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## CDO: WIP Open Sign-Ups Now "Live"

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

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A few things to keep in mind:

Regardless of how you did in the bidding process, you should consider signing up for additional interviews. There is no limit on the total number of interviews for which you can sign up, but you will need to make the case to each one of your genuine interest and in practicing in the city of the office for which you are interviewing.

### **OPEN SIGN-UPS PROCESS:**

To determine whether an employer's schedule has open time slots, review the "Interview Dates" column on the employer list in the OCI section of b-Line. Employers with available time slots will have a date in that column enclosed in a clickable button. (Employers with full schedules will not have a "clickable" button in the Available Dates column.) 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 whose permitted hiring prerequisites you do not meet** (e.g., do not sign up for an IP/Tech only schedule unless you satisfy the **requirements specified in the employer details**).

If you are already on a schedule of a multiple office firm that requires that you interview only once for a firm, b-Line will not allow you to sign up for a second interview slot. You put both interviews at risk if you attempt to do so.

New open slots will be created whenever a student cancels an interview. Cancellations occur in real time. 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.

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.

**When signing into an open slot, be aware of the other interviews you may have scheduled for that day.**

The open-sign ups process will not prevent you from signing into a slot immediately before or after one of your existing interviews. If you want a break between interviews, then do not sign into an open slot immediately before or after one of your existing interviews.

Finally, a reminder to check the Jobs section of b-Line for summer associate postings and to consult the "Post Lottery Ways of Obtaining An Interview" section in the 2021 WIP Guide (available via the Documents Library in b-Line) for other ways to create opportunities.

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