

## OCI - STUDENT PARTICIPATION POLICIES

Placing a bid (aka applying) for Southwestern’s On-Campus Interview Program (OCI) is your implicit agreement in our program policies, which are outlined below:

- Authorization of the release of your materials to employers and relevant faculty (e.g. resume, transcript, writing sample, etc.).
- Commitment to professionalism (e.g. punctuality, appearance, demeanor, etc.).
- Acceptance of and attendance to all interviews extended to you by an employer/s.
  - ◊ PLACING A BID = AGREEMENT TO INTERVIEW
- Maintaining open and immediate communication with the CSO regarding any issues with your program participation.
- Observance of the \*interview cancellation policy. The two accepted excuses for interview cancellation are:
  1. An urgent emergency.
  2. Acceptance of an alternate job offer.

***\*Interview cancellations must be immediately communicated to Chloe Mercado, Recruitment Coordinator in person or via telephone (213-738-6794).***

<b>Dates &amp; Deadlines</b>	<b>Action Items</b>
<b>Now – June 25<sup>th</sup>, 2018</b>	<b>MANDATORY: Submit your resume for review.</b> Email in Word to your assigned advisor, subject line: “Resume Review Request – Fall OCI”
<b>Now – July 2018</b>	<b>Be proactive about interview prep.</b> Schedule interview prep with your assigned advisor, or contact the CSO to be matched for a mock interview with a practicing attorney. Also refer to your Career Development Guide.
<b>July 1<sup>st</sup> – 15<sup>th</sup>, 2018</b>	<b>Apply for positions! AKA, The Bidding Period.</b> Submit your bids on Symplicity (via the OCI tab).
<b>July 30<sup>th</sup> – September 28<sup>th</sup>, 2018</b>	<b>On-Campus Interviews take place at SW.</b>

To place a bid during The Bidding Period, log onto your [Symplicity profile and proceed to the OCI tab](#). Contact the CSO with any questions regarding profile access, 213-738-6794.