2024 Spring Interview Program (SIP)
Program Information and b-Line Instructions

Program Timeline

Employer Registration Deadline: December 13, 2023
Employers Receive Confirmation of Participation and Interview Date(s) Assigned: Ongoing
Students Can View Employers Participating: November 17, 2023
Student Application Period: December 18, 2023 - January 7, 2024
Release Resume Collect Student Applications to Employers: January 8, 2024
Employer Participating in Interviews Preselect Period: January 8 - 15, 2024
Student Interview Acknowledgement Period: January 16 - 18, 2024
Release Interview Schedules & Logistics to Employers: January 19, 2024
Interview Dates: January 22 - February 2, 2024

Location & Timing of Interviews

All interviews will be held virtually on the Flo Recruit platform, or in-person at Berkeley Law from 9:00 am to 5:00 pm PT. All interviews will be conducted in Pacific Time.

IMPORTANT: The only days we are hosting in-person interviews are on Friday, January 26th and Friday, February 2nd, 2024. We will NOT be hosting virtual interviews on these days. There are a limited number of rooms for in-person interviewing, so registrations will be taken on a first come, first serve basis.

Registration Fees

Private Sector Participants Only

Law firms and private organizations/corporations will be charged $325 per interview schedule, per day.

Cancellation Policy

For cancellations prior to December 18, 2023, there is a non-refundable fee of $50. Refunds are not provided for cancellations on/after December 18, 2023.

Public Interest/Public Sector (Government) Employers Only

Public interest employers and government agencies are not charged a fee for participating in the program.

Ground Rules for Participating

By registering to participate, employers agree to the following:

1) No pre-screening, or advance copies of law school, undergraduate, or other graduate transcripts!

   Transcripts are not made available prior to the interview. Nor do we permit employers to request that students provide them in advance. However, they will be provided on the day of your scheduled interviews through the Flo Recruit platform, or by the student if you are having in-person interviews.

2) Berkeley Law Policies

   Non-Discrimination Policy
   Grading Policy
   Recruiting Policies
Instructions on How to Register on b-Line

**Step 1:** Login to [b-Line](#). Your username is the **email address** for your account and the password is the one you set previously. If you have forgotten your password, click on the “Forgot my Password” link. If you have never used the b-Line before, click on the blue “Sign Up” button.

**Step 2:** Once you are logged in, click on **OCI** in the left-hand side bar and then on the “**Schedule Request**” link below it.
Step 3: Complete the registration form. Make sure to complete the schedule request form for the appropriate session, which is "2024 SIP". It should default to that option. Choose the "Mode" (aka registration type) between the "Resume Collect" or "Interview" options. You have the option to include emails for other people who may be helping out with SIP coordination in the "Additional emails for schedule communication" section. For the "Include Related Offices" option, please select the “NO” radio button. Include all locations you are interviewing for in the "Additional Locations" textbox for both interview and resume collect registrations.
You can select your preferred interview dates in the “Preferred Date(s)” section. You can also select alternate dates as well. We will do our best to try to accommodate your first request. 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.

Next you will include the scheduling items. You can select how long you would like your interview to be in the “Interview Length” section. Then you can choose the number of rooms you would like to request. Typically we recommend starting with 1 interview room. **If you are wanting to have simultaneous or consecutive day interview schedules, please submit a schedule request for each interview room you would like to have.** You will be able to choose the “Time Span” of your interviews (full day, morning, or afternoon session).
Finally you will come to the details section. 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.

Select the class year(s) you are interested in recruiting 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. You will also be able to select “Additional Document Types” you would like to request as part of the application process. Resume is not an option because that is automatically included. NOTE: You will not be allowed to request a law school or undergraduate transcript as an “Other” type document. Candidates will not be supplying transcripts through our program.

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. You should also use the “Additional Requests” section for any special requirements of the position (i.e., degree, language, background, etc.).
Step 4: You will need to check the box to acknowledge that you have read and agree to the Policy statements under the “Policy Affirmation” section. You will also be required to submit responses to the “Survey Questions”. Once your registration form is complete, you have acknowledged our policies, and answered the survey questions hit the blue “Submit” button.

Step 5: Once you have submitted your request you should see it in the “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 career@law.berkeley.edu to make changes.

If you have any questions about Berkeley Law’s Spring Interview Program (SIP), please reach out to career@law.berkeley.edu.