). In the past, we've even seen these conversations lead into a sort of impromptu interview.

We encourage you to take full advantage of these hospitality suites (it's amazing how often we've stopped by and seen only one or two students in a hospitality suite). At a minimum, it is an opportunity -- in a no-cost, low pressure setting -- to practice your professional conversational and networking skills as well as your "sales pitch" and interview answers. It could also lead to an interview with the host firm.

If you are already scheduled to meet with a firm, stopping by its hospitality suite is a great way to make yourself more memorable and demonstrate your level of interest. You can also gather more information to help you make a better decision. You could do this either before or after your interview. The firm representatives in the hospitality suites are there specifically to talk to you, so don't hesitate to stop by as many as you can. The CDO will send out an email and also post a list of firms with hospitality suites, along with dates and locations, a couple of weeks before the start of EIW in the Documents Library section of b-Line.

**Stopping By The Interview Room During An Interviewer’s Break**

In the absence of open interview slots -- and assuming your target employer does not have a hospitality
suite -- you can also try to stop in and see the interviewer for that employer at the Hotel Shattuck Plaza (where all the EIW interviews are held) during one of their scheduled breaks, or before the start or shortly after the end of the interview day, and drop off your application materials. Just be sure that you are not encroaching on an already scheduled interview.

**CANCELLING INTERVIEWS**

**Student Cancellations**

If you must cancel an interview, you need to do so via b-Line before 5:00 p.m. three days prior to the interview (e.g., if your interview is anytime on Friday, you must cancel by 5:00 p.m. on Tuesday). This deadline does not apply to 3Ls who are awaiting an offer from their summer employer. b-Line will not accept cancellations after the cancellation deadline.

The interview cancellation policy is necessary in order to give adequate notice to employers – many of whom are traveling a great distance to meet with Berkeley Law students, and whose travel or work plans may need to be rearranged in response to a change in their interview schedules.

If an emergency arises after the online cancellation period has closed, you will need to meet with the CDO Assistant Dean or a designated staff person. Please do not call the Hotel or the employer directly to cancel interviews. Only CDO staff can process interview cancellations after the online cancellation period.

**FAILURE TO ATTEND AN INTERVIEW WITHOUT PROVIDING A TIMELY AND ADEQUATE EXPLANATION MAY RESULT IN THE CANCELLATION OF A STUDENT’S REMAINING SCHEDULED INTERVIEWS.**

ATTENTION 3Ls: Your 2L summer employers may not be able to make offers before you return to school. Therefore, we suggest that you bid for interviews as if you are going to fully participate in EIW. If you receive an offer and accept a job after submitting your interview requests, please cancel your interviews via b-Line immediately. If the online cancellation deadline has passed, please contact the CDO as soon as possible.

**Employer Cancellations/Modifications**

Because employers notify us of their plans several months in advance, some of them find it necessary – despite the CDO’s best efforts to discourage them – to make adjustments after students have already submitted bids or have been assigned interviews. We ask employers to notify us as far in advance as possible about any changes in their hiring needs, but it is not unusual for us to receive very late requests for modification or cancellation of interviews. As noted above, as we receive cancellations and updates, we will be forwarding this information to affected students via the email addresses contained in their b-Line Profile. If you are notified of an interview schedule cancellation directly from an employer, we ask that you notify the CDO immediately.

We do not permit employers to “prescreen” interview candidates in EIW. We have notified all employers that they may not selectively cancel student interviews. However, they may cancel the entire schedule, if their hiring needs change, or they may cancel interviews for all students of a particular class year. If you encounter instances where you believe an employer is selectively canceling students from their interview schedule, please notify the CDO Assistant Dean immediately.
TRADING INTERVIEW TIME SLOTS

Should an unforeseen or unexpected conflict arise, you may, with permission, trade an interview time slot with another student on the same schedule.

Under no circumstances, however, can you give your interview time slot to any student who has not been assigned an interview with the same employer on the same schedule.

To view an employer’s interview schedule, click on the “Scheduled Interview” tab from the OCI homepage and click on the hyperlinked date next to the employer’s name. You will be able to view the names and the hyperlinked email addresses of other students on the same schedule. You may contact them to see if they are amenable to switching slots with you. If you find someone willing to switch, both you and that student need to send an email (or come by to see or call) Elizabeth Granlund (egranlund@law.berkeley.edu or 510-643-7242), who manages EIW scheduling, to process the trade. The email should include the employer’s name, the date of the interview, and the name of the student with whom you are switching.

