2015 Symplicity Fall OCI Student User Guide

This Guide contains the instructions and timeline for the Fall On-Campus Interview (OCI), Off-Campus and Resume Collection program. This Guide is available on the Resources section of Symplicity and on the On-Campus Interviews webpage.

ACCESSING SYMPPLICITY

SYMPPLICITY LOGIN
Login to Symplicity and go to the OCI & Resume Collections section to view employers.

FORGOT PASSWORD
If you forget your password, click on the Forgot Password link on the Symplicity login page. Once you click the link it will take you to the Forgot My Password page. Follow the instructions to receive information about a new password. NOTE: Do not register for a second Symplicity account if you forgot your password.

NAVAGATING SYMPLICITY

While navigating Symplicity, use the “back” links/buttons provided within the system, these are located near the top or bottom of pages. You can also use the navigation bar to move around the system. Do not use your Internet browser’s back button/arrow to return to a previous page as it may bump you out of the system.

QUESTIONS
If you have any Symplicity questions, please contact Kim Thomas at oci@law.ucdavis.edu.

OCI TERMINOLOGY

Bidding:
This is Symplicity’s term for “applying” to employers through OCI, Off-Campus and Resume Collections.

Sessions:
Employers participating in OCI, Off-Campus and Resume Collections are organized into sessions. Each session has its own bidding deadline and employers sign up for the session that they prefer. The sessions are found in the OCI & Resume Collections section of Symplicity. Some sessions will have multiple days and employers and some may have a single day and/or single employer. Once in a Session, students can only view and bid for employers who are recruiting for their class level.
Preselect:
This is Symplicity’s term for a student who was selected for an interview by an employer.

Lottery Select:
Employers select 90% of the interviewees, called preselects. Of the employers remaining applicants, 10% of them are allotted, by random lottery, to interview with the employer.

Alternate:
Employers have the option to select alternates for their interview schedule. An alternate may be interviewed in the event that a preselected or lottery student declines or cancels an interview. Due to this, there is no guarantee that Alternates will get onto interview schedules. However, be prepared to interview on any OCI or Off-Campus schedule that you have been selected as an alternate for in case there is a last minute cancellation. In the event that an opening occurs on an interview schedule, Career Services (not the employer) will assign the interview time to an alternate and notify the student by email and/or phone.

Resume Collection:
This is for employers who are not able to interview on-campus but wish to receive student application materials as a group. There is no lottery for Resume Collections, employers select 100% of their interviewees and will contact students directly if they wish to schedule an interview. Bids for Resume Collection employers do not count in the overall 38 bid limit for the OCI and Off-Campus sessions.

Callback Interview:
Following an initial OCI, Off-Campus or Resume Collection interview, the student is selected for a second interview. These interviews are held at the employer’s office. Employers will contact students directly if they wish to schedule a callback interview.

**BIDDING DEADLINES (BY SESSION)**

**ON-CAMPUS INTERVIEWS:**

<table>
<thead>
<tr>
<th>SESSION</th>
<th>BIDDING DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 10-14, 2015</td>
<td>July 22, 2015 at 11:00pm</td>
</tr>
<tr>
<td>August 31- September 4, 2015</td>
<td>August 12, 2015 at 11:00pm</td>
</tr>
<tr>
<td>September 8-11, 2015</td>
<td>August 19, 2015 at 11:00pm</td>
</tr>
</tbody>
</table>

**OFFCAMPUS INTERVIEWS:**

<table>
<thead>
<tr>
<th>SESSION</th>
<th>BIDDING DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13, 2015 (Off-Campus)</td>
<td>July 22, 2015 at 11:00pm</td>
</tr>
</tbody>
</table>

**RESUME COLLECTIONS:**
<table>
<thead>
<tr>
<th>SESSION</th>
<th>BIDDING DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Resume Collection</td>
<td>July 23, 2015 at 11:00pm</td>
</tr>
<tr>
<td>Paul Hastings Resume Collection</td>
<td>August 5, 2015 at 11:00pm</td>
</tr>
<tr>
<td>August Resume Collection</td>
<td>August 19, 2015 at 11:00pm</td>
</tr>
</tbody>
</table>

