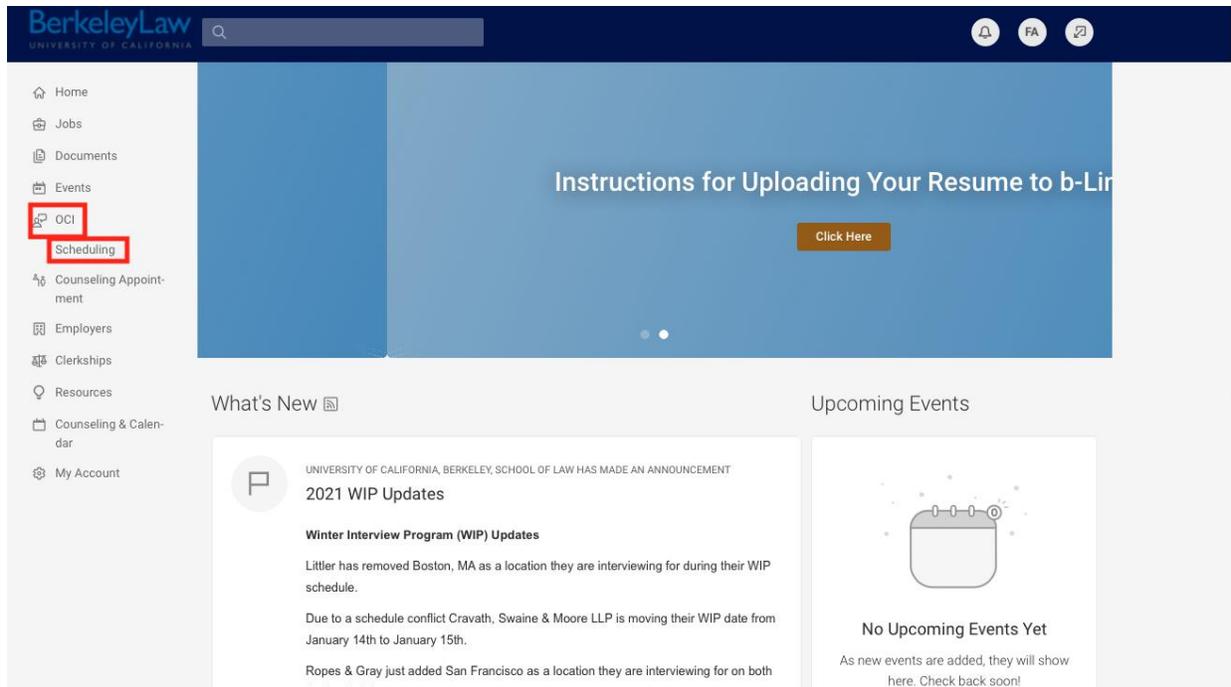


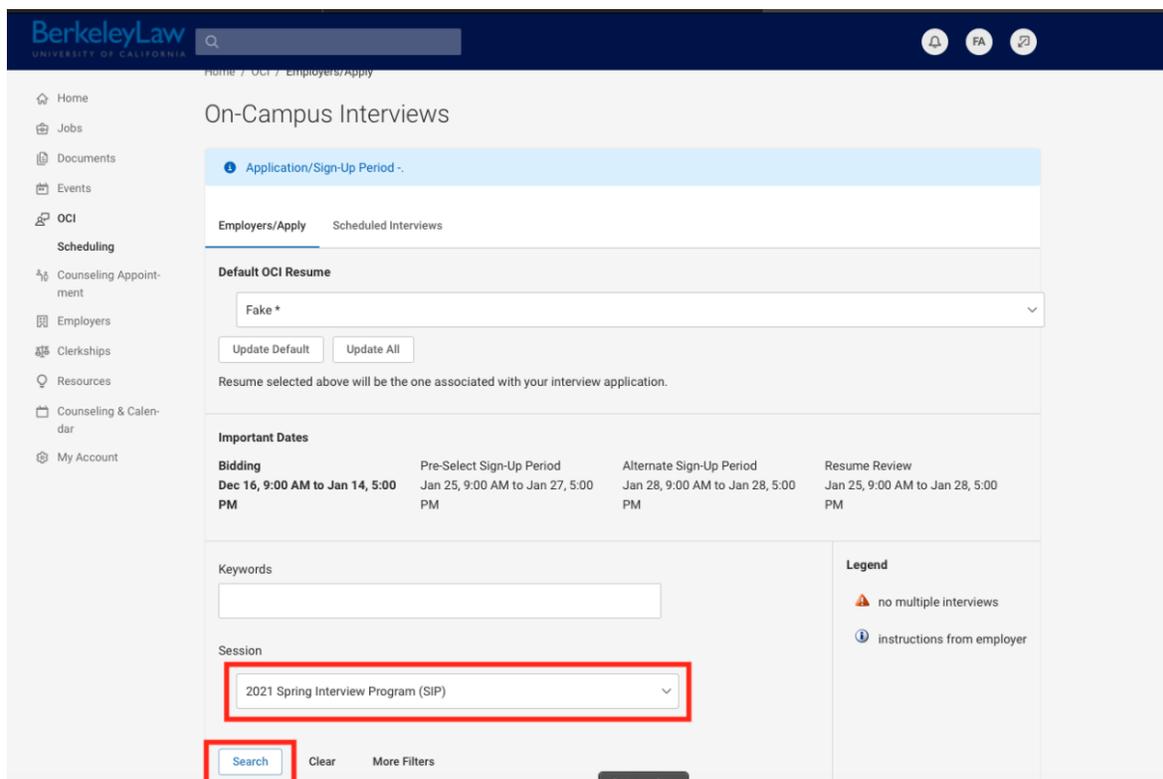
2021 Spring Interview Program Instructions for Students

Step 1: Login to [b-Line](#). You should be using your CalNet ID and passphrase to login.