We ask that you be considerate of your fellow students and be prudent in using this option – the person you are contacting for a slot trade may be receiving similar requests from other students, as well.

INTERVIEW ATTIRE

The CDO prepared an EIW Interview Attire Guide that covers shopping basics and gives you some visual examples of dos and don’ts. The images do not represent everything that is or is not appropriate for EIW.

Things to Remember:

Expect to get your suit tailored. Most suits don't fit well right off the rack (i.e. right when you buy them.) If you have difficulty buying regular clothes that fit well or that you are comfortable in, you will likely face the same problem when buying a suit so start shopping early.

Take advantage of any sales that may be going on -- especially 4th of July sales. You don’t need to spend a lot of money to look professional.

If you have any questions about your EIW interview attire, please reach out to a private sector attorney-counselor.

NOTE: The CDO has a several resources that provide general interviewing advice, which you can find here.

INTERVIEWER NAMES

Due to the fluid nature of their attorneys’ schedules and the demands of their practice, employers rarely know who they will be sending as interviewers until the very last minute. Accordingly, we will not know the interviewers’ identities with certainty until they check into the Hotel on the morning of their scheduled
interviews. As soon as all the interviewers are checked in, CDO staff will enter that information on b-Line.

Employers do have the ability to enter the name of the attorney(s) they are expecting to conduct their interviews at any time using b-Line (though there is no guarantee that, even if they choose to provide this information via b-Line, they will remember to update it when changes occur). You can view this information (if it has been provided) by clicking on the “Scheduled Interviews” tab towards the top of the OCI homepage and then clicking on the interview date in the “Interview Dates” column to the left of the employer’s name. Do not be surprised, however, if your interviewer turns out to be someone else.

RESUMES, TRANSCRIPTS, REFERENCES, AND WRITING SAMPLES

Resumes

You can find links to the CDO’s online guides on resume and cover letter writing in the “Putting Together the Application Packet” section of our Career Resources Library.

To have your resume reviewed by a CDO attorney-counselor, please read the Guide first, then update your resume and email it to us at career@law.berkeley.edu. A counselor will review your resume, make comments if appropriate, and arrange to get it back to you. Following these suggested revisions, either you or the counselor may request an appointment for resume counseling.

If you want your resume reviewed for EIW, please make sure to submit it to career@law.berkeley.edu as early as you can. The demand for counseling resources dramatically increases beginning in mid-June. Due to the volume of resumes and time constraints, CDO attorney-counselors will be unable to re-review or review revised versions of resumes that were previously reviewed in June or July. If you have any questions regarding a counselor’s comments on your resume, direct them to the counselor who did the original review and comment. Time and resources prevent us from allowing review by multiple counselors.

Transcripts

You should bring with you to each interview a photocopy (front and back) of your official transcript as it was prepared by the Berkeley Law Registrar. There is no need to – and please do not -- order multiple originals from the Registrar for this purpose. Photocopies are the expected norm. Transcripts from the UC Berkeley main campus or CalCentral printouts may not be submitted to employers. Knowing violation of this prohibition will be referred to the Assistant Dean of Student Services for appropriate action.

To order your transcript, go to the “My Academics” page of CalCentral. Then go to the Academic Records menu in the lower left sidebar and choose whether you would like an electronic copy of your transcript (for which there is a $1.90 charge) or a printed version (free). If you choose to receive the printed version, you will need to order it by July 8th in order to ensure that you receive it in time for EIW. Every student who plans on participating in EIW will need to order a transcript. You can designate a mailing address when ordering or you can pick it up in person from the Registrar. Electronic orders are processed and sent to you via email within hours. NOTE: When requesting a transcript online, please put “EIW” for the company name.

Once you receive your transcript, you will need to make enough photocopies to distribute to each of your interviewers during EIW, so be sure to build in sufficient time to do this prior to the first day of interviews.
(you will not be able to make photocopies at the Hotel Shattuck Plaza during EIW). You should also have several extra photocopies in case an employer asks you for one during one of your visits to a hospitality suite.

Keep in mind that EIW employers are interested in reviewing your transcript essentially for the purpose of determining how well you did in the courses that you have completed. By and large, they are not using the transcript to determine the classes in which you are enrolling (or have enrolled) for the coming semester, though they may well ask you that during an interview or you may well want to volunteer the classes you are signed up for to signal your interest in a particular practice area. Accordingly, don’t delay in ordering your transcript because you are concerned that the very latest changes/additions/deletions in your course enrollment do not appear on it. The key data that must be accurate for employers are your grades. You should take full advantage of the CalCentral process to complete your enrollment and insure the accuracy of all your information online before placing your transcript order.