**TIMELINES (BY SESSION)**

**AUGUST 10-14**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>June 12, 2015 at 12:01am</td>
<td>Viewing of employers begins</td>
</tr>
<tr>
<td>June 19, 2015 at 12:01am</td>
<td>Bidding opens</td>
</tr>
<tr>
<td>July 22, 2015 at 11:00pm</td>
<td>Bidding deadline</td>
</tr>
<tr>
<td>August 1, 2015 at 12:01am*</td>
<td>Preselect Interview Sign-Up begins</td>
</tr>
<tr>
<td>August 2, 2015 at 11:00pm*</td>
<td>Preselect Interview Sign-Up deadline</td>
</tr>
</tbody>
</table>

*Date and time subject to change.

**AUGUST 13 (OFF-CAMPUS)**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>June 12, 2015 at 12:01am</td>
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</tr>
<tr>
<td>July 22, 2015 at 11:00pm</td>
<td>Bidding deadline</td>
</tr>
<tr>
<td>August 1, 2015 at 12:01am*</td>
<td>Preselect Interview Sign-Up begins</td>
</tr>
<tr>
<td>August 2, 2015 at 11:00pm*</td>
<td>Preselect Interview Sign-Up deadline</td>
</tr>
</tbody>
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*Date and time subject to change.

**AUGUST 31 - SEPTEMBER 4**

<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
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<td>Bidding deadline</td>
</tr>
<tr>
<td>DATE</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>August 21, 2015 at 12:01am*</td>
<td>Preselect Interview Sign-Up begins</td>
</tr>
<tr>
<td>August 21, 2015 at 11:00pm*</td>
<td>Preselect Interview Sign-Up deadline</td>
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**SEPTEMBER 8-11**

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<tbody>
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<tr>
<td>August 19, 2015 at 11:00pm</td>
<td>Bidding deadline</td>
</tr>
<tr>
<td>August 31, 2015 at 12:01am*</td>
<td>Preselect Interview Sign-Up begins</td>
</tr>
<tr>
<td>August 31, 2015 at 11:00pm*</td>
<td>Preselect Interview Sign-Up deadline</td>
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*Date and time subject to change.

**SEPTEMBER 29**

(Alaska State Courts for 3Ls)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>June 12, 2015 at 12:01am</td>
<td>Viewing of employers begins</td>
</tr>
<tr>
<td>June 19, 2015 at 12:01am</td>
<td>Bidding opens</td>
</tr>
<tr>
<td>Sept 15, 2015 at 11:00pm</td>
<td>Bidding deadline for Symplicity</td>
</tr>
<tr>
<td>Sept 15, 2015 at 5:00pm</td>
<td>Bidding deadline for Letters of Recommendation to Faculty Support</td>
</tr>
<tr>
<td>Sept 24, 2015 at 12:01am*</td>
<td>Preselect Interview Sign-Up begins (12:00am) and closes (11:00pm)</td>
</tr>
</tbody>
</table>

*Date and time subject to change.

**JULY RESUME COLLECTION**

<table>
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*Resume Collections employers have no specific timeframe to contact selected students for interviews.*
PAUL HASTINGS RESUME COLLECTION

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Resume Collections employers have no specific timeframe to contact selected students for interviews.

AUGUST RESUME COLLECTION

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Resume Collections employers have no specific timeframe to contact selected students for interviews.

MANAGING DOCUMENTS

CAREER ADVISING:

Advisors are available over the summer for in-person or phone appointments or by email. Contact Career Services at 530-752-6574 or careerservices@law.ucdavis.edu to schedule an appointment with your advisor. Email your resume and/or cover letter to Craig Compton, Natalie Butcher or Tim Griffiths and we will provide edits and comments to improve your materials.

