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## CDO: 1L January Mock Interview Program Information and Sign up Details

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To: students-1ls@law.berkeley.edu

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Hello 1Ls!

We hope you are getting off to a good start to the spring semester! The CDO is organizing a virtual mock interview program for 1Ls from **12:30 to 2:00 pm PT** on **January 25, 26, 27 & 28, 2021** using our video interviewing platform, **Flo Recruit**. The mock interviews will be conducted by volunteer attorneys from local legal employers, including law firms, nonprofits and government agencies. Mock interviews are a great opportunity to practice for the real thing and to get some very useful feedback (as well as meet with attorneys).

Registration is open, so please sign up through **b-Line**. The sign up deadline is this **Friday, January 22, 2021 at 5:00 pm PT (or until the schedules fill, whichever is sooner)**. You will be able to choose the type of employer (private sector, public interest or government interviewer, though you will not know who your interviewer is until your mock interview date). Interview slots will be filled on a first-come, first-served basis. To allow more students to participate in the program, you will be permitted to sign up for only **one** mock interview.

### HOW TO SIGN UP FOR A MOCK INTERVIEW

**Make sure you have a resume uploaded to b-Line before you attempt to sign-up for a mock interview slot.** You will not be able to sign-up without having a resume uploaded to the system and completing that survey. Online resume drafting advice can be found [here](#).

***Once you have uploaded your resume in b-Line:***

- Click on "OCI" and "Scheduling" links in the menu on the left-hand side of your b-Line home page. You should be taken to the main "Employer/Apply" page of the OCI module.
- Select "2021 1L January Mock Interview Program" in the "Session" drop-down menu. Then hit the "Search" button.
- A list of mock employers should appear below indicated with an employer type (private firm, public interest, or government) in parentheses. Determine the date and employer type you are interested in doing a mock interview with. If the date appears in the "Interview Dates" column as a clickable button, then there are interview slots available on that date. If the date does not appear as a clickable button, then all the interview slots have been filled for that schedule.
- Once you decide on an employer type and date that will work for you, click on the date button to view the available interview time slots. To sign up for a particular slot, click on its corresponding radio button.
- Finally, click on the "Signup" button to complete the process.
- You will be taken to the "Scheduled Interviews" tab where you can see the interview information.
- If you wish to cancel this interview, simply go back to the "Scheduled Interviews" tab, click on the hyperlinked date of your mock interview, and select the "Cancel" button.

***You can also find these instructions in the "Announcements" section of your b-Line homepage along with how to upload your resume.***

***PLEASE NOTE: Mock interview schedules may be added over the course of this week, so please keep checking if you do not see open slots for open spots for the employer type you would like to mock interview with.***

If you have any questions about signing up for a mock interview slot via b-Line, please contact [Liz Granlund](#). Do not hesitate to contact the CDO if you have questions.

Warm Regards,  
Liz

**Elizabeth Granlund**

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Pronouns: she / her / hers

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