PUBLIC INTEREST/ PUBLIC SECTOR (PIPS) DAY

Setting Yourself Up for Success
PIPS Basics

- Put on by Northern California Consortium of Law Schools and coordinated by Hastings

- Virtual event using Flo Recruit

- Two day event with Table Talk on Friday, Feb 4 from 1-3 and Formal Interviews on Saturday, Feb 5 from 9-5:15

- 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 5
- Applications & interviews coordinated through PIPS’s Symplicity system
- Applications period is January 1 - 14 (5pm)
PIPS Elements

- **Table Talk - Friday Feb 4 (1-3pm PST)**
  - List of employers on the PIPS Day site
  - Registration period is January 24-31 on Flo Recruit. A registration link will be emailed to you on Jan. 24
  - 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.

- **Formal Interviews - Saturday Feb 5 (9am - 5:15pm PST)**
  - By advance application only - applications open on Jan. 1 and close Jan. 14 at 5pm - deadline will not be extended
  - By open-slot sign up - sign-ups are online and open Jan. 28 at 5pm through Jan 31 at 5pm. These are on a first come basis
2022 PIPS Timeline

TODAY - Log into PIPS Symplicity and begin researching employers

- You can begin preparing materials - send to us for review
  - You must send us materials by January 7 for a guaranteed review
- You can upload materials into the PIPS Symplicity system even though the application period is not yet open

Saturday, Jan. 1: 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.

Friday, Jan. 14, 5pm: Application Period Closes

Monday, Jan. 24: Notification of Interview Offers

- Table Talk Registration Opens

Wednesday, Jan. 26, 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
2022 PIPS Timeline Cont’d

Friday, Jan. 28

- Cancellation period opens - you can cancel interviews through Symplicity
- Open Slot Sign-ups begin at 5pm

Monday, Jan. 31 5pm

- Cancellation period ends - you are **STRONGLY DISCOURAGED** to cancel past this deadline
- Open Slot Sign-ups end; Table Talk Sign-ups end

Jan. 27: Initial Interview Schedule Emailed

Feb. 4, 1-3: Table Talk

- 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

Feb. 5, 9am to 5:15pm: Formal Interviews
PIPS and OCI Applications

- You will need to apply individually to each employer you wish to have a formal interview with

- All required application materials must be uploaded to Symplicity to apply.
  - Watch the short video presentation on how to navigate OCI and upload through Symplicity. This will also pertain to the PIPS Symplicity system.
  - For more detailed instruction you can see the student guide that was emailed to you and available in Symplicity

- Application materials - can vary by employer
  - Resume
  - Cover Letter (personalized for each employer)
  - Writing Sample
  - Transcript

- PIPS Day Open Slot
  - If you are applying for an open slot interview, you will not have time to personalize a cover letter, but you need to upload a document. Instead, there is a sample document that you can upload in place of the cover letter on our PIPS Day webpage. We suggest you upload that before open slots open so you can have it ready to apply to any open slot you see available.
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 Resources:

https://pipsday.weebly.com/

https://law.ucdavis.edu/career-services/oci/pi-ps-day.html
Questions?