IMPORTANT: Materials will be reviewed in the order in which they are received. Due to the volume of requests that we receive, please submit your materials early.

PREPARING DOCUMENTS:

- Cover letters should be addressed to the contact listed in the OCI, Off-Campus or Resume Collection posting. Please note that some employers do not request cover letters.
- Writing samples should be 5-10 pages long. If you writing sample is longer than 10 pages then you can edit out a section to fit within the page limit.
- Before uploading a document check that
  - Track Changes are completed and turned off
  - There are no typos
  - There is no blank page at the end of the document (Also check this after you have uploaded your document. Sometimes when a document is converted to a pdf it will expand and add a blank page to the end of the document.)
- Please be aware that employers can see the file name you put on your documents.
**UPLOADING DOCUMENTS:**

**Before you can place bids on employers, you must have documents uploaded in your Documents section.**
- The Apply button will not appear in OCI, Off-Campus or Resume Collection postings until you have uploaded all of the documents requested by the employer.

**To Upload Documents:**
- Go to your Documents section in Symplicity. Click on the Add New button.
- Enter a document title in the Label field. Use a title that will allow you to identify the document easily. Be aware that employers can see the file name you put on your documents.
- Select the Document Type – Resume, Cover Letter, Unofficial Transcript, Writing Sample, or Other Documents.
  - The most common Other Documents include reference lists and non-law school transcripts.
- Click the Browse button and select a file to upload. Click Submit.
- When uploading, Symplicity will automatically convert Word documents into pdf format. **Once converted be sure to open the document and check that the converted file matches the format of your original document and that there is no blank page at the end.**

**Peak Bidding Times:**
- It is not recommended to upload documents or place bids to close to the bidding deadlines in case you have questions that you did not anticipate.
- Symplicity tends to run slow when many students are logged in at once. **During peak times, uploading documents can take longer than normal.**

**MAXIMUM NUMBER OF DOCUMENTS:**

Symplicity allows you to store a **maximum of 20 documents** at any given time and this includes all document types including resumes, cover letters, writing samples, law transcripts, references and any other type of document an employer may request such as non-law school transcripts or application forms.

When you have uploaded 20 documents, you will receive a message in your Documents tab stating “You have already uploaded the maximum 20 documents. If you would like to upload another, please replace or delete an existing one”.

**Due to the storage limit of 20 documents, you will need to bid in stages if you plan to bid on more than 20 employers.**
- Once you have completed the bid/applications for a number of employers, you can then begin to delete some of the documents, mainly cover letters, from your Documents section. Given that your cover letters will be addressed to specific employers, it is not necessary to store cover letters in your Documents section once you have completed your bids. **Documents deleted from your Documents section will remain attached to your bids.**

**DOCUMENT SIZE LIMIT:**
- Symplicity has a **maximum file size per document of 500KB.** Documents larger than this will not upload.
- Official transcripts are usually over the 500KB size limit so it is recommended that you create and upload an unofficial transcript.
• Contact Kim Thomas at oci@law.ucdavis.edu if you have questions about document size.

DELETING DOCUMENTS:
Go to your Documents section and press the Delete button for the document you want to delete.

TRANSCRIPTS:
Some employers will request transcripts as part of your application. Official transcripts are usually over the 500KB size limit so it is recommended that you create and upload an unofficial transcript sheet.

Unofficial Law School Transcripts
Copy your transcript from SIS Web and paste it into a Word document; be sure to tidy the appearance of the transcript. Make sure your name is at the top of the transcript. Once saved as a Word document you can then upload it to Symplicity. Select the Unofficial Transcript button in your Documents section for uploading law school transcripts onto Symplicity.

Ordering Official UC Davis Transcripts
To receive an official transcript you will need to order one through the main campus Registrar’s Office. Click here for fees and information on how to order an official transcript.

Undergrad or Non-Law School Transcripts
Some employers request an undergraduate or other non-law school transcript as part of your OCI application. You will need to create and upload an unofficial grade sheet onto Symplicity. Select the Other Document button in your Documents section for uploading non-law school transcripts onto Symplicity. If you have multiple non-law school transcripts you will need to combine them into one unofficial grade sheet.

