

**July 10, 2012****How Do I Apply to Non-OCI Employers?****This week's Career News focus is on state government applications.**

See the June 27th Career News for information on how to directly apply to large and mid-size firms and public interest fellowships and the July 3rd Career News for information on federal government hiring.

This Career News issue, like the previous two, provides information about how to apply to employers that are not participating in Fall OCI and Resume Collections.

**Finding a Job with the State of California**

**3Ls:** To secure post-graduate employment in state government, you must first take an exam and score high enough to be placed on an eligible hiring list. Recent graduates with list eligibility may be hired as Graduate Legal Assistants immediately following the bar exam whereas Staff Counsel and Deputy District Attorney positions require bar admission. Several state agencies are currently offering the Graduate Legal Assistant Exam including the Department of Fair Employment and Housing, the Department of Justice, and the Office of Legislative Counsel. The DOJ and DFEH exams currently do not have closing dates but the DEADLINE for the Legislative Counsel exam is July 19th! Detailed information regarding each of the three exams was emailed to you from the Career Services Office. Once you become list eligible, you may apply for GLA positions as they become available over the course of the year. Keep an eye on Symplicity, the [State Personnel Board website](#), and the [DOJ website](#) for open positions. If you have questions about the exam and/or application process, please contact [Kirsten Hill](#).

**2Ls:** Although some state agencies hire 2Ls through the OCI program, most hire law students through the direct application process. Many of these agencies post positions on Symplicity but their hiring timelines can vary dramatically so be sure to regularly check for postings throughout the school year. If you are interested in a particular agency and don't see a job posting for that agency, talk to the Career Services Office or take a look at the [Alumni Directory on the Intranet](#) to find a contact and reach out directly. A list of state agencies and links to their websites can be found [here](#).

**[Alumni Directory](#)****[Job Search Resources](#)****[Symplicity](#)****[Career News Archives](#)****OCI Sessions:**

[Aug 13-17\\*](#): bid deadline July 18, 5PM  
[Aug 21-23](#) (in Silicon Valley): bid deadline July 24, 5PM

[Late Aug](#): bid deadline Aug 3  
[Sept 4-7](#): bid deadline Aug 8, 5PM  
[Sept 10-14](#): bid deadline Aug 14, 5PM

*\*this session occurs before school begins so make your summer plans accordingly*

**Resume Collections:**

[July Resume Collection](#): bid deadline July 23, 5PM  
[Morrison & Foerster Resume Collection](#): bid deadline Aug 1, 5PM  
[August Resume Collection](#): bid deadline Aug 20, 5 PM

**Fall OCI & Resume Collects**

Bidding for all sessions is open. The first bidding deadline (for August 13-17) is **July 18th at 5:00pm**.

E-mail your resume and/or cover letter to [Craig Compton](#) or [Kirsten Hill](#) and we will provide edits and comments to improve your materials. Due to the volume of requests that we receive, we cannot guarantee that we can provide significant comments to materials submitted after [July 11th](#) so please submit your materials early.

See the right hand sidebar for OCI dates. Click [here](#) for details about drafting your resume and cover letter.

**Mock Interview Program & Interview Boot Camp—Save the Date**

The Career Services Office is working with LSA and local alumni to hold a mock interview program on August 10, 2012 (5:30-7:30 PM). **We will send out registration information next week.**

During the afternoon on August 10th the Career Services Office will hold a mandatory session for those participating in the mock interview program that will cover the “Dos and Don’ts” of interviewing. This Boot Camp is open to all King Hall Students.

**OCI Symplicity Tips - Documents**

**When bidding, you can only submit documents that the employer is asking for.** For example, if an employer has not asked for a cover letter there will not be an option to select one in the *Bid/Application Details* area. Symplicity only allows you to submit documents the employer is asking for; do not email extra documents to employers.

**Please review your application materials carefully.** Each year students accidentally upload cover letters addressed to the wrong employer. Please remember to check all your materials very carefully. If you notice that you accidentally submitted a bid with the cover letter addressed to the wrong employer or selected the wrong cover letter from the drop-down menu when you bid you can withdraw your bid and redo the bid correctly; however, this must be done BEFORE the bidding deadline.

**Before the “Apply” button will appear to place bids, you must upload ALL requested documents in your Documents section.** If no documents have been uploaded it will say “not selected” for each type of document in the *Bid/Application Details* section of the posting. If some, but not all, documents have been uploaded it will say “none found” next to the documents type and “You need to upload missing document types to be able to submit bid for this employer.”

**OCI Symplicity Tips - Lottery and Ranking****WHAT IS THE LOTTERY AND RANKING OF BIDS?**

OCI and Off-Campus employers select 90% of their interview schedule and the remaining 10% is selected by lottery through Symplicity. The ranking is part of the algorithm for the lottery selection. Employers will not see how you ranked your bid or when you placed your bid; this ranking is used only for the lottery selection process. Each employer will have 1-2 lottery interviewees.

You have 38 bids total for all OCI and Off-Campus sessions. Bids for resume collections do not count toward your limit of 38 bids. The highest rank is “1” and lowest is “38.” If you do not select a bid number your bid will not go through. You can only use each bid number once per session. For example, if you want to bid on 20 employers for the August 13-17 session you would rank them 1-20; if you want to apply to 3 employers in the Aug 21-23 session you would rank them 1-3. You are able to adjust your rankings (per session) until the bidding deadline for the session.

You may want to strategize your rankings. For example, you may want to give a high rank number to an employer that you are strongly interested in but feel they are a reach for you. Giving a high rank number will increase your chance of being randomly selected by the lottery but it is not a guarantee that you will receive an interview as there are many variables for the lottery such as how many students applied to the employer, how many other students also put the same bid number on that employer and several other variables.

Although there is no lottery for judicial clerkship or resume collection sessions Symplicity still requires ranks for bidding (the lottery algorithm is not run for these sessions).

**Additional Networking & Training Opportunities**

Below is a sampling of events held over the summer. For additional events, check your local bar association, barristers club, and other organizations of interest.

**BAY AREA**

Legal Aid Society—Employment Law Center, [Summer Brown Bag Lectures in Public Interest Law](#)

**SACRAMENTO**

[Environmental Law Section of the Sacramento County Bar Association](#)

RSVP to Mae at 916-455-7300 or [mae@semlawyers.com](mailto:mae@semlawyers.com)

July 10, 2012, 11:45 AM—1:00 PM; Location: The Firehouse; Event Cost: Student \$15.00.

[Summer Associates Reception for the Barristers' Club of Sacramento](#)

July 26, 2012, 5:30-7:30 PM at The Park Ultra Lounge in Sacramento (1116 15<sup>th</sup> Street).

**REMOTE**

[One Justice Summer Series for Law Students](#). Visit [one-justice.org/trainings](http://one-justice.org/trainings) to register.

**Equal Justice Works**

Check out Equal Justice Works new [Educational Debt manual](#) that will provide you with basic information about student loans, repayment options and relief programs.