



CAREER SERVICES OFFICE

MAXIMIZING PIPS DAY

Setting Yourself Up for Success

Agenda

- ▶ Making the most of the day
 - ▶ Open Slot Sign ups
 - ▶ Table Talk
- ▶ Cancellations
- ▶ PIPS Day Logistics
- ▶ Using Flo Recruit
- ▶ Interview Tips
- ▶ Follow up
- ▶ Resources and Questions

Making the Most of the Day

If you did not receive an interview with an employer, don't be discouraged! Many employers have said that they received many more applications from competitive candidates than available interview slots.

Many students still find summer opportunities at PIPS Day, even if they were not originally selected for an interview there. Here are a couple ways that participating in PIPS Day can lead to a summer, semester, or permanent job:

- ▶ **Open Slot Sign-Ups**
- ▶ **Table Talk with Employers**

Open Slot Interviews

Several employers currently have fewer applications than open interview slots. In addition, even more interview slots will inevitably become available prior to the event as students cancel interviews during the cancellation period (Feb 22 through Feb 24).

- ▶ Starting TONIGHT, Feb 22 at 5pm until Wednesday, Feb 24 at 5pm you will be able to sign up for available slots online on Symplicity
- ▶ Interview slots are available on a first-come, first-serve basis
- ▶ Slots will continue to open throughout the cancellation period so check back periodically
- ▶ It is not required that you applied previously to the organization, but be sure to research any organizations you hope to interview with prior to PIPS day.
- ▶ You can sign up even if you applied and were not selected. Remember there were more qualified applicants than slots. Not being selected does not mean you are not qualified.
- ▶ Keep track of your interview times and any Table Talk slots, do not double-book yourself

Open Slot Interviews -Simplicity

[1] click on the **Employers that are Interviewing** tab on the left-hand menu

[2] go to the **Employers/Bidding/Application** tab

Home / Employers That Are Interviewing / Employers/Bidding/Application

Formal Interviews

[2] Employers/Bidding/Application Scheduled Interviews

Keywords

Session
TEST - PI/PS Day 2020

Legend

- no multiple interviews
- instructions from employer

[3] find the employer you are interested in. "Test Org. Alpha" in the screenshots below.

[4] click on the interview date (Feb 27th for PIPS Day 2021) to the right of the employer's name

Session
TEST - PI/PS Day 2020

Search Clear More Filters

2 results

Employer

	Employer	Total Slots	Interview Dates	Invitations
Review	[3] Test Org. Alpha	13	[4] Feb 1st	
Review	Test Org. Beta	14	Feb 1st	

Open Slot Interviews

- ▶ If an employer requires a cover letter and you do not already have one prepared, upload a document stating that you are an open slot candidate

Sample language:

Dear Hiring Manager,

I look forward to speaking with you during an open slot interview at PIPS Day.

Thank you!

Resume

Resume Default*

Cover Letter **[5]**

Open Slot Applicant

Signup

Cancel

Open Slot Interviews

- ▶ If an employer requires a cover letter and you do not already have one prepared, you must instead upload a document stating that you are an open slot candidate

[6] Towards the top of the page, **select an available interview time**. Note that the 10:00 am – 10:25 am (PST) interview slot is not available; in this example, another student has an interview scheduled at that time.

[7] At either the top or the bottom of this page, click **Signup** to finish.

[7]

* indicates a required field

OCI Interview

Employer (Location)

Test Org. Alpha

Interview Date *

Feb 1st

Interview Time *

☐ 9:00 am - 9:25 am

☐ 9:30 am - 9:55 am

☒ 10:40 am - 11:05 am **[6]**

☐ 11:10 am - 11:35 am

☐ 11:40 am - 12:05 pm

☐ 12:10 pm - 12:35 pm

Open Slot Interviews

Employer Update

- ▶ East Bay Family Defenders is now participating in PIPS Day
 - ▶ They will have 28 open slots available:
 - ▶ 14 open slots available to 1Ls and 2Ls for their summer internship
 - ▶ 14 open slots available to 3Ls, 4Ls and LLMs for entry-level staff attorney position
- ▶ A couple employers have had to withdraw from PIPS Day.
 - ▶ Please check the PIPS Day website for the current list of employers.

Table Talk

Do not forget about Table Talk! Many students have found that participation in Table Talk resulted in a summer opportunity. Taking advantage of Table Talk could lead to a formal interview or a summer job.

