# 2022 Spring Interview Program (SIP)
## Employer Timeline and b-Line Instructions

### Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Employer Registration Deadline</td>
<td>December 15, 2021</td>
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<tr>
<td>Confirmation of Interview Date</td>
<td>December 17, 2021</td>
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<tr>
<td>Student Application Period</td>
<td>December 27, 2021 – January 14, 2022</td>
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<tr>
<td>Employer Pre-select Period</td>
<td>January 18 – 24, 2022</td>
</tr>
<tr>
<td>Students Accept/Decline Invitations</td>
<td>January 25 – 27, 2022</td>
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<tr>
<td>Final Interview Schedules Available</td>
<td>January 28, 2022</td>
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<tr>
<td>Interview Dates</td>
<td>January 31 – February 11, 2022</td>
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### Location

Interviews will be held virtually through online video platform, Flo Recruit. If you need to use your own video conferencing platform, please contact Liz Granlund to coordinate.

### Ground Rules for Participating

- Please review [Berkeley Law's Recruiting Policies](#) before registering for the program.
- Employers who participate are also required to review our Non-Discrimination and Sexual Harassment policy. By participating in SIP, you are agreeing to adhere to the policy.
- Students applying for SIP interviews are able to upload a resume, cover letter, writing sample and “other” documents via the b-Line as part of their initial application materials. **Students will be instructed to bring transcripts (law school and undergraduate) to the interview, if you are conducting interviews through our program.** More information on how you will access those transcripts will be provided closer to interviews. Review our [grading policy](#) for information on how to interpret a student’s transcript.

### Interview Schedule Registration Fees

Private sector employers wishing to conduct interview schedules through the Spring Interview Program will be charged a fee. For all private sector employers, the fee will be **$250 per schedule.** The CDO will send invoices to the appropriate employers after the registration deadline. Please do not try to pay your registration fee prior to receiving the invoice from our office. Instructions for online payment will also be included in the email accompanying the invoice.

*Public interest and government employers will not be charged a registration fee to participate in the program.*

### Instructions on How to Register

**Step 1:** Login to [b-Line](#). Your username is the email address for your account. If you have forgotten your password, click on the “Forgot my Password” link on the sign-in page. If you have never used the b-Line, click on the Register option.

**Step 2:** Once you are logged in, click on the “Submit Schedule Request” quick link on the home page, or click on “OCI” in the left-hand side bar and then on “Schedule Request” link below it. Make sure complete the schedule request form for the appropriate session.
**If you use the left-hand bar navigation you will come upon the page below. Click on the blue “Request A Schedule” button in the middle to get to the registration form.

Step 3: Complete the registration form. In the registration form you will have the option to select between two different “Modes” for the registration. Please see the information below on each registration type and an explanation of the other options within the schedule request form.

- The “interview” registration option is for employers who would like to conduct a virtual interview schedule through our program. We will be using our Flo Recruit platform, unless you need to use your own video conferencing software. Please contact Liz Granlund to coordinate.

- The “resume collect” registration option would allow the school to still manage the application process for employers, but employers would contact candidates directly to schedule interviews.
- If you have selected the “Interview” radio button (i.e., you will be conducting interviews through our program), then Please select “Yes” to the “Virtual Interviews” question. Do not add any video information. **NOTE: This option is not offered if you selected the Resume Collect option.**

- Include all locations you are interviewing form in the “Additional Locations” text box for both interview and resume collect registrations.

- Unless you are planning on having more than one interview schedule for your organization, please select “No” to the “May students interview on more than one of the employer’s interview schedules?” **NOTE: This option is not offered if you selected the Resume Collect option.**

- Please put a “1” in the “Number of Days You Will Be Interviewing” section or include a note in the requests section for multiple days. **NOTE: This option is not offered if you selected the Resume Collect option.**

- Select your **Preferred Date(s)** to interview during the program. We will do our best to accommodate your first choice but cannot guarantee that every employer will get their first-choice date. **NOTE: This option is not offered if you selected the Resume Collect option.**
Please make sure to also include an **Alternate Date(s)** in case we are not able to accommodate your preferred interview date. **NOTE: This option is not offered if doing Resume Collect.**

If you have some specifics about your registration that you want to share with our office, but do not want to be included on the registration form, please use the **“Scheduling Notes”** section to submit that information.

You can choose the **Interview Length (aka the amount of time per interview)**. You have the option of conducting either **20-minute, or 30-minute interviews**. This year we will be having a 10-minute break in between each interview to accommodate students using the same room to conduct their virtual interviews. This will allow one student to conclude their interview and another student to set up for their interview. **NOTE: This option is not offered if doing Resume Collect.**

Most employers only need 1 interview room, but if you think you will need more than one, please indicate it the **“Number of Interview Rooms Requested”** section with the number of rooms you will need. **NOTE: This option is not offered if doing Resume Collect.**

- Please designate the length of your interview day through the **“Time Slot”** drop-down menu. A **“Full Day”** of interviews would be from 9:00 am to around 5:00 pm PT. A **“Morning”** schedule would be from 9:00 am to 12:30 pm PT, and an **“Afternoon”** schedule would be from 1:30 pm to around 5:00 pm PT. **REMINDER:** there will be 10 minutes in between each interview. **NOTE: This option is not offered if doing Resume Collect.**

- If you know your interviewer(s) upon registration feel free to add them now in the **“Intervewer(s)”** section. If you have more than one name, please use the “Add Name” button. You can add them closer to your interview date through the system. We will provide instructions for updating it closer to your scheduled interview date. **NOTE: This option is not offered if doing Resume Collect.**

- Please include a brief description of the position(s) you are recruiting for in the **“Position Description”** section. All the important information about the position, salary, and process should be included here.

- Click on the class year you are interested interviewing in the **“Class Years to Interview”** section. To select more than one, hold down the “Control” or “Command” key on your keyboard and use your mouse to click on the class years.
- Please select the “Additional Document Types” you would like to request as part of the application process. Resume is not an option because that is automatically included. If you would like to have a Personal Statement, List of References, etc., select the “Other Documents” box and use the “Additional Request” section to signify the other type of document(s) you would like them to upload. If you have more than one “Other Document” type, the student will have to combine those documents into one document. **NOTE:** You will not be allowed to request a law school or undergraduate transcript as a “Other” type document. Candidates will be supplying transcripts at the time of the interview for our program.

- You should also use the “Additional Requests” section for any special requirements of the position (i.e., degree, language, background, etc.).

- In order to submit your request, you will need to check the box to acknowledge that you have read and agree to the Policy statements under the “Policy Affirmation” section.
**Step 4:** Once your registration form is complete, hit the blue “Submit” button. Once you have submitted your request you should see it in “Schedule Request” subtab of the “OCI” module. If you hover over the request, a link should appear to click on. You can make changes on your schedule request until it has been processed. Once it has been processed, please contact Liz Granlund to make changes.

If you have any questions about Berkeley Law’s Spring Interview Program (SIP), please reach out to Liz Granlund.