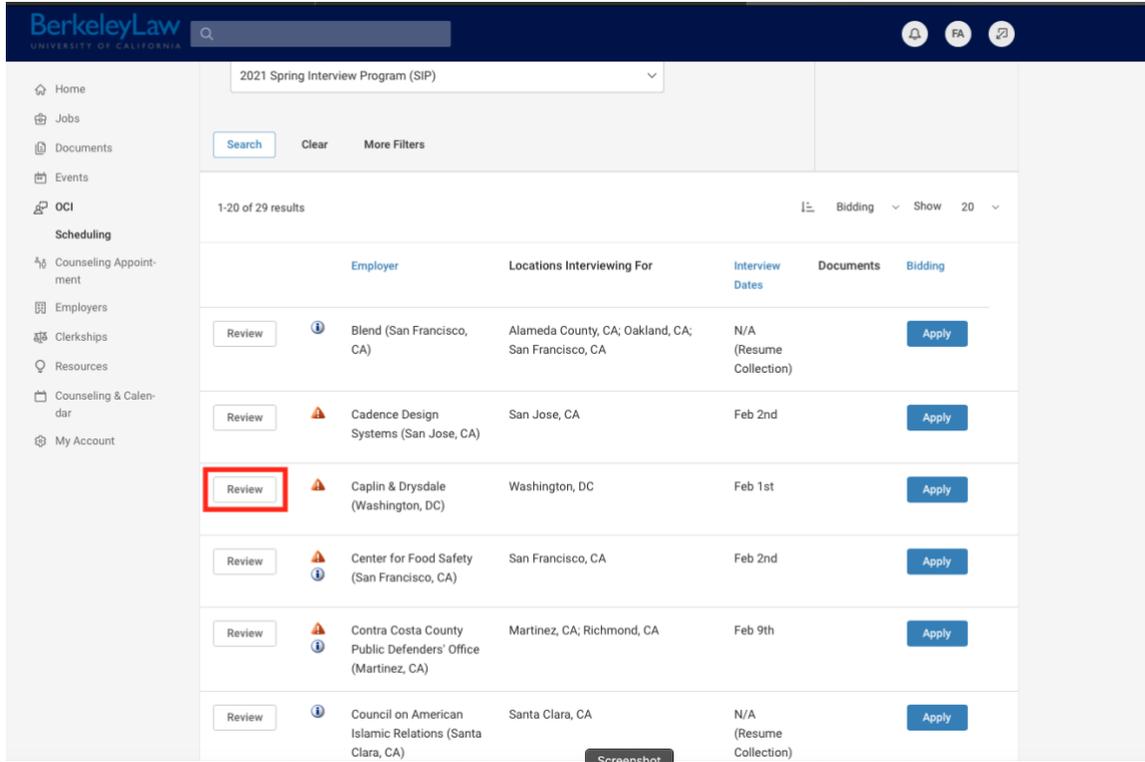
Step 2: You should be on the b-Line homepage. Click on the “OCI” tab and “Scheduling” link on the left-hand side of your screen.



