2022 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 “2022 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 to the employer’s name, click on it.

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 the employer’s information for their registration, including position details, locations they are interviewing for, 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. You should also pay attention to the “Interviewing For” column which indicates which office locations the employer is interviewing for.
**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 correct radio button is selected for the type of document you want to upload and then choose the file you wish to upload. The “Document Type” radio button corresponds to the drop-down menus in the employer registration. Finally, hit the blue “Submit” button at the bottom. After you submit, you will be taken to the page with all of your documents listed.

![Image of uploading resume](image)

**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.

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**Resumes**

- **Fake Resume**
  - Resume
  - Last modified on Nov 14, 2018, 11:48 AM
  - Generate QR Code, View as PDF, Delete

- **More Materials**
  - Resume
  - Last modified on Jan 15, 2019, 5:36 PM
  - Make Default, Generate QR Code, View as Word, View as PDF, Delete

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*To view PDF files, you may need Adobe Acrobat Reader.*
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.

Step 12: You should also see a drop-down menu for each document that is required as part of the initial application process. You will select the correct documents for each document type that correspond to that particular employer, which you uploaded to b-Line previously. Once you have selected the correct documents and hit the blue “Apply” button to submit your application.
# IMPORTANT SIP DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/17/2021</td>
<td>Review list of participating SIP employers in b-Line</td>
</tr>
<tr>
<td>12/27/2021</td>
<td>SIP Applications open</td>
</tr>
<tr>
<td>1/14/2022 at 5:00 PM PT</td>
<td>SIP Applications close</td>
</tr>
<tr>
<td>1/24/2022</td>
<td>Employer Selections Due</td>
</tr>
<tr>
<td>1/25 – 1/26/2022</td>
<td>If your status is preselect, review, accept/decline SIP invitations and choose interview time slots in b-Line</td>
</tr>
<tr>
<td>1/27/2022</td>
<td>If your status is alternate, review, accept/decline SIP interview invitations and choose interview time slots in b-Line</td>
</tr>
<tr>
<td>1/27/2022</td>
<td>Last day to cancel scheduled SIP interviews</td>
</tr>
<tr>
<td>1/31-2/11/2022</td>
<td>Attend scheduled virtual SIP interviews</td>
</tr>
</tbody>
</table>

If you have any questions or issues with bidding, please contact our office at [career@law.berkeley.edu](mailto:career@law.berkeley.edu).