References

You should line up 2 or 3 individuals who will be willing to serve as references for you prior to EIW. The general rule of thumb is that you should choose those individuals who are the most willing to say good things about you (e.g., your legal analytical and writing abilities, work ethic, your character) in the most enthusiastic manner. Legal employers tend to be most interested in what you have done since you have been in law school, so it would be preferable to use law professors, instructors, 1L summer work supervisors, or clinical instructors (as opposed to your college professors or non-law-related employers, unless you had substantial work experience prior to law school).

Always ask your potential references about their willingness to serve before you provide any potential employer with their contact information. The more informed your references are, the better the reference they provide is likely to be. Let them know what kind of employment you are looking for, how such employment fits your overall career plans, and to whom (as specifically as you can) you are planning to apply. Share your resume and other application materials with them if you think it will help.

Once you know a potential employer is definitely going to contact them, give your references a “heads up.” EIW employers will likely ask for references at the conclusion of the initial on-campus interview or at the end of your last call-back interview. You should have a document separate from your resume, entitled “References”, which you bring to all of your interviews. It should list the following information about each of your references: Name, Title, Business, Address, Telephone Number and Email Address. Here is a link to our resource on references and here is a link to a sample list of references.

Writing Samples

Your writing sample needs to be law-related, perfectly spell- and cite-checked, and grammatically correct and error-free. In the EIW context, shorter is probably better (that generally means 5-7 pages, with 10 or so pages being the upper limit). If you have something from your 1L summer work that satisfies these criteria, you should probably use it (provided you have the permission of the client and the employer and all confidential or identifying information is redacted). Alternatively, it is not unusual for students to use a sample from their 1L skills courses. Whatever you choose, have as many people as you can proof-read it. You can find a resource on writing samples here.
SCHOOL POLICIES/RULES RE: PROVIDING INFORMATION TO EMPLOYERS

It is imperative that all information presented on your resume be scrupulously honest and free of embellishment. The potential for misrepresentation of academic performance is of great concern to employers; they typically verify this information. Berkeley Law has established practices to ensure the fair and accurate presentation of students in the job search process, including procedures for the verification of statements concerning grades, journal membership, or other law school achievements that a student has made in a resume or other document. By making such statements to an employer in writing, students consent to the Law School verifying the substance of these statements at the employer’s request.

Participants in EIW are obligated to adhere to:

1. the policies of the CDO;
2. the Berkeley Law Recruiting Policies relating to the acceptance of offers of employment; and
3. basic standards of honesty, integrity, responsibility and respect for the rights of others.

Any falsification or misrepresentation of Law School grades or other records, recommendations or other qualifications is a violation of the Academic Honor Code. The Code also prohibits students from taking any improper action to gain an unfair advantage or place any other student at an unfair disadvantage in the career planning or placement activities of the Law School, whether strictly within the CDO or more generally.

If you list your grades, on a separate grade sheet, or in your cover letter, you must include a copy of Berkeley Law's Grade Key as it is found on the back of your transcript.

The faculty policy provides that students must not include any representation or estimate of class rank or Law School grade point average on a resume or in a cover letter. Any employer verifying student academic information with the Registrar will be informed that there are no formal provisions for student ranking within their class. If the CDO is informed that a student has provided an estimated rank or GPA to an employer, the student will be referred to the Assistant Dean of Student Services for appropriate action. There are only 2 exceptions: 1) providing rank information to a Judge in the context of applying for judicial clerkships; and 2) transfer students may include this information in the entry related to the law school from which they transferred.

REPORTING INAPPROPRIATE EMPLOYER BEHAVIOR

As a condition of participating in our on-campus interview program, employers are required to affirm not only our Recruiting Policies, but also our Non-Discrimination and Sexual Harassment Policy, which mandate that employers to treat our students professionally, respectfully, and free from discrimination. If you have an interaction with any employer that you believe is inappropriate, disturbing, or problematic in any way, please let us know. The CDO Assistant Dean, the Recruiting Manager and several attorney-counselors will be at the Hotel throughout EIW.