- ▶ Table Talk begins at 9:30 AM and is open until 1:00 PM during PIPS Day. All students are welcome to attend.
- ▶ This is an opportunity to network with employers and learn more about them or express your interest in working with them, either this summer or in the future.
- ▶ Each slot can have up to 3 students and is 15 minutes long.
- ▶ Do research on the employers you sign up for so you know what they do and you can have some questions to ask them about their work.
- ▶ Upload your resume to Flo Recruit so Table Talk Employers can have access to it.

Table Talk

- ▶ Registration is currently open through Wednesday, Feb 24 at 5pm.
- ▶ It is first come first serve. You register through Flo Recruit. See email sent by PIPS coordinator last week on Wednesday for link.
- ▶ After you select Table Talk sessions you will be able to upload a resume or transcript.
- ▶ If you received and accepted any interview offer (either as a preselect or an alternate), do not sign up for Table Talk until after you receive your interview schedule in Symplicity today at 5, because you do not yet know the time(s) of your interview(s)
- ▶ DO NOT double-book your Table Talk time slots with any interviews you have scheduled or will have scheduled; it is your responsibility to make sure you do not double-book Table Talk and interviews.

Table Talk - Flo Recruit

Book your Sessions

Please choose one timeslot for up to 14 groups. Once you have chosen your timeslots, you will need to complete a few questions before you can reserve them.

ACCE Institute

Alameda County
District Attorney's
Office

Alameda County Public
Defender

Alaska Department of
Law

Ashoka: Innovators for
the Public

CA Dept. of Justice,
Office of the Attorney
General, Division of
Operations

ACCE Institute

Ethan Silverstein, Jackie Zaneri

VIEW  

2/27/21

9:30 AM - 9:45 AM PST

2 out of 3 spaces left

2/27/21

9:45 AM - 10:00 AM PST

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2/27/21

10:00 AM - 10:15 AM PST

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2/27/21

12:30 PM - 12:45 PM PST

2/27/21

12:45 PM - 1:00 PM PST

Table Talk - Flo Recruit

Your Schedule (3)

2021-02-27

11:00 AM - 11:15 AM PST

Alameda County Public Defender · Palden
Ukyab



2021-02-27

12:00 PM - 12:15 PM PST

ACCE Institute · Ethan Silverstein, Jackie
Zaneri



2021-02-27

12:30 PM - 12:45 PM PST

CA Dept. of Justice, Office of the Attorney
General, Division of Operations · Christopher
Rench, Marisa Kirschenbauer, Marisol Leon



Submit Timeslots

Complete next steps to confirm timeslots

The timeslots you have chosen will be temporarily held while you complete the next steps. If you are inactive on these next pages for more than 15 minutes you will lose your timeslots and will have to restart the entire process.

Continue

Table Talk - Flo Recruit

Enter your info

Email

slparino@ucdavis

First Name

Enter first name

Last Name

Enter last name

Phone

Enter phone

Upload

Photos are
Click contin

Upload your documents

To complete your registration, upload your resume and transcript for employers to view.

Resume (optional)

No resume
[Change Resume](#)

Transcript (optional)

No transcript
[Change Transcript](#)

Continue

Cancelling Your Interview

- ▶ Cancellation period begins today, Feb 22 at 5pm until Wed, Feb 24 at 5pm.
- ▶ You can cancel your interviews through Symlicity during the cancellation period.
- ▶ After Feb 24 cancellations are strongly discouraged. Cancellations after the deadline are allowed only for unavoidable circumstances or because you accepted another position.
- ▶ If you must cancel after cancellation period, immediately email pipsday@uchastings.edu and copy Kim Thomas (ksthomas@ucdavis.edu) in our office.

Cancelling Your Interview - Symlicity

CSM | CAREER SERVICES MANAGER BY SYMPPLICITY

Home / Employers That Are Interviewing / Scheduled Interviews

Formal Interviews

Please note: You will not receive a copy of your interview schedule on the day of the event. Please print your schedule ahead of time.

Employers/Bidding/Application **Scheduled Interviews [2]**

Session: TEST - PI/PS Day 2020

1 result

Feb 01, 2020 [3]
Test Org. Alpha
10:00 AM - 10:25 AM
198 McAllister, Bldg. 198 1 Mezzanine Room 117

CSM | CAREER SERVICES MANAGER BY SYMPPLICITY

Home / Employers That Are Interviewing / Scheduled Interviews / Feb 1st

Please note: You will not receive a copy of your interview schedule on the day of the event. Please print your schedule ahead of time.