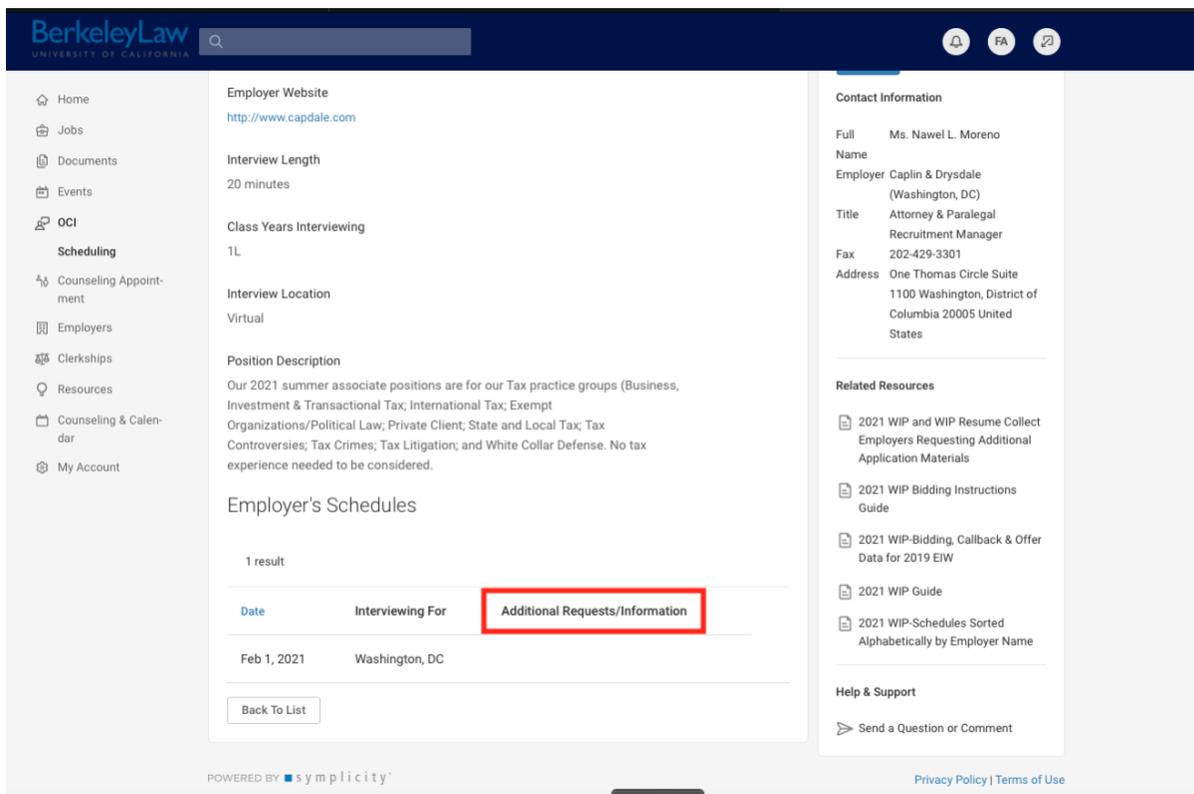
Step 3: You will be taken to the OCI homepage where you need to make sure to select the “2021 Spring Interview Program (SIP)” option in the “Session” drop-down menu. Then hit the blue and white “Search” button. Scroll down to see the list of employers or do a keyword search to find a specific employer.