The Military’s Participation In On-Campus Interviews

The Career Development Office and Berkeley Law believe that all law students should have equal access to
all who interview on campus, and any employer who discriminates based on invidious characteristics, including gender identity, should not be able to have the advantages of using law school facilities.

However, under a federal law (known as the Solomon Amendment), which was upheld by the U.S. Supreme Court in 2006, CDO has no choice but to allow the U.S. military to participate, despite its discriminatory policies excluding transgender people from service. Under the Solomon Amendment, if the military were banned from recruiting on campus, Berkeley Law and UC Berkeley would face the loss of significant federal funding. Foregoing these funds would not only directly affect the cost and quality of our students’ educations, but would also affect, for example, government-supported scientific research conducted at the University that could lead to cures to life-threatening illnesses.

The military’s participation in on-campus recruiting should not be misconstrued as a sign of support for the military’s personnel policies. To the contrary, CDO and Berkeley Law remain committed to the principle of equal opportunity for all persons and to respecting the gender identity of every student.

AFTER THE ON-CAMPUS INTERVIEW – CALLBACKS

For the vast majority of employers participating in EIW, the on-campus interview is merely an initial screening interview. If, following the EIW interview, the employer is interested in employing a student, he or she will be invited to an additional round of interviews, known as the “callback.” Typically, the callback interview will be held at the employer’s office and will involve individual (or, sometimes, group) meetings with several attorneys. The callback typically involves an entire morning or afternoon and may even include a lunch or dinner. You will likely be asked the same types of questions that you were asked during the EIW interview.

Scheduling Callbacks

You must promptly acknowledge every callback offer (within a day or two) – even if you are not yet sure whether you are going to take it – and accept or reject it as soon as possible. You should not wait too long to decide and, if you decide to accept the callback, try to schedule it to take place as soon as you possibly can. Failing to timely respond to each invitation in some way (yes, no, or you need some additional time to think about it) will put your developing professional reputation (and the reputation of the Law School) at risk.

If your early results indicate that you are likely to get a large number of callback invitations, it is completely appropriate to respond to a callback invitation in the following manner: thank them for the invitation, indicate that you are in the process of determining your callback schedule, and promise to contact them as soon as you can to apprise them of whether you will be accepting the callback. Do not delay turning down a callback because you think it is impolite; it may open an opportunity for a classmate.

Berkeley Law’s Recruiting Policies govern the length of time offers extended through EIW are held open. These Policies are quite similar to those at many other law schools. Employers are required to leave offers open for at least 28 days from the date of the offer letter or until December 30th, whichever comes first. Employers may retract any offer that is not reaffirmed by a student within a 14-day period. These rules may affect employers’ callback patterns – while some firms may extend callback invitations to some candidates within a few days of the screening interview, other firms may not make callback decisions right away and may delay their callback process by one to two weeks, or even longer. The rolling deadline suggests that, if you are particularly interested in a firm, you should schedule the callback for that firm as soon as you are
practically able. For more information about the rules governing accepting or declining offers, talk to one of the CDO’s attorney-counselors.

To schedule the callback, follow the instructions of the person who extended the invitation. This usually means calling the recruiting coordinator at the firm (if you are in doubt, the recruiting coordinator is the person to call). Ask what the format of your interview will be and let him or her know if you have any particular interests or concerns. If you have physical disabilities which require some accommodation, you should mention it at this stage so that the recruiting coordinator can plan accordingly. (The Americans with Disabilities Act applies to interviewing and other recruitment activities.) Firms will often ask if you would like to meet with attorneys in a particular practice area. They will also usually accommodate other kinds of requests, such as interviews with women attorneys and attorneys of color, but keep your requests moderate, and express your desire to work with the firm's schedule as well.

Callbacks are very tiring, and you should take this into account when scheduling multiple callbacks. One per day is optimal. Callbacks with two different employers in a single day is usually possible if they are located near each other, but you will likely not be at your best by the time the final interviews of the day take place. In the event you encounter difficulties with scheduling or at the callback itself, remain polite, and let the CDO know about the problem.

**Declining Callbacks**

You may realize during the course of the fall recruiting season that you are not interested in certain callbacks. You are also likely to have periods where you are not sure whether you want to attend a certain callback or not. You need not attend every callback to which you are invited. The important thing in responding to invitations is to be very prompt and to express your appreciation, even if you are only calling to say that you are in the process of working out your schedule and will get back to them at a given date in the very near future. You should, of course, be as scrupulously courteous and professional about declining callbacks as you are throughout the recruiting process. Remember that delaying – or worse, failing altogether – to get back to an employer adversely affects both the firm’s recruiting efforts and your classmates who might want the slot you are holding.

