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## CDO: WIP Schedules Now Viewable, Resume Collect Now Open and More

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To: molly\_haley@berkeley.edu

Fri, Dec 18, 2020 at 9:12 AM

Congrats on being finished with finals! We hope you find some time and a safe way to celebrate the holidays.

We have run the lottery and are sharing some next steps with you:

1. **View your interview schedules** by clicking on the "Scheduled Interviews" tab of the OCI Section of b-Line. Remember to choose "2021 WIP" as the Session. Many of you were successful in obtaining a good number of your top 10 bids and some were lucky enough to obtain 15 or more interviews. If you were not among these, there are some other ways of obtaining additional interviews. See "Post Lottery Ways of Obtaining An Interview" in the 2021 WIP Guide (available via the Documents Library in b-Line).
2. **Apply, via b-Line, to employers participating in 2021 WIP Resume Collect.** These employers chose not to participate in 2021 WIP, but are nevertheless interested in hiring Berkeley Law students. You find them by selecting "2021 WIP Resume Collect" as the Session in the OCI Section of b-Line. **The application deadline is 5:00 PM PT on January 5th, 2021.** Employers interested in interviewing students will contact them directly to schedule interviews at a mutually convenient time (and method) apart from WIP.
3. You can cancel any of your WIP interviews online up until 5:00 PM PT on Friday, January 8th, 2021. **After that, cancellations will only be accepted for emergencies and only by contacting me (tgalligan@berkeley.edu), not the employer, directly.** Unexcused failures to attend will put your remaining interviews at risk. To cancel an interview, go to the "Scheduled Interviews" page and click on the date associated with the interview you wish to cancel. Click the "Cancel Interview" button to cancel the interview.
4. You can sign yourself up for **open interview slots beginning tomorrow -- Saturday, December 19 at 9:00 AM PT** -- and up until 5:00 PM PT on Friday, January 8th, 2021. See the "Open Interview Sign Ups" section of the WIP Guide for details on how to sign up. New open slots will be created whenever a student cancels an interview, so check frequently.
5. **Finalize your writing sample and list of references before January 5th, 2021.** For more information about their form and content, see the "Resumes, References, Transcripts, and Writing Samples" section of the 2021 WIP Guide. Remember also that some employers have requested other documents besides your resume (you can find a list of those employers in the Documents Library of the Resources section of b-Line) and you should also finalize them before January 5th at 5:00 pm PT. We will send details on how and where to upload these documents next week. We will also be sending details on when (and how) to order (and upload) your transcript.
6. **Polish your interviewing skills.** In addition to the Effective Interviewing resources in our [Career Resources Library](#), you might want to check out a couple of video presentations that we recorded a few years back. They refer to a predecessor program, EIW, but their advice applies equally to WIP. They include: "[Through the Looking Glass: Insiders' Tips for EIW Success](#)," (two BigLaw recruiters share tips and discuss pitfalls they see from students going through the recruiting process) and our "[Top Ten EIW Prep Tips](#)."
7. **Think about your WIP interview attire.** For some advice, check out these visual guides (which, again were prepared for EIW, but apply to WIP) "[EIW Interview Attire: Shopping Basics](#)" and "[EIW Interview Attire: Polishing Your Look](#)" on our [EIW/FIP Strategy and Advice webpage](#). Wearing appropriate attire is just as important in a remote setting. Obviously, you will be at least partially visible via your computer's camera, but

more importantly, “dressing the part” entirely -- and not just from the waist up -- may boost your confidence and improve your interview performance.

8. **Apply to positions outside of WIP.** Some employers who are not participating in either WIP or Resume Collect have posted summer associate openings in the Jobs section of b-Line, so be sure to check there periodically. **You should also make sure to apply to summer opportunities in the Spring Interview Program (SIP) and PIPS Day. (Deadlines will be in mid-January.)** Given the uncertainties around BigLaw hiring, you ought to be thinking about -- and pursuing -- all your alternatives.

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