

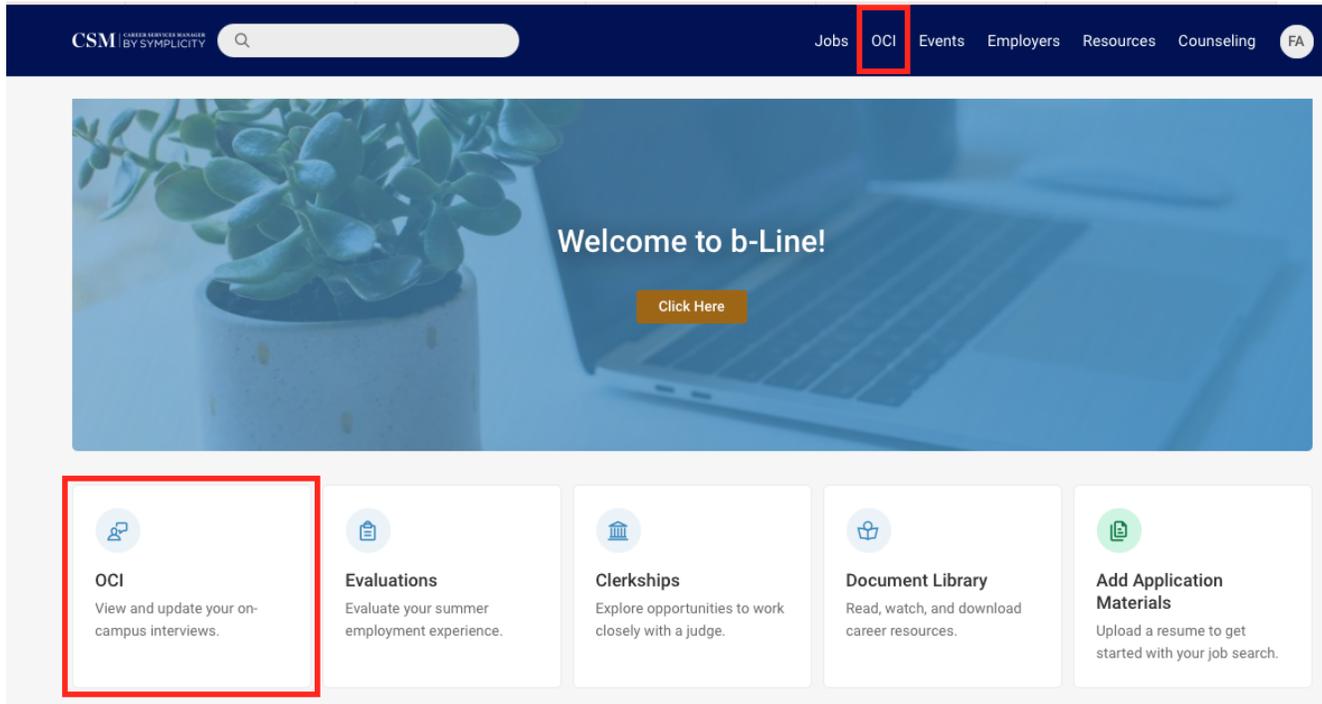
2023 Spring Interview Program (SIP) Application Period Instructions

Applications are due by Wednesday, January 11, 2023 at 5:00 pm PT.

