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## CDO: Providing WIP Employers Application Materials - January 5th Deadline

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tgalligan@law.berkeley.edu <tgalligan@law.berkeley.edu>

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As promised in last week's [email](#), below are some additional details about uploading your writing sample, list of references, and cover letter, which you will be doing only for those employers on your schedule that requested additional documents. Also below is some important information about ordering and uploading your transcript, which you will need to do for *each* employer on your schedule.

### REFERENCES, WRITING SAMPLE, AND COVER LETTERS

First, check the "Additional Requests/Information" section in the OCI portion of b-Line for each employer on your schedule (by clicking the "Review" button to the left of an employer's name) to see whether they requested additional materials in advance. For ease of reference, we have prepared a spreadsheet that lists all of the WIP employers who requested additional documents along with the specific documents they requested. You can find it in b-Line's Document Library labeled as "2021 WIP and WIP Resume Collect Employers Requesting Additional Application Materials."

If an employer on your schedule has made such a request, then your next step is to combine into a **single PDF document** all of the materials specifically requested **plus an additional copy of your resume**, which should be at the beginning of your combined document. Then, upload that combined document to b-Line and attach it to your bid on that employer. This will essentially replace the resume that you attached when you originally submitted your bids, which is why you need to include a copy of your resume in the combined document. (Employers have not yet been given access to student resumes or their schedules.) The deadline for completing all of the uploads for each employer on your schedule that made a request for additional documents is **5:00 PM PT on January 5th, 2021**.

[Here is a link](#) to an instruction guide will take you through the process of uploading and attaching the combined document to each of your bids. Remember this is only for employers on your schedule that requested additional materials in advance. You can also find it in b-Line's Document Library labeled as "Instructions for Uploading and Attaching Additional Application Materials."

If an employer on your schedule has not specified that they would like to receive any materials in advance (aside from the resume you already provided when you submitted your bids), then you do not -- and should not -- upload any additional materials to b-Line. It is likely that, for these employers, references and writing samples are not part of the initial evaluation process. Instead, they may ask you to provide them after the initial interview or at (or even after) the callback stage.

### UPLOADING YOUR TRANSCRIPT

Remember that employers with which you are already scheduled to interview via the lottery (or via Open Interview Sign Ups) are not entitled to an advance look at your law school transcript. If an employer should request one prior to your interview, you should politely decline and tell them the CDO instructed you not to. (However, if you are in contact with an employer *not* on your schedule, they are permitted to ask for your transcript before deciding to grant you an interview.)

The way in which you will provide your transcript to an employer on your WIP schedule will not be via b-Line, but instead through Flo Recruit, which is the separate online platform that we will be using to conduct the actual video-conference WIP interviews. **You will upload your transcript directly to Flo Recruit, after you receive your initial email from the platform, which will be 24 hours before your first interview.** Once you receive that email, you can

then upload your transcript at any time up until the start time of your first interview. In Flo-Recruit, you only have to upload your resume one time. You need not do it for each employer on your schedule. The platform is configured so that, regardless of when you upload your transcript, each employer on your schedule will be able to view it, but not until the start time of your interview with that employer.

## ORDERING YOUR TRANSCRIPT

According to the Registrar, **your Fall 2020 grades should appear on Cal Central by Saturday, January 9th, 2021. As soon as you can see them, you should order an electronic copy of your transcript via Cal Central.** We have been told that if you order them on Saturday (the 9th) or Sunday (the 10th), you should receive a copy via email in time to upload them to Flo Recruit for the first day of interviews (Tuesday, the 12th). We know this is a tight turnaround and that things may not work perfectly, particularly when there is a third-party vendor -- as well as the main campus registrar's office -- involved.

Please be assured that employers are going to be particularly flexible this year. They recognize that all our processes had to be revised and our all timelines dramatically tightened to meet the challenges of the current health crisis. We -- students, employers, law school administrators -- can only do our best under the circumstances and employers will certainly make allowances for things that do not go perfectly according to plan. So, if your official transcript does not arrive in your inbox by the time of your first interview, or if it is incorrect (e.g., showing a Fall 2020 PC grade), an interviewer will understand if instead you provide your grades to them verbally and promise to email an official transcript as soon as you can. Bear in mind that employers' flexibility in this extraordinary year will extend to all aspects of WIP, not just the timing and method of providing your application materials, but also to the inevitable hiccups that will occur during the interviews themselves in a virtual environment.

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