PUBLIC INTEREST/
PUBLIC SECTOR (PIPS) DAY

Setting Yourself Up for Success
PIPS Basics

- Put on by Northern California Consortium of Law Schools
- Coordinated by Hastings - separate Symplicity system to apply for interviews
- Virtual event using Flo Recruit
- A large number of government and non-profit organizations participate in interviews for summer internships, school term externships, and post-bar employment
PIPS Day vs. OCI

OCI

- Applications and interviews for UC Davis students only
- Various sessions & interviews happen over a number of weeks
- Applications & interviews coordinated through King Hall’s Symplicity system
- Deadlines vary depending on session; employers continue to be added - check email and Symplicity regularly

PIPS

- Applications and interviews open to all students from the 8 consortium law schools
- Interviews are only on February 27
- Applications & interviews coordinated through PIPS’s Symplicity system
- Applications period is January 27 - February 9
PIPS Elements

- **Formal Interviews (9am - 5:15pm PST)**
  - By advance application - applications open on Jan. 27 and close Feb. 9 at 5pm - deadline will not be extended
  - By open-slot sign up - sign-ups are online and open Feb 22 through Feb 24 at 5pm. These are on a first come basis

- **Table Talk (9:30am - 1pm PST)**
  - List of employers on the Symplicity site
  - You must register for Table Talk - registration opens Feb. 17 and closes Feb 24 at 5pm.
  - Networking opportunity for you to meet employers. You can sign up to talk with employers that declined to interview you and ones you did not apply to.
2021 PIPS Timeline

• **TODAY** - Log into PIPS Symplicity and begin researching employers
  - You can begin preparing materials - send to us for review
  - You can upload materials into the PIPS Symplicity system even though the application period is not yet open

• **January 27: Application Period Opens**
  - You can begin to bid on employers. You can change application materials or cancel applications up until the close of the application period.

• **February 9, 5pm: Application Period Closes**

• **February 17**
  - Notification of Interview Offers
  - Table Talk Registration Opens

• **February 19, 5pm: Accept/Decline Interviews**
  - If you do not accept your interviews by the deadline, it will be considered a decline response and an alternate will be scheduled in your spot
2021 PIPS Timeline Cont’d

• February 22
  ▶ Cancellation period opens - you can cancel interviews through Symplicity
  ▶ Open Slot Sign-ups Begin - you can sign up to interview for organizations
    through the open slot sign up
    ▶ Open slots can appear throughout the cancellation period as students cancel their
      interviews

• February 24, 5pm
  ▶ Cancellation period ends - you are STRONGLY DISCOURAGED to cancel past
    this deadline
  ▶ Open Slot Sign-ups end
  ▶ Table Talk Sign-ups end

• February 25 - 26: Emailed Interview & Table Talk Schedules
  ▶ You will receive your Flo Recruit link for your interviews and table talk
    meetings 24-48 hours prior. You should test the system once you get your link

• February 27, 9am to 5:15pm: PIPS Day 2021
  All-Virtual Event on Flo Recruit
Set Yourself Up For Success

- Research employers and prepare materials early
  - You have access to the system now and can upload materials prior to the bidding start
  - If you want materials reviewed by our office, send them in early to ensure you get a thorough review

- Personalize each cover letter
  - Use the organization’s name in your letter
  - Explain why you are interested in working for that organization, or office, or issue area
  - Connect your experience and skills to the job - look at the job posting and the desired qualifications, mirror their language
  - Make sure you upload your cover letter with the a title that will allow you to easily attach the correct one to your application. Ex: ACLU-cover

- Submit your applications early! Don’t wait until the deadline.
  - The system slows down due to the amount of traffic on the final day
  - If you have technically difficulties, you will need time to get assistance
  - At 5pm the system closes and no further bids can be made - even if you are in the process of applying at 5pm, your application will be cancelled and you will not be able to proceed
Key Resource:
norcalpipsday.weebly.com
Questions?