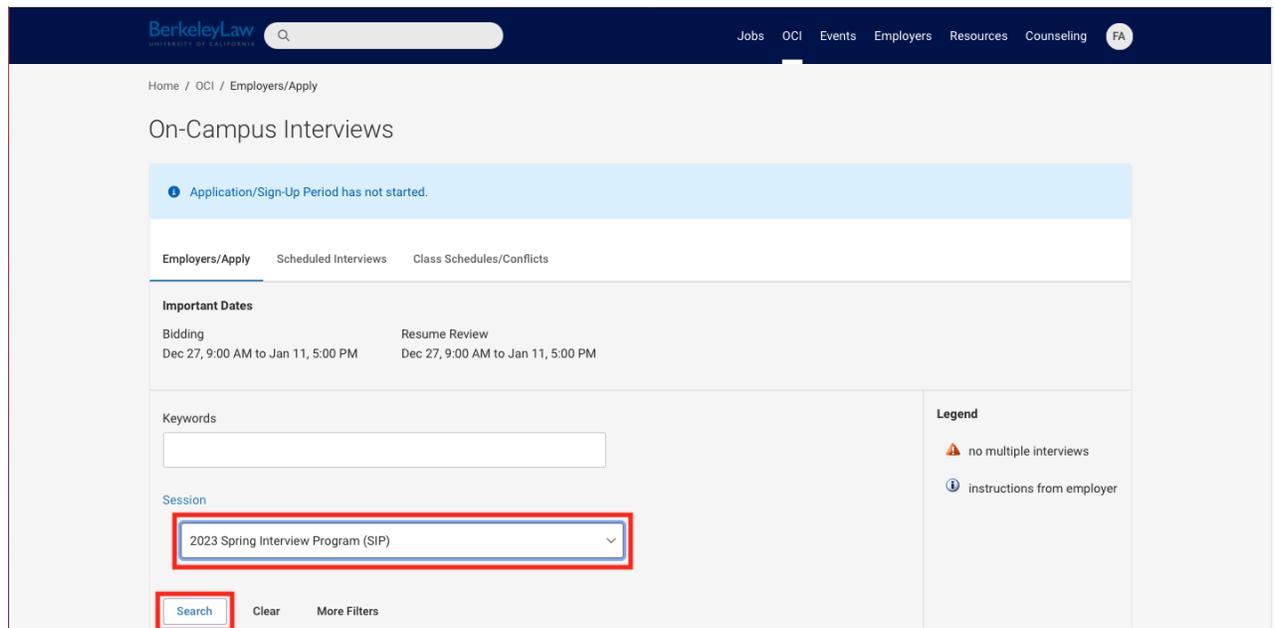
Reviewing the Application Materials

Step 1: Login to [b-Line](#). You should be using your CalNet ID and passphrase to login.

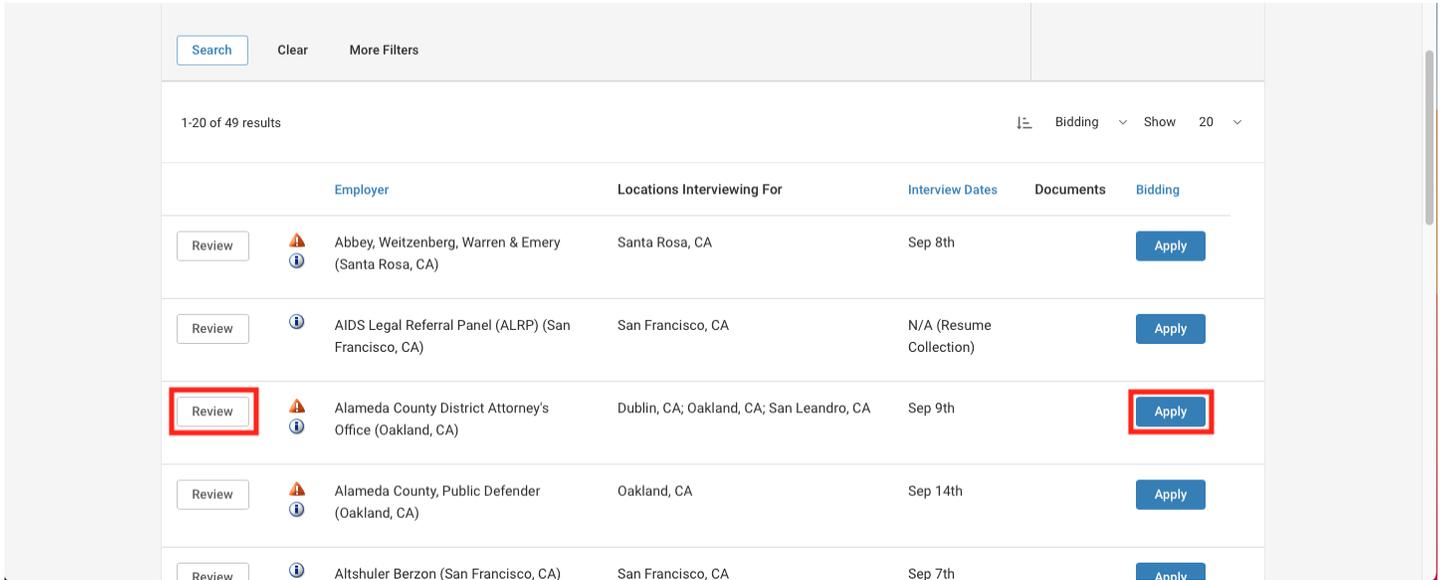
Step 2: In case you have not reviewed the documents you need to submit to each employer, click on the “OCI” link at the top of page in the navigation bar, or in the tile section.



