

# 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 technical 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?