There is no need to give detailed or deeply apologetic reasons for declining a callback. It is sufficient to state simply, and very politely, that you really appreciate their interest in you, that it was great to meet the interviewer and learn more about the firm, but that you will be unable to schedule a callback with them. Close by thanking them for taking the time to talk with you about the firm. Firm recruiters and lawyers are “professionals” and understand how the process works and that you likely have a range of options. Their reaction is usually to wish you well.

**What to Expect**

Callback interviews usually consist of a series of interviews with three to six attorneys (five is typical for large firms) individually in their offices or a conference room, and often a restaurant meal with other attorneys. The same basic rules apply to callbacks as to screening interviews: arrive on time, dress professionally, and bring extra copies of your resume, transcript and writing sample. Firms will be looking for the same qualities as they did during the screening interviews: smarts, motivation, professionalism, collegiality, etc (for more details, see the CDO’s Interviewing Resources.) The interview lasts from the moment you arrive at the firm until you exit several hours later. Keep in mind that the lawyers you meet will be evaluating you, and they will notice your interaction with everyone you encounter, including support staff and servers at restaurants. When you arrive, you will meet briefly with either an administrative staff
person or an attorney before the formal interview schedule begins. You will be given a list of the people with whom you will be meeting. Make an effort to remember their names, which can be difficult when you are meeting so many new people. Remember that you are also there to learn about the firm, so you can make an informed decision should you receive an offer. Get as much information as you can during the callback and observe the atmosphere and the people there as well. Would you like to spend the summer (or the start of your professional life) here?

Large firms prefer to include a meal as part of the callback because their representatives want the chance to observe you in a less formal setting. Often, the attorneys who will accompany you are closer in age to you and the meal is billed as “your opportunity to ask more junior-level attorneys whatever you want.” In reality, however, they will be interviewing you and likely submitting written evaluations just as the attorneys with whom you more formally interviewed will. You should resist the temptation to “let down your guard” with these younger attorneys. At the same time, you do not want to appear like someone who cannot relax in a less formal business setting. Your challenge, therefore, is to find a balance between keeping your mind alert and “in interview mode” and not appearing like a “stuffed-shirt.”

**Thank You Notes**

Thank you notes, whether by email or traditional mail, should be sent within 24 hours of a callback interview. *NOTE: Thank you notes are not required for EIW screening interviews.* The consensus is that email is now the appropriate format in which to thank an employer for an interview opportunity. Be extra careful with email; your message is still a business communication, which means it should be appropriately formal (including appropriate salutation and closing) and error-free. In addition, take into account the ease with which email can be forwarded (intentionally or not), and make sure your note contains nothing that unintended recipients might find objectionable. It may be tempting to send a single email to the several people you interviewed with, but it is far preferable to write individualized messages to each. You might also send a message to the recruitment coordinator or staff person who handled the administrative aspects of scheduling the interview. Always keep in mind, though, that your multiple messages may be assembled in your file, so make sure they are individualized. If you do use conventional mail, use a standard business format, and again, make sure your presentation is perfect.

Thank you notes should be short and to the point. You should thank the interviewer for his or her time and reiterate your interest in the position for which you are interviewing. Try to recall something specific about your interview experience so that the letter does not look like a generic mail-merged document. It should be carefully proofread and you should make sure you have the interviewer’s name exactly right.

As a rule, do not follow up interviews with a telephone call unless you have been explicitly invited to do so, or if you have specific questions to ask or information to convey that was not covered during the interview.

Some additional information about thank you notes can be found in the [CDO’s Thank You Note Guide](#).

**Travel Arrangements and Expenses**

**Making Arrangements**

Government and public interest employers do not usually pay any interview expenses. Bay Area firms generally do not cover costs related to callback interviews for Berkeley Law students. Private firms outside the Bay Area will usually pay round-trip air fare (coach), hotel room, meal, and ground transportation costs directly associated with the callback. If the employer offering you a callback is out of town, you will need to arrange your travel and reimbursement of your expenses. (If you visit a firm because you happen to be in town, without making prior arrangements for them to contribute to your travel expenses, you should not
Many firms prefer to make your travel arrangements in order to control costs and avoid the paperwork of reimbursement. Discuss reimbursement issues when you schedule the interview and follow all procedures and guidelines very carefully. If you do not understand a firm’s reimbursement policy, ask for clarification. Firms take notice when students take advantage of the reimbursement process; student abuse of the callback reimbursement process can also reflect poorly on the Law School.