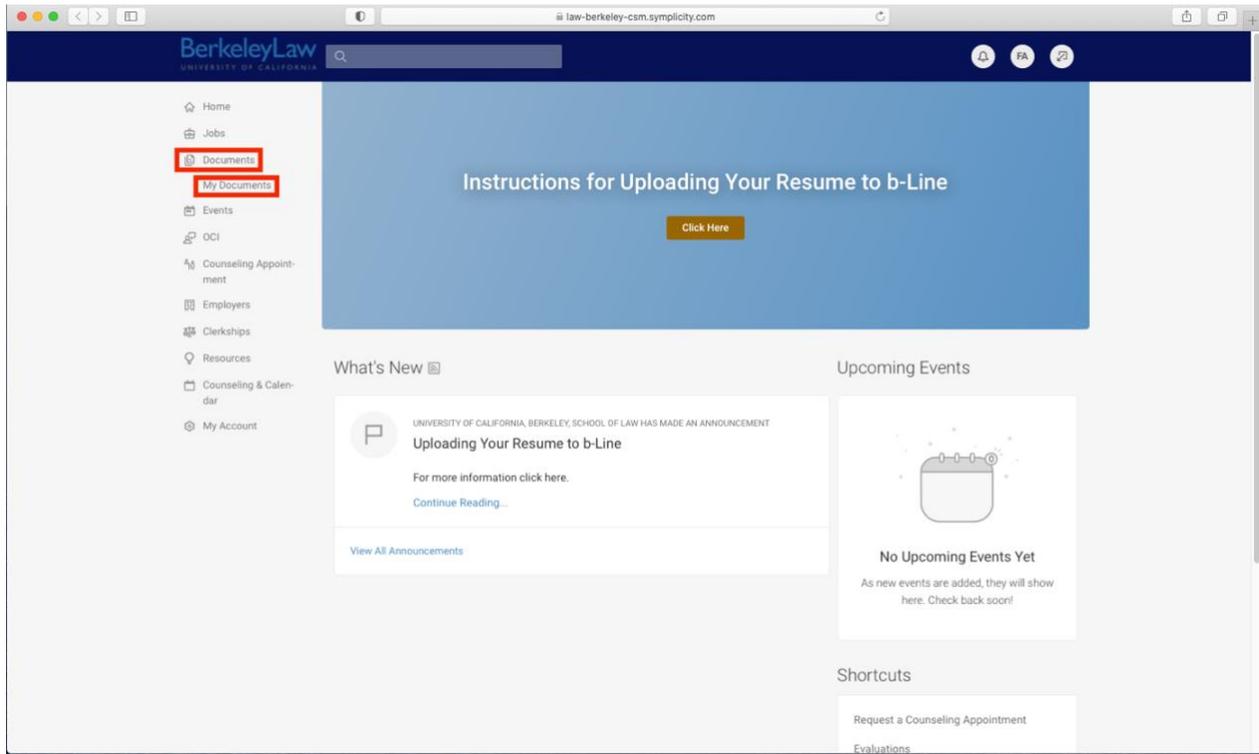
Step 4: Once the page has refreshed with the participating employers, you will notice a “Review” button next the employer name. Click on that button.