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.

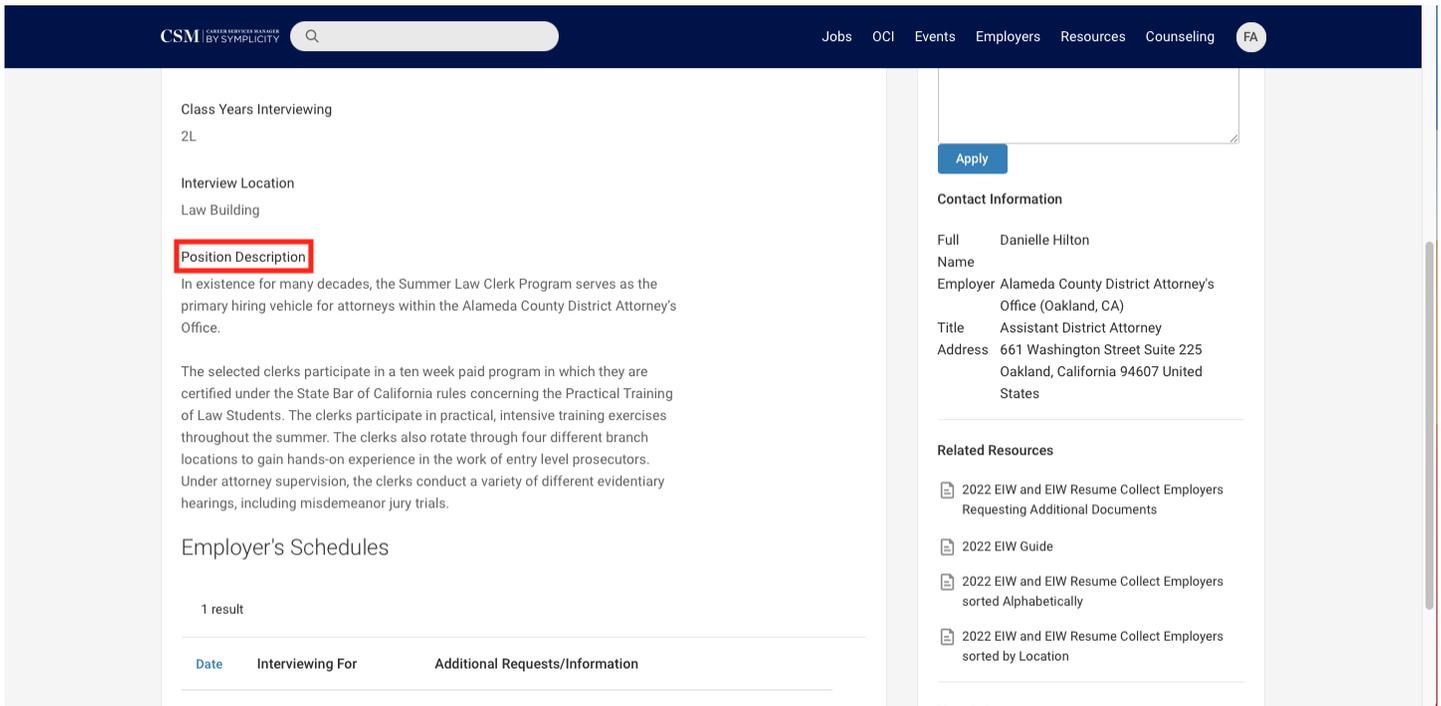


Step 4: Once the page refreshes, click on the “Review” or “Apply” button associated with a particular interview schedule on the left-side of the screen.



