2023 Spring Interview Program (SIP) Application Period Instructions
Applications are due by Wednesday, January 11, 2023 at 5:00 pm PT.

**Reviewing the Application Materials**

**Step 1:** Login to [b-Line](https://b-line.berkeley.edu). You should be using your CalNet ID and passphrase to login.

**Step 2:** In case you have not reviewed the documents you need to submit to each employer, click on the “OCI” link at the top of page in the navigation bar, or in the tile section.

**Step 3:** You will be taken to a new page where you need to make sure to select the “2023 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 refreshes, click on the “Review” or “Apply” button associated with a particular interview schedule on the left-side of the screen.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Locations Interviewing For</th>
<th>Interview Dates</th>
<th>Documents</th>
<th>Bidding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbey, Weitzenberg, Warren &amp; Emery (Santa Rosa, CA)</td>
<td>Santa Rosa, CA</td>
<td>Sep 8th</td>
<td>Apply</td>
<td></td>
</tr>
<tr>
<td>AIDS Legal Referral Panel (ALRP) (San Francisco, CA)</td>
<td>San Francisco, CA</td>
<td>N/A (Resume Collection)</td>
<td>Apply</td>
<td></td>
</tr>
<tr>
<td>Alameda County District Attorney's Office (Oakland, CA)</td>
<td>Dublin, CA; Oakland, CA; San Leandro, CA</td>
<td>Sep 9th</td>
<td>Apply</td>
<td></td>
</tr>
<tr>
<td>Alameda County, Public Defender (Oakland, CA)</td>
<td>Oakland, CA</td>
<td>Sep 14th</td>
<td>Apply</td>
<td></td>
</tr>
<tr>
<td>Athshuler Benzson (San Francisco, CA)</td>
<td>San Francisco, CA</td>
<td>Sep 7th</td>
<td>Apply</td>
<td></td>
</tr>
</tbody>
</table>

**Step 5:** You will be taken to a page with the employer’s information, including the position description, and the drop-down menus for the other application documents requested. If you have not already done so, please review the “Position Description” and “Additional Request/Information” sections located towards the bottom of this page.

In the Additional Requests/Information section you will find instructions for some of the additional materials you will need to prepare for your application. **IMPORTANT:** Please read this section thoroughly, as there may be explicit instructions for outside applications you will need to complete.
You should see the document drop-down menus towards the top of the page. **This is where you will select the correct, corresponding documents after you have uploaded them to b-Line.** If an employer has not requested any additional documents (there is only a resume drop-down menu), then you will simply submit your resume as part of your application. Instructions for the upload process are next. **You will not need to upload transcripts at this time. They are NOT a part of the initial application materials for any SIP employers.** All the application materials requested must be submitted as part of your application for that employer by **5:00 pm PT on Wednesday, January 11, 2023.**
Uploading Application Documents

Step 1: To upload your application materials (resume, cover letter, writing sample, etc.), go to the “Documents” section of b-Line. Click on the icon in the right-hand corner and a drop-down menu will appear. Click on the “Documents” link from the left-hand side menu.

You can also click on the tile on the main homepage that says, “Add Application Materials”.
**Step 2:** Using either process, you will be taken to a new page. Click on the blue “Add New” button towards the top of the page.

**Step 3:** You will be taken to a new page where you can upload your document to the system. Choose a label for your document, and **make sure the corresponding radio button is selected based on the type of document you are uploading**, then choose the file you wish to upload, and hit the blue “Submit” button at the bottom.
Step 4: After you submit, you will be taken to the page with all your documents listed. Click on the “Make Default” link with the document icon to make a particular version of your resume your default resume. You only have this option for the resume document type. Your default resume is the one resume option that does not have the “Make Default” option below it.

Submitting Applications

Step 1: Once your documents have been uploaded, you are ready to apply. Go back to your b-Line homepage and click on the “OCI” link at the top of the page in the navigation bar, or in the tile section.
Step 2: Select the “2023 Spring Interview Program (SIP)” option in the “Session” drop-down menu again. 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 3: Once the page refreshes, click on the “Review” or “Apply” button of the employer to whom you would like to apply.

Step 4: You will be taken to page with the employer’s information. On the right-hand side of the page you will see the drop-down menus for the application documents requested. Select all the corresponding documents you previously uploaded for this employer in each document drop-down menu. **NOTE:** for those employers that are recruiting for multiple office locations, you can also type in the locations you are most interested in applying to in the “Preferred Location(s)” section. After all the documents have been correctly selected, and you have entered your preferred location(s), if necessary, hit the blue “Apply” button to finish applying to that employer. **REMINDER:** Transcripts are not part of the initial application documents, so you should not be uploading or attaching them to your application.
If you have any questions or issues, please contact Kris Ho at kho@law.berkeley.edu.