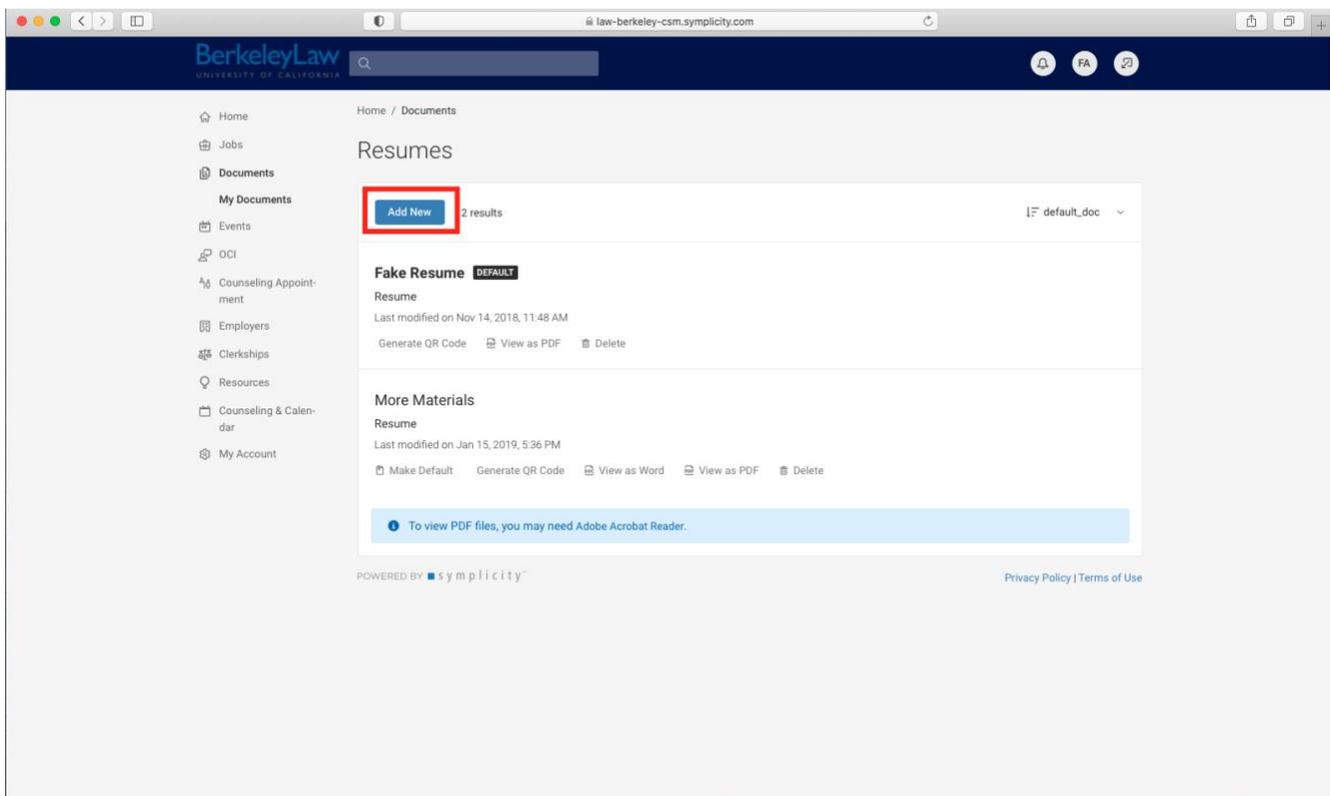
Step 5: After clicking on the “Review” button, you will be taken to the employer schedule page where, among other things, you can see all of the employer’s information for that particular registration, including position details, specific requirements, and applications materials you will need to submit. The “Additional Request/Information” section is located towards the bottom and will have important information the other application materials you will need to submit.



Step 6: Once you have the documents ready you can begin the process of applying by uploading your documents for each employer to the “Documents” section of b-Line. To upload a version, go to the b-Line homepage. Select the “Documents” tab/link from the left-hand side menu. Then select “My Documents” which will appear underneath.



Step 7: You will be taken to a new page. Click on the blue “Add New” button towards the top of the page.