	Employer	Locations Interviewing For	Interview Dates	Documents	Bidding
Review	  Abbey, Weitzenberg, Warren & Emery (Santa Rosa, CA)	Santa Rosa, CA	Sep 8th		Apply
Review	 AIDS Legal Referral Panel (ALRP) (San Francisco, CA)	San Francisco, CA	N/A (Resume Collection)		Apply
Review	  Alameda County District Attorney's Office (Oakland, CA)	Dublin, CA; Oakland, CA; San Leandro, CA	Sep 9th		Apply
Review	  Alameda County, Public Defender (Oakland, CA)	Oakland, CA	Sep 14th		Apply
Review	 Altshuler Berzon (San Francisco, CA)	San Francisco, CA	Sep 7th		Apply

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.



CSM CAREER SERVICES MANAGER BY SYMPLECTIC

Jobs OCI Events Employers Resources Counseling FA

Class Years Interviewing
2L

Interview Location
Law Building

Position Description

In existence for many decades, the Summer Law Clerk Program serves as the primary hiring vehicle for attorneys within the Alameda County District Attorney's Office.

The selected clerks participate in a ten week paid program in which they are certified under the State Bar of California rules concerning the Practical Training of Law Students. The clerks participate in practical, intensive training exercises throughout the summer. The clerks also rotate through four different branch locations to gain hands-on experience in the work of entry level prosecutors. Under attorney supervision, the clerks conduct a variety of different evidentiary hearings, including misdemeanor jury trials.

Employer's Schedules

1 result

Date	Interviewing For	Additional Requests/Information
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[Apply](#)

Contact Information

Full Name Danielle Hilton
Employer Alameda County District Attorney's Office (Oakland, CA)
Title Assistant District Attorney
Address 661 Washington Street Suite 225
Oakland, California 94607 United States

Related Resources

- 2022 EIW and EIW Resume Collect Employers Requesting Additional Documents
- 2022 EIW Guide
- 2022 EIW and EIW Resume Collect Employers sorted Alphabetically
- 2022 EIW and EIW Resume Collect Employers sorted by Location

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.

CSM CAREER SERVICES MANAGER BY SYMPPLICITY

Jobs OCI Events Employers Resources Counseling FA

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Employer's Schedules

1 result

Date	Interviewing For	Additional Requests/Information
Sep 9, 2022	Oakland, CA; Dublin, CA; Oakland, CA; San Leandro, CA	Please address your cover letter to Danielle Hilton, Director of Recruitment and Development, with the salutation "Dear Danielle Hilton".

Back To List

POWERED BY **s y m p l i c i t y**

Privacy Policy | Terms of Use

Name
 Employer Alameda County District Attorney's Office (Oakland, CA)
 Title Assistant District Attorney
 Address 661 Washington Street Suite 225
 Oakland, California 94607 United States

Related Resources

- 2022 EIW and EIW Resume Collect Employers Requesting Additional Documents
- 2022 EIW Guide
- 2022 EIW and EIW Resume Collect Employers sorted Alphabetically
- 2022 EIW and EIW Resume Collect Employers sorted by Location

Help & Support

Send a Question or Comment

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.**

CSM CAREER SERVICES MANAGER BY SYMPPLICITY

Jobs OCI Events Employers Resources Counseling FA

Home / OCI / Employers/Apply / Sep 9th

On-Campus Interviews

Employers/Apply Scheduled Interviews

OCI Schedule

Employer
Alameda County District Attorney's Office (Oakland, CA)