[4] [Back](#) [Cancel Interview](#) [Submit](#)

* Indicates a required field

OCI Interview

Employer
Test Org. Alpha

Interview Date *
Feb 1st

Add to calendar
[Add to calendar](#)

Schedule Details
OCI Schedule

Employer
Test Org. Alpha

Interview Length
25 minutes

PIPS Day Logistics

- ▶ All interviews and table talk will take place this Saturday, February 27 between 8 and 5
- ▶ Completely virtual event hosted through Flo Recruit
- ▶ Flo Recruit
 - ▶ Same platform we are using for our OCI program, Public Interest and Government Career Fair, and Small and Midsize Firm Fair
 - ▶ You do not need to download any software, but you should log in and test the system in advance of PIPS interviews.

Using Flo Recruit

- ▶ See our email with guides, tips, and information about Flo Recruit (Sent on January 6, 2021 from oci@law.ucdavis.edu)
- ▶ Interview/Table Talk Links
 - ▶ You will receive a schedule and a link to join your virtual interviews 24 hours prior to your first interview. You will receive a link to join Table Talk, 24 hours prior to your first Table Talk meeting.
 - ▶ Check junk folder if you don't see it in your inbox, if not there, email pipsday@uchastings.edu
 - ▶ Table Talk and PIPS Day Interviews are separate events in Flo Recruit, therefore they have separate links to join.

Your upcoming schedule for:

Example Event

Best of luck in the event! We know you will do a great job representing University.

You may join the meeting by clicking the button below or visiting the link into your browser:

<https://florecruit.com/video/2582528520084>

Join Virtual Room

Session 1

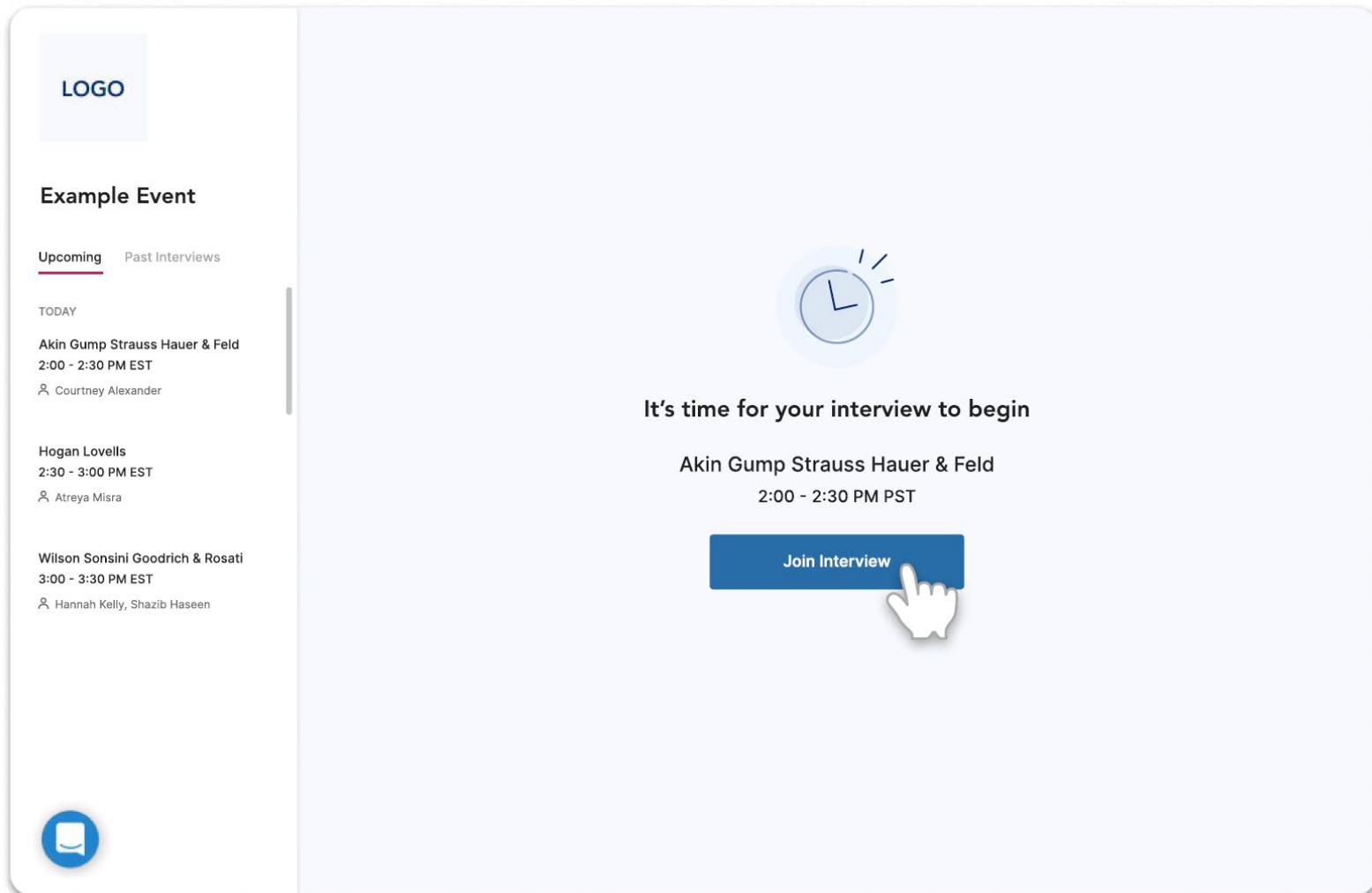
Akin Gump Strauss Hauer & Feld

Raquel Hudson

3/16/20, 1:00PM - 1:15PM CST

Using Flo Recruit

- ▶ You can click on the link at any time to go in and see your schedule and test your system. It will take you to the Flo Recruit lobby, not directly into an interview room