Contact Kim Thomas at oci@law.ucdavis.edu if you have questions about transcripts.

BIDDING/APPLYING

VIEWING EMPLOYER POSTINGS:
When you go to the OCI & Resume Collections section in Symplicity, it opens by default to the session with the latest bidding deadline. This will usually be a Resume Collection session. Use the Session drop-down menu on the Employers/Bidding/Application tab to select the OCI, Off-Campus or Resume Collection session you want to view.

In these Sessions, you will see a list of registered employers recruiting for your class year. You will find bidding/application deadline information as well as preselect interview sign-up dates in the box on the right side labeled Important Dates. Please note that interview sign-up dates are subject to change.

Once in a Session, students can only view and bid for employers who are recruiting for their class year (for example, 3Ls can only view employers recruiting 3Ls, they will not be able to view postings of employers recruiting for 2Ls only).

Click on the Review button to view the employer information, position description, hiring criteria and bidding details. This is also where you will bid/apply for the employer.
a. This symbol signifies “no multiple interviews”. Some employers are interviewing for multiple locations. For these employers, students can only have one interview and will be considered for all offices or their office preference.

b. This symbol signifies “instructions from employer”. This means the employer has included instructions in their posting such as hiring criteria. All employers will have this symbol.

SUBMITTING BIDS:

To place bids, go to the OCI & Resume Collections section and use the Session drop-down menu to select the OCI or resume collection session you want to view.

1. Click on the Review button of the employer you want to place a bid on.
2. Select the documents you created for that employer from the drop-down menus (populated with documents you have stored in your Documents section).
   a. Pay careful attention that you are attaching the correct documents to the employer you are bidding on. For example, students often have several cover letters uploaded in their Documents section and they will all show up on the drop-down menu; be sure you are selecting the correct cover letter for the employer you placing a bid on.
   b. If you do not have all of the employer requested documents uploaded you will not be able to bid for that position. For documents that have not uploaded you will see “not selected” instead of a drop-down menu. There will also be a message stating “You need to upload missing document types to be able to submit bid for this employer.” If an employer has Other Documents they want you to submit, that information will be located in the Additional Information section of the posting.
3. Assign a bid number to the employer (see “Ranking Your Bids” information below). You must select a bid number from the Bid/Application drop-down menu.
4. If the employer is accepting applications for more than one office location, you may have to one of the following:
   a. rank your Preferred Locations as part of the online application
   b. address your preferences in your cover letter
   c. apply to each office separately
5. Check the Additional Information section of the posting to see if there are any other things needed as part of the bidding process.
6. Click Apply to complete your bid.

NOTE: Once the bidding deadline passes it is not possible to change, submit, or withdraw bids.

RANKING YOUR BIDS:

You must select a bid number from the Bid/Application drop-down menu that is located in the Bid/Application Details box. 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. The highest rank is “1” and lowest is “38.” You are able to adjust your rankings until the bidding deadline. If you do not select a bid number your bid will not go through.

You will also need to rank bids for Resume Collection employers as well; however they do not count towards your 38 bid limit for OCI.
NUMBER OF BIDS:
You have 38 bids total for ALL OCI and Off-Campus sessions. There are no limits to the number of bids you have for Resume Collections sessions.

- Symplicity tracks how many bids you have used for OCI, Off-Campus and Resume Collections. Towards the top of the page, just under the OCI sub tabs, you will notice that it displays the number of bids/applications used in red font.
- If you apply to OCI, Off-Campus and Resume Collection employers your “bids used” may be over 38. For example, if you bid for 36 OCI employers, 2 Off-Campus employers and 10 Resume Collection employers, you will have placed 48 bids (bids for the resume collections do not count towards the 38 bid limit).
- Each session has a separate bid count. For example, you placed 25 bids in one session and used the bid numbers 1-25; then you go to a different session to bid on 2 employers, you don’t start at number 26 for that session, you start at number 1. So you have 25 bids from one session and 2 bids from another for a total of 27 bids. The reason the bids start over is that if a student wishes to place all 38 bids in one session they can do so. Contact Kim Thomas at oci@law.ucdavis.edu if you have questions about bid numbers.