Employer Website
<https://alcode.org>

Interview Length
20 minutes

Class Years Interviewing
2L

Interview Location
Law Building

Position Description

Application Details

Employer: Alameda County District Attorney's Office (Oakland, CA)

Application: not applied

Resume: Fake Resume* (dropdown menu)

Cover Letter: (dropdown menu)

Preferred Location(s)

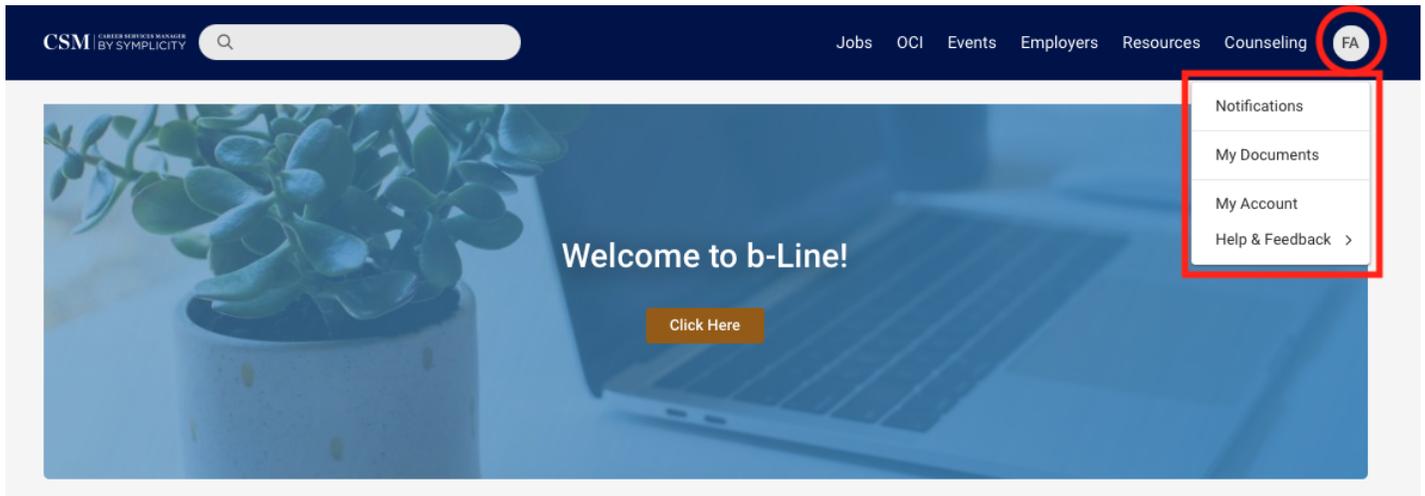
Apply

Contact Information

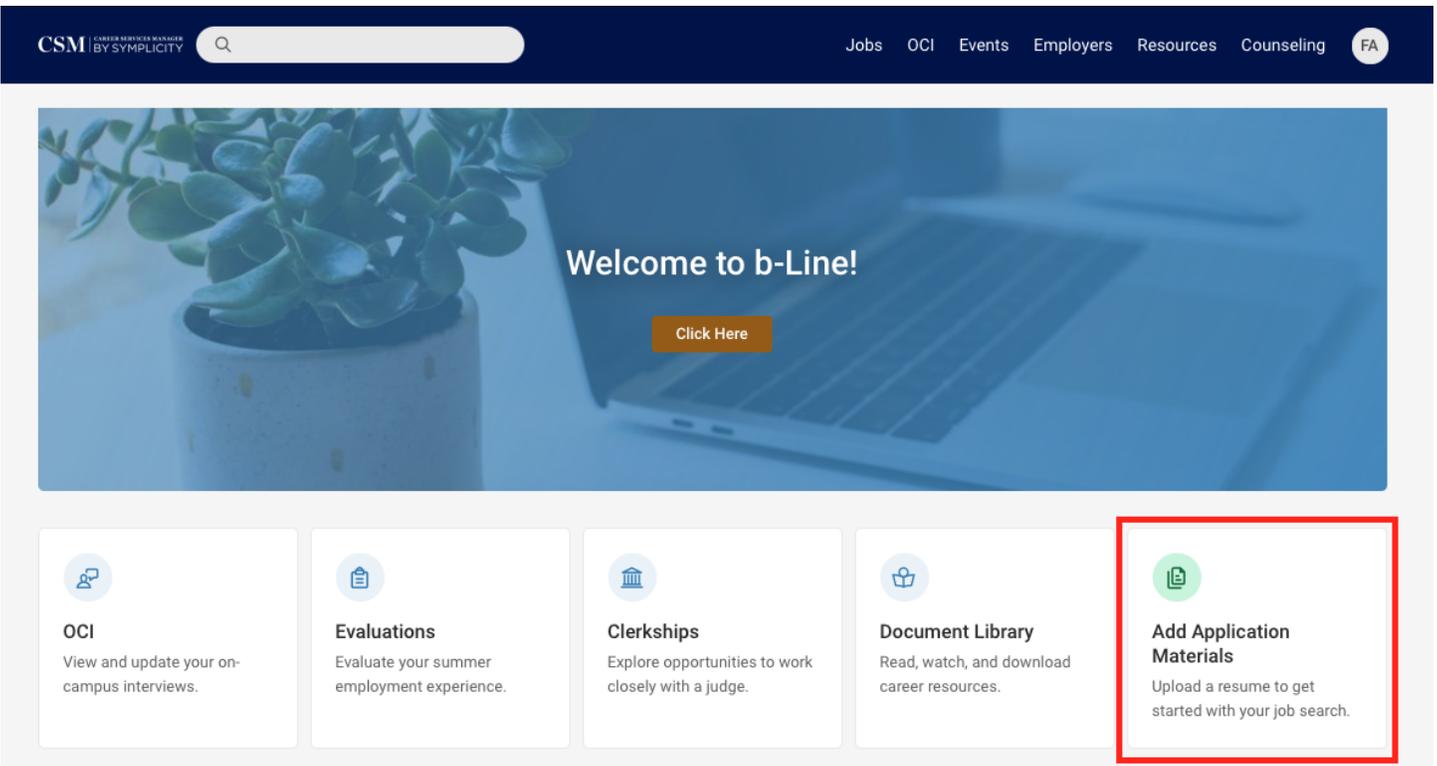
Full Name: Danielle Hilton

Uploading Application Documents

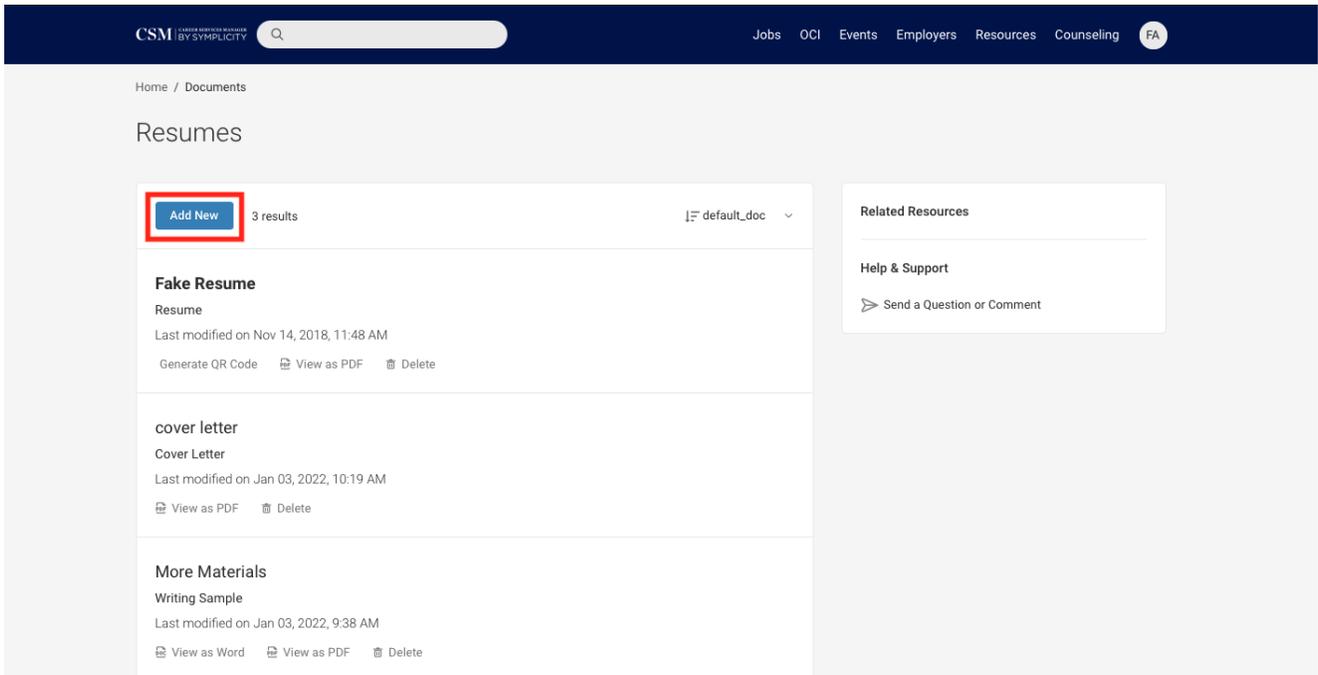
Step 1: To upload your application materials (resume, cover letter, writing