Dear 1Ls,

We hope you enjoyed your break! Below are some important reminders about SIP, the January 1L Mock Interview Program, and PIPS Day. There’s a lot of information in this email, so be sure to read through to the end.

**SIGN- UP FOR THE JANUARY 1L MOCK INTERVIEW PROGRAM**

The CDO is organizing a virtual mock interview program for 1Ls from **12:30 to 2:00 pm PT and 5:00 - 6:30 pm PT** on **January 19 & 20, 2022** using our video interviewing platform, **Flo Recruit**. The mock interviews will be conducted by volunteer attorneys from 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). **Participating in the mock interview program is also a good way to start preparing and making connections for the 2L recruiting season.** We encourage everyone to take advantage of this opportunity regardless if you already secured a summer position, have been interviewing, or just beginning your summer job search.
Please sign up through b-Line. **The sign up deadline is Friday, January 14, 2022 at 5:00 pm PT (or until the schedule fills, 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 the interviewer's actual employer 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 "2022 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 (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.*

*Mock interview schedules may be added at any time during the registration process so please keep checking if you do not see open slots 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.

**SPRING INTERVIEW PROGRAM (SIP)**

You can now submit applications to SIP employers through b-Line! You can find an overview of the SIP program on our website.

**Application period:** Now - January 14, 2022 @ 5:00 PM PT

**How to Apply:** via b-Line (password for the CDO webpage is cdoaccess). Please click here for step-by-step instructions on how to submit your applications.

Many SIP employers are conducting virtual interviews via Berkeley Law’s FloRecruit platform between *Monday, January 31* and *Friday, February 11, 2022*. However, some are using SIP simply to collect applications and will arrange interviews separately. SIP is limited to Berkeley Law students, and is a very effective way to get interviews for competitive summer positions.

***UPDATE - Willkie Farr & Gallagher’s Los Angeles, San Francisco, and Palo Alto offices registered to recruit 1Ls through SIP.***

Please check the SIP pages in b-Line for more details on each employer.

**PI/PS DAY**

**Application Period:** January 1, 2022 - January 14th, 2022 @ 5:00 PM PM

**How to Apply:** go to the PIPS Day website and login to their Symplicity system to upload your materials as directed by each employer (the site’s functionality is similar to b-Line).

You should have received your log-in information to access the PI/PS Day application portal, along with instructions on how to apply. Over 100 employers will participate, covering a range of public interest & government opportunities, and they will conduct virtual interviews for pre-selected students on the FloRecruit platform. You can find a list of participating employers on the website.

**Quick reminder about cover letters:** always check whether there is an individual listed as a contact for an employer in the portal, and if so, address your letter to this person. Contact information for each organization appears on the right-hand sidebar when you're reviewing an individual employer's information under the Formal Interviews tab.
Key PI/PS Day dates
1/14 - Application Deadline
1/24 - students to receive notification of interviews received, and must accept or decline interview offers. “Table talk” registration also opens for students today.
1/26 - deadline to accept or decline interviews (5:00 pm PT)
1/28 - open slot signup begin (may sign up for up to three open slots)
1/31 - deadline for open signups, table talk and canceling interviews
2/2 - final interview schedules available to view & download
2/4 - PIPS Day Table Talk (via Flo Recruit)
2/5 - PI/PS Day Interviews (via Flo Recruit)

Please contact Melanie Rowen, or Sara Malan if you have questions about PI/PS Day.

SAVE THE DATES!

[CDO] 1L INTERVIEW SERIES
Tuesday, January 11, 1 - 2pm: An Overview
Friday, January 14, 2 - 3pm: Interactive Workshop

Join CDO counselors for a two-part series on interviewing for your 1L summer position. The first session will provide an overview of what to expect and how to best prepare for your interviews. The second session will be an interactive workshop that will give you the chance to practice your interviewing skills. Stay tuned for more information at the start of next semester!

FLO RECRUIT TEST SESSIONS
Tuesday, January 18, 12:30 - 2:30pm (5 minute sessions)

If you are unfamiliar with Flo Recruit and would like a chance to test the platform before your interviews, we will be hosting 5 minute Flo Recruit practice sessions on January 18 from 12:30 - 2:30pm. Look out for an email later this week with more information about how to sign up for a slot.

EMPLOYER ANNOUNCEMENTS AND DIVERSITY OPPORTUNITIES WEBPAGES

Do not forget to check the Private Sector Employer Events and Resources and Diversity Opportunities page which are updated with new information as we receive it.

For other questions feel free to reach out to career@law.berkeley.edu, me, or to any one of the attorney-counselors.
Warm Regards,
Liz

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Pronouns: she / her / hers

UC Berkeley sits on the territory of Xučyun (Huichin) (Hoo-Choon), the ancestral and unceded land of the Chocheˈnyo (Cho-chen-yo) speaking Ohlone people.

Disclaimer: My work hours may not be your work hours. Unless urgent, please do not feel the need to reply outside of your work hours.