

**BOSTON COLLEGE LAW SCHOOL  
CAREER SERVICES OFFICE**

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*An Overview of  
The Mechanics of OCI*

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**Initial Considerations**

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- Location
- Practice setting
- Practice area



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**Employers Who Recruit in the Fall**



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## The Real World Job Search

- RESEARCH "ideal" employers in your city or field of choice. Useful resources include:
  - NALP Directory - [www.nalp.org](http://www.nalp.org)
  - Marindale-Hubbell - [www.marindale.com](http://www.marindale.com)
  - University of Arizona Gov't Honors Program and Internship Handbook (online)
  - PSLAW.NET: [www.pslaw.net](http://www.pslaw.net)
  - Vashi (available online through the Symplicity log on page)
- FIND alumni or other students who have worked there.
  - BCLAWNET
  - Student Summer Questionnaires
- GO on informational interviews this summer!
- SIGN UP for the Alumni Mentoring Program (pilot program this year)
- ATTEND BCLaw School Chapter events this summer in your city.
- CONTACT employers directly!

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## Clerkships



- The application process begins the spring of your 2L year
- Get to know a professor through a seminar class or work as a research assistant
- Develop a writing sample, through your summer job or a 2L seminar or a journal article
- Handouts available in Career Services and on the website

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## The Public Interest/Government Job Search

- Making Your Choices
- Federal/State Government 2L Opportunities
- Union-Side Labor Law 2L Summers
- Early Planning for a Post-Graduate Fellowship
- The Equal Justice Job Fair
- The Government/Public Interest Job Program On-Campus
- The Department of Justice Honors Program

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### Recruiting Process

- "Bid"
- Initial Interviews
- Callbacks
- STAR program
- Decisions

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### Important Dates

- June 1 – receive access to third Symplicity site and on and off campus employers will become viewable.
- July 1 – bidding opens.
- July 17 – off campus bidding closes.
- July 21 – on campus bidding closes.
- Week of July 12 – students notified about Law Review and Journal selections.
- Early July – Academic Services sends grade distribution chart to students.

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### Recruitment Program Dates

- On Campus Dates: August 25, 26, 27 and 28<sup>th</sup> – Tuesday and Wednesdays during the month of September.
- First day of classes: Monday, August 31<sup>st</sup>.
- Off Campus Programs:
  - Chicago – August 17
  - New York – August 20
  - Atlanta and Philadelphia – August 21
  - Washington, DC – September 3
  - Miami – September 4
  - San Francisco – September 10
  - Los Angeles – September 11

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### The Lottery Process

- On campus employers are required to leave 25% of their schedules open for the lottery.
- Students must rank their on campus bids. Bids numbered 1-5 are entered into the lottery.
- Students selected through the lottery are notified at the same time as preselects.
- No lottery for off campus programs.
- Paper lottery will be held 24-48 hours before the interview date.

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### Your Job Search Portfolio: Cover Letters/Transcripts/Writing Samples

- Cover Letters:
  - On-campus employers generally do not require cover letters.
  - Off campus programs vary by city. Check on Symplicity and highlight ties to the city.
  - Resume Collections vary according to wishes of employers.
  - Apply direct positions must include cover letters.
- Transcripts
  - Word document only
- Writing Samples – not providing because of size constraints. Bring to interview.

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### Office Policies and Procedures

- Declining Interviews
- Cancellation Policy
- Campus Recruitment Agreement
- Emails from:
  - Career Services
  - Employers
- NALP (National Association for Law Placement) Guidelines ([www.nalp.org](http://www.nalp.org)) may govern how long your offer is open

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## Things to do this Summer

- Revise resume
- Network
- Resume review
- Job Search Handbook
- Build portfolio
- Get interview outfit
- Attend summer Mock Interview Program

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## Diversity Job Fairs for Students of Color

- **Bay Area Diversity Career Fair**  
August 8, 2009 in San Francisco  
Pre-register online at <https://baaf-orrick-def-csm.symplicity.com/students> by June 15, 2009
- **Boston Lawyer's Group Job Fair (BLG)**  
August 13, 2009  
Pre-register online at [www.thebostonlawyersgroup.org](http://www.thebostonlawyersgroup.org) - dates to be determined.  
RECEPTION- August 12, 2009
- **Cook County Diversity Program**  
AUGUST 7, 2009 in Chicago  
Registration at [www.easelaw.com/ccha](http://www.easelaw.com/ccha) - dates to be determined.
- **Delaware Minority Job Fair**  
Date to be determined  
Registration form, resumé, college and law school transcripts deadline
- **Dupont Legal Minority Job Fair**  
AUGUST 8, 2009 in Houston, Los Angeles and Wilmington  
Registration at [www.ballardspahr.com](http://www.ballardspahr.com) by April 13, 2009

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## Tips for Rising 2Ls

- Treat fall recruiting as an extra course – it will require a substantial time commitment  
*Fall recruiting + extracurricular responsibilities = busy semester.*
- Not selected by an employer, you may still “Apply Directly”
- Focus on a few cities.
- Prepare for employers to research you. Clean up Facebook and MySpace.

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