sample, etc.), go to the “Documents” section of b-Line. Click on the icon in the right-hand corner and a drop-down menu will appear. Click on the “Documents” link from the left-hand side menu.



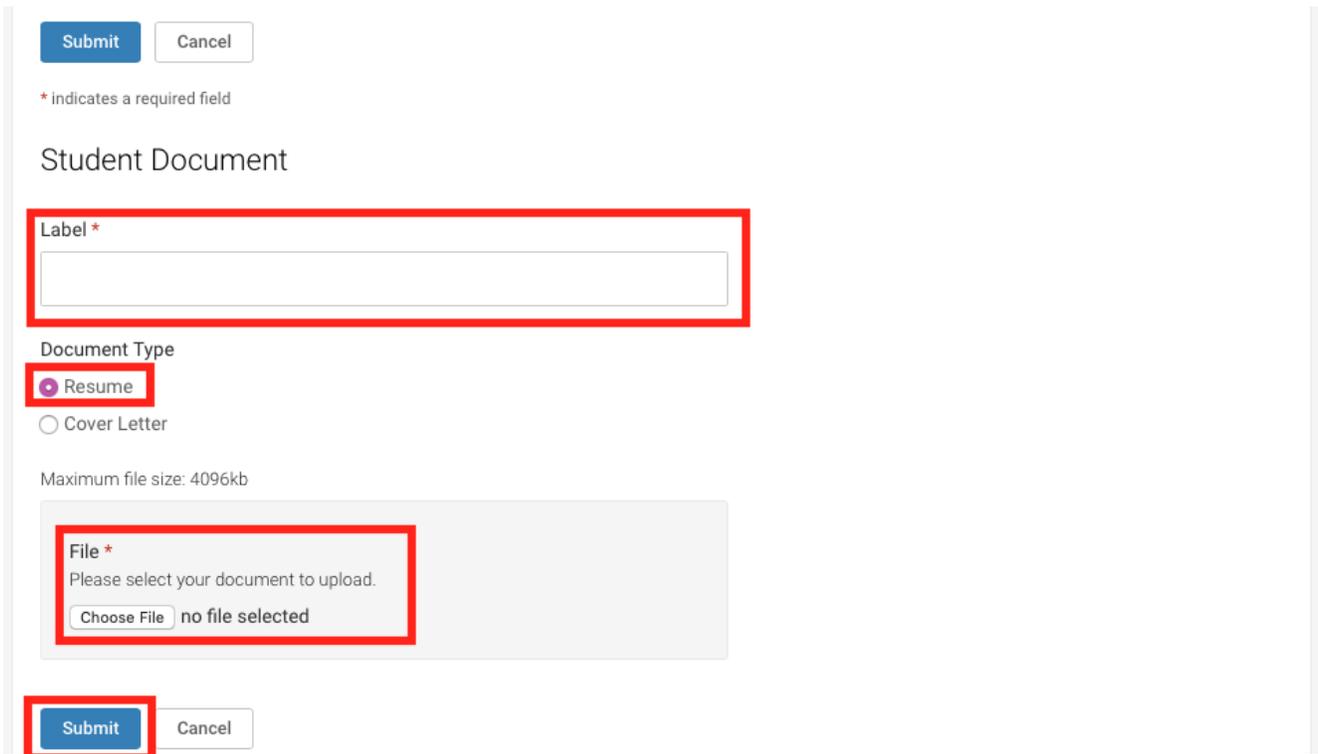
You can also click on the tile on the main homepage that says, “Add Application Materials”.