Using Flo Recruit

LOGO

Example Event

CURRENT INTERVIEW

Akin Gump Strauss Hauer & Feld
2:00 - 2:30 PM EST
Courtney Alexander


Upcoming


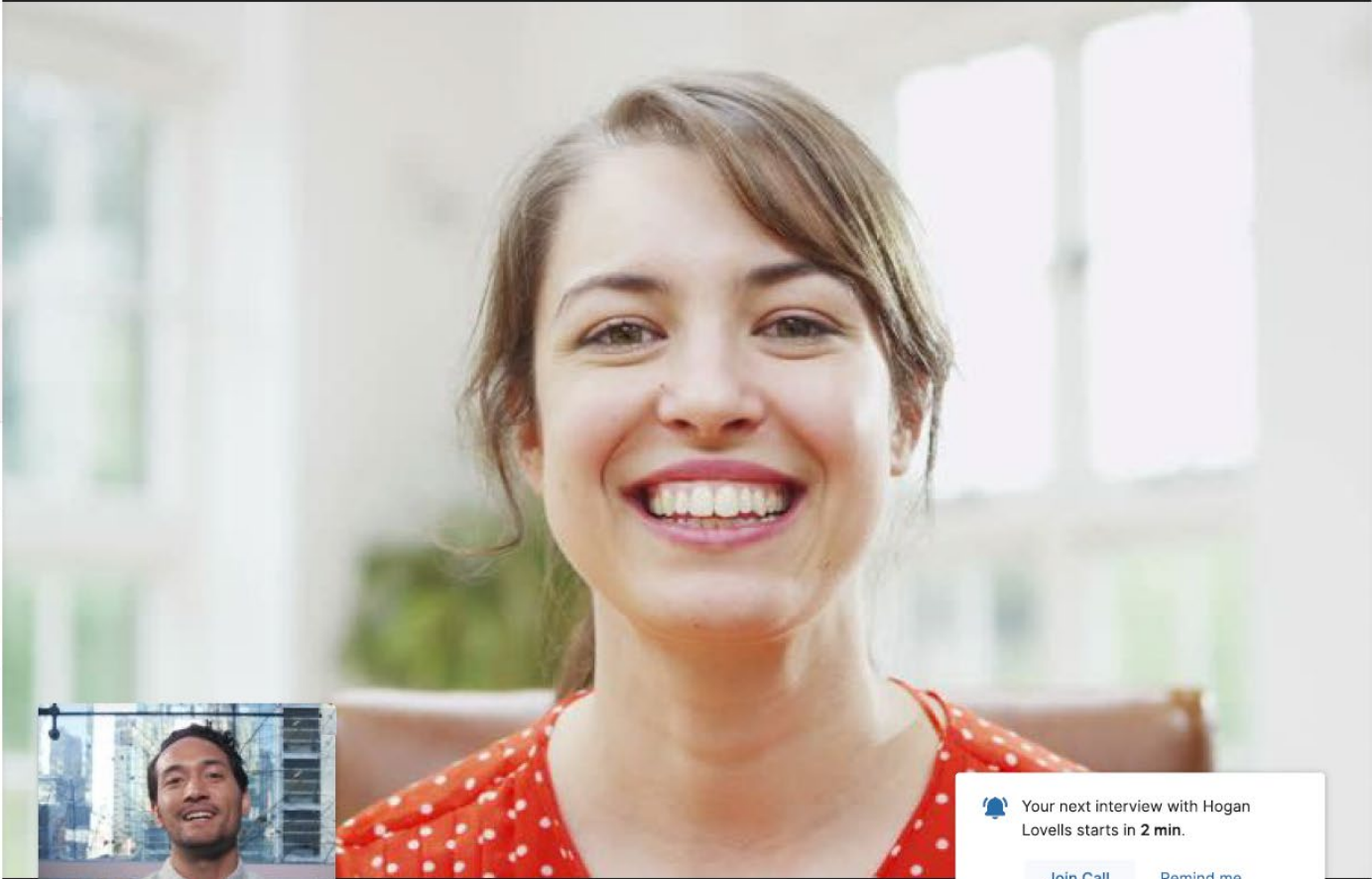
Past Interviews


TODAY

Hogan Lovells
2:30 - 3:00 PM EST
Atreya Misra

Wilson Sonsini Goodrich & Rosati
3:00 - 3:30 PM EST
Hannah Kelly, Shazib Haseen








 Your next interview with Hogan Lovells starts in 2 min.


Join Call


Remind me


 Turn off

 Unmute

 Chat

 More

 Network

 Leave

Using Flo Recruit

- ▶ Tips for success
 - ▶ Use Google Chrome web browser only
 - ▶ Turn off all other programs or apps on your computer
 - ▶ Review Flo Recruit's guides before Saturday
 - ▶ [Preparing for Your Video Chat](#)
 - ▶ [3 Min Student Interview Training Video](#)
- ▶ Technical Issues: If you experience any technical issues on the day of your interviews you can:
 - ▶ Use the blue icon button on the bottom of the Flo Recruit screen for live chat assistance. This is the fastest and most direct way to get assistance
 - ▶ See Flo Recruit's [Video Chat Troubleshooting Guide](#)
 - ▶ Use your phone - if you cannot connect using your computer, use your phone
 - ▶ Be prepared to possibly have a phone interview



Interview Tips

▶ Prepare your space

- ▶ Make sure you have a clean and uncluttered background. You want the focus to be on you.
- ▶ Flo Recruit does not allow virtual backgrounds.
- ▶ Make sure you have adequate lighting and an area that is distraction free.
- ▶ Let everyone in your house know to be quite and not disturb you

▶ Prepare your technology

- ▶ Charge your device
- ▶ Test your audio and visual
- ▶ Turn off all other devices, alerts, software, browser tabs, apps, etc.

Interview Tips

- ▶ Prepare yourself
 - ▶ Dress professionally
 - ▶ Research the employer
 - ▶ Practice the most commonly asked interview questions
- ▶ Maintain good eye contact and body language
 - ▶ Look at the camera instead of the screen
 - ▶ Make sure you are centered and try not to move around too much
- ▶ Review Flo Recruit's guide on [How to Interview Virtually](#)

Follow Up

- ▶ Thank you emails
 - ▶ Send them that day or the next day
- ▶ Handling offers
 - ▶ Timeframe of offers
 - ▶ How to handle receiving offers from second choices before 1st choices
 - ▶ Come see us - utilize walk in hours for these types of quick questions.
M-Th 11-12 & 4-5, F 11-1

Key Resources:

- ▶ <https://norcalpipsday.weebly.com/>
- ▶ <https://start.florecruit.com/resources>
- ▶ January 6 email from oci@law.ucdavis.edu
Subj: *Flo Recruit for OCI Interviews (virtual interview link information)*
- ▶ February 17 email from
pipsday@csm.symplicity.com Subj: *PIPS Day 2021 - Interview Offer Accept/ Decline Period OPEN + Table Talk Sign-Up OPEN*
- ▶ February 19 email from us with interview questions
- ▶ CSO Webpage - these slides, sample interview questions, and open slot cover letter statement

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue, creating a modern, dynamic feel.

Questions?