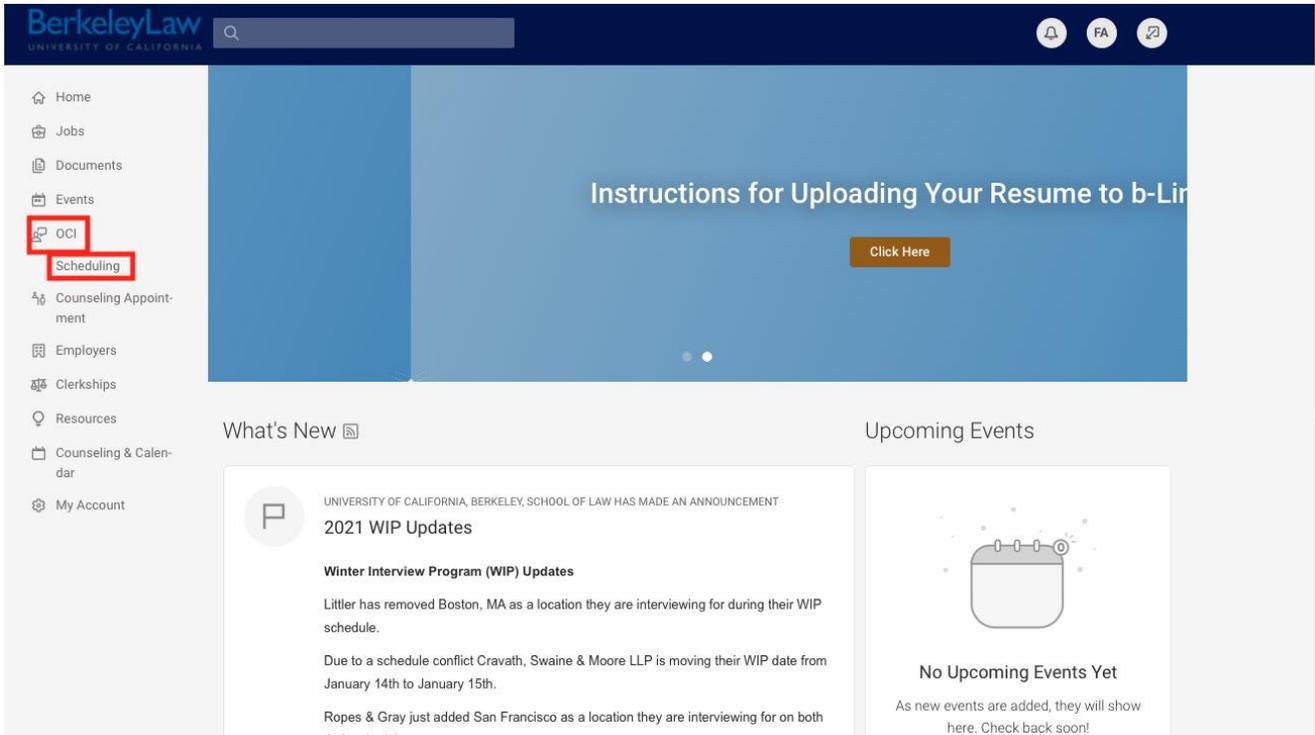
Step 8: You will be taken to a new page where you can upload your resume to the system. Choose a label for your document, make sure the resume radio button is selected, choose the file you wish to upload and then hit the blue “Submit” button at the bottom. After you submit, you will be taken to the page with all of your documents listed.

The screenshot shows a web form titled "Student Document". At the top, there are "Submit" and "Cancel" buttons. Below them is a note: "* indicates a required field". The form has a "Label *" text input field, which is highlighted with a red box. Underneath is the "Document Type" section with two radio buttons: "Resume" (selected and highlighted with a red box) and "Cover Letter". Below this is the text "Maximum file size: 4096kb". The "File *" section contains a "Choose File" button and the text "no file selected", also highlighted with a red box. At the bottom of the form, there are "Submit" and "Cancel" buttons, with the "Submit" button highlighted by a red box.