IS THERE AN ADVANTAGE TO BIDDING EARLY?
No. Employers cannot see any student bids before the bidding deadlines. The day after the bidding deadlines is when employers gain access to application materials. They cannot see what date or time you placed your bid.

PEAK BIDDING TIMES:
Students are advised not to bid to close to the bidding deadlines in case you have questions that you did not anticipate. Additionally, the Symplicity system tends to run slow when many students are logged in at once. Once the bidding deadline passes it is not possible to change, submit, or withdraw bids.

EDITING/UPDATING DOCUMENTS ATTACHED TO A BID:
You can edit any application materials associated with a bid until the bidding/application deadline. Follow these steps to complete the process:

1. Update/edit the document on your computer.
2. Delete the old document from Symplicity and upload the newly updated document.
3. Withdraw your OCI bid that has the old document attached to it.
   a. See the “To Withdraw A Bid” section below.
4. Submit a new bid for that employer with the newly updated document.

Once the bidding deadline passes, the bids and application materials associated with the bids can no longer be updated, edited, or withdrawn.

TO WITHDRAW A BID:
You can withdraw a bid any time before the bidding deadline. To withdraw a bid, click in the drop-down under the column entitled Bidding/Application and scroll up until you see the words “no bid” (or a blank space) above the number “1”. Click on the no bid/blank space and your bid will be withdrawn.

LATE BID APPLICATIONS CANNOT BE MADE:
If you are in the middle of doing a bid and the deadline passes, Symplicity will not allow you to complete your bid. Please be sure to allow yourself plenty of time to complete your bids. Once the bidding deadline passes it is not possible to change, submit, or withdraw bids.
The day after the bidding deadline, all application materials are accessible to the employer for review. Employers have a period of time in which to make preselect and alternate selections.

**PRESELECTS**

A Preselect is a student who was selected by an employer for an on-campus interview.

**LOTTERY SELECTS**

Employers preselect 90% of the interviewees. Of the employers remaining applicants, 10% of them are allotted by random lottery through Symplicity, to interview with the employer.

**ALTERNATES**

An Alternate is a student who was selected by an employer to be on their on-campus interview waitlist, to be interviewed in the event a preselected or lottery student declines or cancels an interview. Due to this, there is no guarantee that Alternates will get placed onto interview schedules. Employers have the option to select up to three alternates; however, not all employers select alternates. In the event that an opening in an interview schedule occurs, Career Services will contact alternates by phone/email to inform them that an interview opening has occurred. This can happen up to and including the day of the interview. If you are an alternate be sure to check your phone and email regularly through the OCI process.

**INTERVIEW NOTIFICATION AND SELECTING INTERVIEW TIMES**

Students selected for interviews will receive an email with information on how to sign-up for an interview time. If you have been selected for an interview, you will be responsible for logging into Symplicity during the Preselect Sign-up period and choosing one of the available interview times before the Preselect Sign-up deadline.

**PAY CAREFUL ATTENTION WHEN SELECTING AN INTERVIEW TIME.**

- **Students are responsible for selecting their interview time.** You can only sign up for your time during the Preselect Sign-up period.
- **Once an interview time is selected, it is set; you will not be able to change your time.** *
- There will be interview slots available for all selected interviewees; however, the interview time slots are filled on a first-come, first-served basis.
- If you are selected for interviews from more than one employer in a day, there is a possibility that you may have back-to-back interviews. To help avoid this, log-on to Symplicity and select interview time slots as soon as you can once the Preselect Sign-up period opens so you have more time slots to choose from.
- Because OCI interviews are held during the day and there are limited time slots, students may have to miss some class to attend interviews.