If you are making your own arrangements, ask for suggestions as to price range and ask what hotels the firm prefers you use. Many have commercial rate agreements with nearby hotels and prefer that you stay at one of them. If you do not have a credit card, it is probably time to get one; they are often required in order to check into hotels, even when the firm will be paying the hotel directly. Credit cards are also generally useful for reimbursable expenses because you can defer costs until after the firm has reimbursed you.

**Collecting Reimbursement from the Employer(s)**

Keep receipts for all expenses relating to your callback. NALP has a standard form for requesting reimbursement for travel costs (also available on the CDO website). Use this, or an alternate if the firm provides one, to summarize your expenses. As soon as possible, send the receipts with the form and a brief cover letter (which can also explain anything about your request that is not apparent from the form) to the recruiting coordinator at the firm.

**Splitting Expenses among Employers**

When you see two or more employers for callbacks on a single trip, the cost of your trip is typically split among them, with one, the host firm, making most of the arrangements.

You should disclose the fact that you are seeing additional employers in the area for callbacks to the law firm paying for the trip. They do not find these disclosures odd or indicative of your level of interest in their firm. They expect qualified candidates to be interviewing with multiple employers and it is common industry practice to share expenses in these situations. If they learn of your other interviews from a source other than you, they may question your integrity.

Provide the names of all the additional firms you will be interviewing with to the firm(s) paying for your trip. They seldom have a problem with arrangements of this kind, but they may ask any other firms you are seeing to contribute to the cost of your travel. Large firms which are paying for your travel directly may also prepare any paperwork necessary to divide the costs of your trip among other employers you visited on the same trip. The host firm will reimburse you for any out-of-pocket expenses and later settle accounts with the other firms you visited. If you are splitting expenses among several employers and they do not offer to do the paperwork for you, prorate your expenses and send a letter to each employer listing its share. The NALP form addresses expense-splitting among multiple firms.

**Combining an Employer-Paid Interview Trip with Personal Travel**

This is not a problem, but you may only ask the employer to cover expenses they would pay if you were not spending additional time in the area.

**Paying for Spouse or Significant Other Travel**

We advise that you do not ask potential employers to pay for this; while it is sometimes done in recruiting practicing attorneys, employers do not usually pay travel costs for students’ spouses or significant others.

You are, of course, responsible for making travel and reimbursement arrangements for your callback interviews. However, if you have difficulty getting reimbursed, or other issues arise, contact the CDO; we
may be able to help you communicate more effectively with the firm, or provide other guidance.

**AFTER THE CALLBACK – THE OFFER**

Whether you accept an offer or decline it, you should do so in a gracious, professional, and timely manner.

**Mechanics**

Firms often will let you know of an offer informally (by email or telephone), then follow up with an official offer letter. If you did not receive an informal offer “live” (i.e., in person or by telephone - not voice mail), you should acknowledge the offer as soon as possible after receiving it (but in no case later than by the end of the next business day after the message was sent). A call or reply email to the person who told you of the offer, simply stating that you received the message, that you very much appreciate it, and that you will be in touch with them soon, is appropriate.

Accepting an offer is simple: respond by telephone or email to the person who made the offer. The firm will send you an acknowledgement of your acceptance, detailing the terms of your employment.

If, on the other hand, you decide that an offer is not right for you, decline it as soon as possible. Normally, there is no reason to keep an offer open if you also have one from a firm that you would prefer to work for. Holding an offer unnecessarily is unfair to both the employer (which is trying to determine its hiring needs), and your classmates (who might be extended an offer if you were to decline it).

Sometimes students hesitate to reject an offer because they are “breaking bad news.” Keep in mind that declining offers is a common part of the recruiting process. Do it in a polite and friendly manner, and do not expect that the conversation will be drawn-out or unpleasant. Under Berkeley Law’s Recruiting guidelines, offers expire automatically and without action on the part of a student, however common courtesy requires that you respond to acknowledge an offer, and that you affirmatively decline it once you are certain that you are not interested. It is in your interest to keep a cordial relationship with a firm which extended you an offer, as you are quite likely to encounter them again. Employers believe that “professional standards” dictate that some kind of response to an offer be made within the applicable deadline.