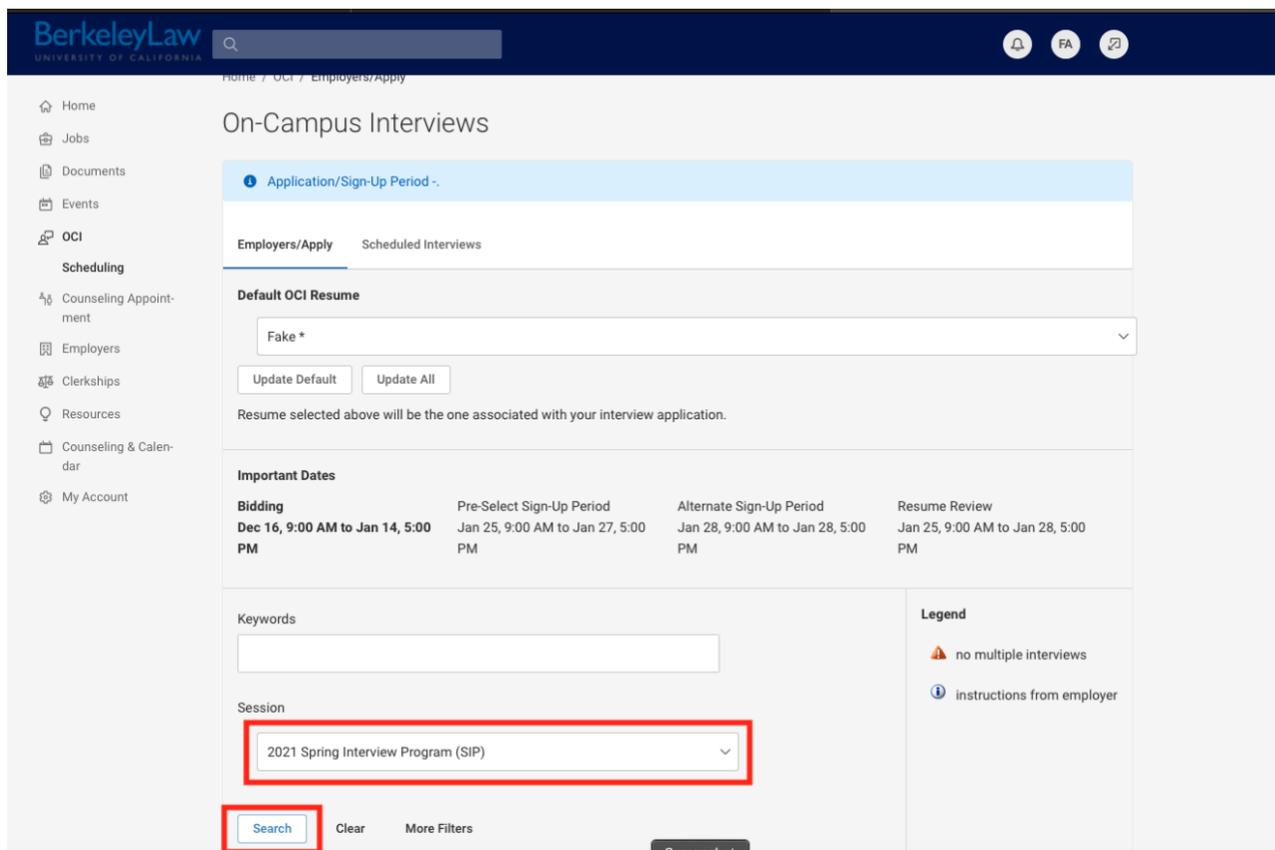
Please Note: There will be some employers who will have nothing in the “Additional Information/Requests” section, which means they are **only requiring a resume** as their application materials. Therefore, you should upload your resume as a solo document as well. Once you have uploaded your resume, click on the “Make Default” link with the little document icon to make a particular version of your resume your default resume. If you have done it properly, it should then show a little “Default” box next to the document title as show below.

The screenshot shows a page titled "Resumes" with a list of documents. At the top left is an "Add New" button and "2 results". At the top right is a filter dropdown set to "default_doc". The first document is titled "Fake Resume" and has a "DEFAULT" badge next to it, highlighted with a red box. Below the title are the words "Resume", the date "Last modified on Nov 14, 2018, 11:48 AM", and three action links: "Generate QR Code", "View as PDF", and "Delete". The second document is also titled "Resume" and has the date "Last modified on Jan 15, 2019, 5:36 PM". Below its title is a "Make Default" link with a document icon, highlighted with a red box, followed by "Generate QR Code", "View as Word", "View as PDF", and "Delete". At the bottom of the list is a blue banner with an information icon and the text "To view PDF files, you may need Adobe Acrobat Reader." The footer contains "POWERED BY ■ simplicity" and "Privacy Policy | Terms of Use".