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.

The screenshot shows the CSM Career Services Manager interface. At the top, there is a navigation bar with the CSM logo and a search bar. The main content area displays a list of documents. The first document is a 'Fake Resume' with a 'Resume' type, last modified on Nov 14, 2018. The second document is a 'More Materials' section with a 'Writing Sample' type, last modified on Jan 03, 2022. The third document is a 'Resume' type, last modified on Jun 28, 2022. The 'Make Default' button for this resume document is highlighted with a red box. Below the document list, there is a blue banner with the text: 'To view PDF files, you may need Adobe Acrobat Reader.'

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.

The screenshot shows the b-Line homepage. At the top, there is a navigation bar with the CSM logo and a search bar. The main content area features a large banner with a blue background and a potted plant. The banner text reads 'Welcome to b-Line!' with a 'Click Here' button. Below the banner, there are five tiles representing different services: OCI, Evaluations, Clerkships, Document Library, and Add Application Materials. The OCI tile is highlighted with a red box. The OCI tile contains the following text: 'OCI View and update your on-campus interviews.'

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.

Home / OCI / Employers/Apply

On-Campus Interviews

Application/Sign-Up Period has not started.

Employers/Apply | Scheduled Interviews | Class Schedules/Conflicts

Important Dates

Bidding: Dec 27, 9:00 AM to Jan 11, 5:00 PM
Resume Review: Dec 27, 9:00 AM to Jan 11, 5:00 PM

Keywords:

Session: **2023 Spring Interview Program (SIP)**

Search | Clear | More Filters

Legend

- no multiple interviews
- instructions from employer

Step 3: Once the page refreshes, click on the “Review” or “Apply” button of the employer to whom you would like to apply.

Search | Clear | More Filters

1-20 of 49 results

	Employer	Locations Interviewing For	Interview Dates	Documents	Bidding
Review	Abbey, Weitzenberg, Warren & Emery (Santa Rosa, CA)	Santa Rosa, CA	Sep 8th		Apply
Review	AIDS Legal Referral Panel (ALRP) (San Francisco, CA)	San Francisco, CA	N/A (Resume Collection)		Apply
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Review	Alameda County, Public Defender (Oakland, CA)	Oakland, CA	Sep 14th		Apply
Review	Altshuler Berzon (San Francisco, CA)	San Francisco, CA	Sep 7th		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.**

On-Campus Interviews

Employers/Apply Scheduled Interviews

OCI Schedule

Employer

Alameda County District Attorney's Office (Oakland, CA)

Employer Website

<https://alcosa.org>

Interview Length

20 minutes

Class Years Interviewing

2L

Interview Location

Law Building

Position Description

Application Details

Employer: [Alameda County District Attorney's Office \(Oakland, CA\)](#)

Application: not applied

Resume: Fake Resume*

Cover Letter:

Preferred Location(s)

Contact Information

Full Name: Danielle Hilton

If you have any questions or issues, please contact Kris Ho at kho@law.berkeley.edu.