Please do not just ignore a phone call or an email from an employer - it will create a lasting negative impression not just about you personally (which is not a great way to start your professional career), but also for the Law School.

Offers can be declined either by telephone or email. If you call, do so during business hours, so that you do not appear to be avoiding talking to a real person. If you decline an offer by phone, and especially if you only leave a message, we recommend that you follow up with an email, so that both you and the firm have a written record.

If you decline an offer, you can do so by contacting the person who made you the offer; the recruiting coordinator (who keeps the files of offers and acceptances); or the person who was in charge of your callback visit. If you decline via a phone call to an attorney, you can send your follow-up email to that attorney, with a copy to the recruiting coordinator. Alternatively, you can write to the recruiting coordinator, noting that you have already spoken with the attorney. If you had a particular connection with one or more attorneys at the firm, you can write or call them individually (in addition to your “official”
declining message), but you do not need to do so.

Whether in writing or by telephone, there is no need to give detailed or deeply apologetic reasons for declining an offer. It is sufficient to state simply, and very politely, that you really appreciate the firm’s interest in you, and that the decision was a difficult one, but that you have decided that another firm would be a better option for you. You need not volunteer the name of the place you will be working, but you may if you wish, and sometimes firms do inquire. This is usually out of simple curiosity (firms are interested, for their recruiting efforts, in where students who decline their offers end up); the usual reaction is to wish you well there.

**Timing**

Berkeley Law’s [Recruiting Policies](#) govern the timing of offers and acceptances. One important provision allows employers to impose an obligation on students (which would be spelled out in the offer letter) to reaffirm their offers within 14 days from the date of the offer letter (*i.e.*, if you have not already accepted or declined the offer, you need to let the firm know that you are still actively considering the offer). This is meant to encourage communication between employers and students and to discourage students from “sitting” on offers. (This is not a good idea in any event, because by silently holding on to your offer(s) for a long period of time, you risk appearing “unprofessional” or “out of touch” with current economic conditions.) Barring exceptional circumstances, therefore, our advice is that **you should accept or decline an offer within two to three weeks of the date it was extended**. We encourage you to consult with a CDO attorney-counselor with any questions about responding to an offer. You should definitely contact us as soon as you receive a second offer so we can assist you in deciding between them.

Below is a summary of the key provisions of our Policies (full text available [here](#)).

- Employers offering summer positions to students not previously employed by them should leave those offers open for **at least 28 days** following the date of the offer letter or until December 30, whichever comes first.
- Employers offering summer positions to students previously employed by them should leave those offers open until at least 28 days following the first day of Berkeley Law’s on-campus interview program.
- Students should reaffirm offers within 14 days from the date of the offer letter, and employers may retract an offer that is not reaffirmed within the 14 day period.
- Employers offering post grad permanent positions to students who were previously employed by them follow different rules. Those offers must stay open until October 1st, so long as they were extended by September 2nd. The student should affirm the offer within 30 days of the offer letter, and employers may retract an offer that is not reaffirmed within the 30 day period. Offers made after September 2nd expire after 28 days.
- Employers offering post grad permanent positions to students not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first.

Students **cannot hold open more than three offers** at any one time. For each offer received that places you over the offer limit, you should, within one week of receipt of the excess offer, release an offer.

It is possible to request extensions of the 28-day rule, but employers are not required to give them. When the time comes, if you feel that you need an extension, we urge you to contact a CDO attorney-counselor for advice before approaching an employer.
We have also asked every law firm who signed up to participate in on-campus interviews to agree to allow Berkeley Law students to hold open – until April 1st – one OCI offer received prior to December 15th in order to pursue public interest and public sector opportunities. If you intend to explore this option, please contact the CDO Assistant Dean as soon as possible and, in any case, well in advance of any offer deadline(s), to discuss how to proceed.

In addition to the Berkeley Law Recruiting Policies, the Bay Area Legal Recruitment Association (BALRA), an organization comprised of local law schools and legal employers, issues guidelines each year governing interviewing and transcripts. (BALRA also issues a set of guidelines related to travel reimbursement, which do not apply to Berkeley Law students because they will not be incurring any reimbursable travel costs to interview with Bay Area firms; nonetheless, they provide an illustrative example of reimbursement policies that you may encounter elsewhere). Here are the guidelines from the 2018 recruiting season.

Questions? Please feel free to contact the CDO at career@law.berkeley.edu.