CDO: Important Dates and Deadlines for FIP and EIW

This email is for those of you who are interested in government, public interest, and smaller firm opportunities (FIP) as well as those interested in large law firms (EIW).

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Read on for info about summer employer evaluations, transcripts, FIP and EIW resume and cover letter review deadlines, interview prep resources, and more!

Summer Employer Evaluations

Once the bidding window opens, in order to bid for EIW and/or apply to FIP, you will first be required to complete a brief Summer Employer Evaluation before you can access the OCI section of b-Line.

This only takes a few minutes and is enormously useful to current and future Berkeley Law students. The evaluations are for the exclusive use of Berkeley Law students. Employers do not have access to them.

To be the most helpful, please complete the open-ended (narrative) questions towards the end of the survey. The form asks, “May students contact you for further information about your summer experience?” towards the bottom of the form. If you want to respond anonymously, please feel free to select “no.”

Want to view other students’ summer evaluations? Click on the “Evaluations” link under “Shortcuts” menu on the upper right of the b-Line homepage. Then, click on the “Search” tab to find evaluations for specific employers.

Transcripts

Some FIP employers may ask for transcripts after the initial interview, and if you’re participating in EIW at all, you will need to have photocopies (front as well as the grade explanation on the back) of an official transcript for those interviews. NOTE: There is no need to – and please do not – order multiple originals from the Registrar for this purpose. Photocopies are the expected norm.

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 the printed option, you will need to order it by tomorrow, Tuesday, July 9th to insure that you have it in time for EIW. The timeline to order transcripts for FIP is a little looser, as interviews take place later and FIP employers may or may not require a transcript. It may still be a good idea to order one sooner rather than later.

You can designate a mailing address when ordering a printed version or you can pick it up in person from the Registrar’s Office at 270 Simon Hall. Electronic orders are processed and sent to you via email within hours.

Please make sure all of your CalCentral information is accurate before placing your transcript order.

Do not put off ordering your transcript just because you are concerned that your classes for 2L year do not appear or are not final. Employers are looking to verify your 1L grades. You can address any questions about the classes you will be taking this coming semester during the interviews.

FIP and EIW Resume and Cover Letter Review Deadlines

FIP

FIP Employers generally require a cover letter and resume as part of your application. You will upload these to b-Line during the appropriate application window (FIP 1 or FIP 2). Allow yourself enough time before the FIP application deadlines to prepare them.

For guaranteed review by the CDO before the FIP 1 deadline, submit your FIP resume and cover letter by Monday, July 15. Email career@law.berkeley.edu and put “FIP Materials Review” in the subject line.

EIW

All EIW employers require a resume. A small number of EIW firms also request that you bring a cover letter with you to the actual EIW interview. Cover letter requests appear in the additional requests/information section of an employer’s schedule details in the b-Line. You can also see the report in the “Document Library” of b-Line.

While the deadline for you to submit your EIW resume (and any cover letters) has passed, if you have not yet submitted these materials to us for review, please do so this week and we will do our best (though we can no longer guarantee) to get them back to you with our comments before the bidding deadline. Submit them to career@law.berkeley.edu and put “EIW Materials Review” in the subject line and include the geographic markets you are interested in. Please do not resubmit your resume and/or cover letter if you have already had it reviewed by us (unfortunately, we just do not have the counseling resources to do multiple document reviews during this busy period).

Comprehensive and Up-to-Date Information on FIP and EIW

All of the information you need about EIW/FIP can be found on the 2019 EIW/FIP homepage and the EIW Mechanics and FIP Mechanics pages.

The OCI section of b-Line contains the most up-to-date information on the employers coming to EIW and to FIP. (Remember: You will only see those employers interviewing for your class year.) This is where you will be conducting (some of) your employer research, submitting your FIP applications and/or EIW bids, viewing/modifying interview schedules, and carrying out all other online EIW/FIP activities.

If you are unsure about an employer’s status or have technical questions about b-Line, please contact Liz Granlund at egranlund@berkeley.edu.

Networking and Outreach

If you are doing outreach to current summer interns or alums at FIP employers, be sure your approach to them is professional and respectful of their time. You can find some helpful advice here.

For EIW employers, as laid out in my May 21 email (“Reaching Out to Firms Before EIW”), doing this kind of outreach is neither expected nor required (and is not entirely without risk).

"Resume Collect" and b-Line Jobs
As an alternative to coming to Berkeley and participating in EIW, some employers have chosen to participate in our Resume Collect Program. You can see the list of Resume Collect employers by choosing “2019 EIW Resume Collect” as the Session from the OCI page of b-Line. Click on the “review” button for each employer to see which documents they would like you to upload to b-Line at the time you apply. If no specific documents are specified, you need only upload a resume. The application period will run concurrently with the bidding period, July 15 to July 22nd. Resume Collect employers are given access to your application materials on July 24th and, if they decide to offer you an initial interview, which is likely to be at their own offices at your own expense, they will contact you directly.

In addition to the Resume Collect option, employers who choose not to come to campus may also simply post a job opening in the Jobs Section of b-Line. Be sure to check there regularly (at least weekly) for new listings.

Of course, for public interest and public sector jobs, you should also keep an eye on PSJD.org.

Interview Preparation

You can find lots of prep resources for EIW and FIP in the Effective Interviewing section of the Career Resource Library, including our Guide to Effective Interviewing and Video on Interviewing with Plaintiff-Side Firms.

Since the hiring timeline for public interest and public sector positions is spread out over a longer period of time, students interviewing for these jobs, including plaintiff-side firms (whether through on-campus interviews or independently) are encouraged to schedule an appointment with Sara Malan or Melanie Rowen for interview prep.

We look forward to continuing to work with you as you prepare for the upcoming recruitment season. If you have any questions, feel free to reach out to any of the counselors in CDO.

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