Step 9: Once your application materials have been uploaded you are ready to apply. Go back to your b-Line homepage and click on the “OCI” tab and “Scheduling” link on the left-hand side of your screen.



Step 10: You should again be on the OCI homepage and make sure the “2021 Spring Interview Program (SIP)” option is selected in the “Session” drop-down menu. Hit “Search” button and the page will refresh. Scroll down to see the list of employers, or do a keyword search to find a specific employer.



Step 11: If the employer is not asking for any other materials besides your resume you can click on the blue “Apply” button under the bidding column to apply. Otherwise, click on the “Review” button next the employer name.

2021 Spring Interview Program (SIP)

Search Clear More Filters

1-20 of 29 results Bidding Show 20

	Employer	Locations Interviewing For	Interview Dates	Documents	Bidding
Review	Blend (San Francisco, CA)	Alameda County, CA; Oakland, CA; San Francisco, CA	N/A (Resume Collection)		Apply
Review	Cadence Design Systems (San Jose, CA)	San Jose, CA	Feb 2nd		Apply
Review	Caplin & Drysdale (Washington, DC)	Washington, DC	Feb 1st		Apply
Review	Center for Food Safety (San Francisco, CA)	San Francisco, CA	Feb 2nd		Apply
Review	Contra Costa County Public Defenders' Office (Martinez, CA)	Martinez, CA; Richmond, CA	Feb 9th		Apply
Review	Council on American Islamic Relations (Santa Clara, CA)	Santa Clara, CA	N/A (Resume Collection)		Apply

Step 12: You should also see a “Resume” drop-down menu where you will select the correct documents for that employer which you added to the documents portion of b-Line earlier. Once you have selected the correct document, hit the blue “Apply” button to submit your application.

On-Campus Interviews

Employers/Apply Scheduled Interviews

OCI Schedule

Employer: Caplin & Drysdale (Washington, DC)

Employer Website: <http://www.capdale.com>

Interview Length: 20 minutes

Class Years Interviewing: 1L

Interview Location: Virtual

Position Description: Our 2021 summer associate positions are for our Tax practice groups (Business, Investment & Transactional Tax; International Tax; Exempt Organizations/Political Law; Private Client; State and Local Tax; Tax Controversies; Tax Crimes; Tax Litigation; and White Collar Defense. No tax experience needed to be considered.

Employer's Schedules

Application Details

Office: Caplin & Drysdale (Washington, DC)

Application: not applied

Resume: Fake * (dropdown menu)

Apply

Contact Information

Full Name: Ms. Nawel L. Moreno

Employer: Caplin & Drysdale (Washington, DC)

Title: Attorney & Paralegal Recruitment Manager

Fax: 202-429-3301

Address: One Thomas Circle Suite 1100 Washington, District of Columbia 20005 United States

Related Resources

- 2021 WIP and WIP Resume Collect Employers Requesting Additional Application Materials
- 2021 WIP Bidding Instructions Guide
- 2021 WIP Bidding Callback & Offer

IMPORTANT SIP DATES TO REMEMBER

12/17/2020	Review list of participating SIP employers in b-Line
12/28/2020	SIP Applications open
1/14/2021 at 5:00 PM PT	SIP Applications close
1/25 – 1/27/2021	If preselect, review, accept/decline interview SIP invitations and choose interview time slots in b-Line
1/28/2021	If alternate, review, accept/decline SIP interview invitations and choose interview time slots in b-Line
1/28/2021	Last day to cancel scheduled SIP interviews
2/1-2/12/2021	Attend scheduled virtual SIP interviews

If you have any questions or issues with bidding, please contact our office at career@law.berkeley.edu.