*Some employers request changes in their schedule or a student cancellation occurs (and there are no alternates) and there are gaps in the employer’s interview schedule. When these happen Career Services will need to adjust some student interview times. Students will be notified via email and/or phone if their interview time has changed. Please check your email and phone messages daily during the OCI season.
LOCATIONS:

Due to construction on campus this summer, Interviews will be held in the following locations:

- **August 10-14:** Hyatt Place UC Davis (behind Gallagher Hall)
- **August 13:** Sofitel San Francisco Bay hotel in Redwood City
- **August 31 - September 4:** King Hall. Group Study Rooms
- **September 8-11** King Hall, Group Study Rooms

Each individual OCI and Off-Campus posting will indicate where the interviews for that employer will be held.

INTERVIEWS – DAY OF:

- Interviews are usually 20 or 30 minutes in length depending on the employer’s preference.
- Arrive to your OCI interview 10-15 minutes early.
- Turn your cell phone off before you begin your interview.
- Some employers provide NALP (National Association of Law Placement) forms and recruiting brochures for students to view. These will be located in the waiting area for your review while you are waiting for your interview to start.
- At the time of your interview, knock on the door of the interview room and wait to be called in by the interviewer.

INTERVIEWERS:

Most employers provide the name of the interviewer(s) in advance of their visit to campus. If provided the interviewer names will appear on the interview schedule that is at the interview location site. You can also log-on to Symplicity and see the interviewer names on the employers OCI job posting. On occasion an interviewer that was scheduled to come to Davis is swapped out just before the interviews; as Career Services become aware of these changes we update Symplicity and the interview schedule.

OCI INTERVIEW CANCELLATION AND NO-SHOW POLICY

A missed interview inconveniences the employer; reflects poorly on you; and affects the relationship between the employer and the school. No-shows are also unfair to your fellow students who were selected as alternates.

CANCELLATION REQUESTS:

- **OCI cancellation requests must be made in writing to** oci@law.ucdavis.edu.
  - Students cannot cancel interviews through Symplicity.
  - Cancellation requests must be submitted **three** business days prior to the interview. Career Services needs adequate time to contact alternates and notify employers of a change in their schedule.
  - **Cancellations will be granted only** if you have accepted an offer (not just considering an offer) or in cases of an emergency.
- **Do NOT contact employers to cancel your interview.**
Employers do not have access to cancel or change your interview in Symplicity.

- Employers do not have access to add alternates onto their schedule through Symplicity.

- If you had to cancel on short notice due to an emergency and want to try to reschedule your interview you will need to contact the employer directly. You will first need to cancel through Career Services by email at oci@law.ucdavis.edu or by phone at (530) 754-5719 or (530) 752-6574.

**INTERVIEW “NO-SHOWS”:**

If a student fails to attend their interview (“no-show”) they will be contacted by Career Services to schedule an appointment to discuss the circumstances regarding their missed interview.

- The student will also be required to send a letter of apology to the employer and the letter must be reviewed by Career Services prior to sending it to the employer.

- If you have miss an interview due to an emergency, contact Career Services as soon as possible by email at oci@law.ucdavis.edu or by phone at (530) 754-5719 or (530) 752-6574 so we can inform the employer that you will not be interviewing and select an alternate for the interview time.

**RESUME COLLECTION INTERVIEWS**

Employers hiring through Resume Collections will select 100% of their interviewees and will contact students directly to set up interviews. Resume Collection employers have no specific timeframe in which they need to contact selected students for interviews. Students selected for interviews from Resume Collection employers will arrange their interview time and location directly with the employer.

**DIRECT SEND NOTE:** Employers who have a “direct send” resume collection means that the students will mail or email their application materials directly to the employer rather than bidding through Symplicity.

Contact Kim Thomas in Career Services at oci@law.ucdavis.edu if you have questions about resume collections.

**QUESTIONS**

Contact Kim Thomas in Career Services at (530) 754-5719 or at oci@law.ucdavis.edu.