

On-Campus Interviews FAQ

What is Fall On-Campus Interview (OCI)?

Law firms and other legal employers will visit the College of Law during the fall semester to interview 2Ls and 3Ls for employment starting the following summer. Typically, firms who hire students to work the summer between their second and third year, if the student performs well, often make offers for post-graduation positions.

If an employer is listed as a “Resume Collect” employer, this means that they will not be conducting interviews at Dineen Hall. Typically, out-of-state employers will prefer to register under this method. Interviews for Resume Collect postings are typically held via phone/Skype or in-person at an agreed upon location set forth by the employer.

When can I apply?

Student “bidding” will open on **June 20th** for rising 2Ls and 3Ls. Each posting will have a unique deadline. All OCI deadlines in Symplicity will close at 4 PM EST on the date listed.

Should I wait to update my resume and upload it to Symplicity?

No. Due to volume, Career Services requests at least three business days to review your resume. The longer you wait, the greater the risk that you may miss an application deadline. It is best to update your resume with all available information and upload for approval as soon as possible. [[Review our Resume Guide \(Symplicity, Resources, Document Library\)](#)]

Note: Spring grades and class rank tend to be released in late June/early July.

Pro Tip: Utilize the “Student Notes” box when uploading a document to fast track your approval process.

Do I need a cover letter for each employer?

Only upload a cover letter on Symplicity for those employers who request one. A list of required documents will appear along the right-hand side of the listing.

Note: In order to apply to a posting, you must have ALL required documents uploaded correctly to your Symplicity account. A resume is the only document type that requires formal approval. However, students are encouraged to contact Career Services for a cover letter review.

What types of employers participate?

Select from a full range of employers, including all sized law firms, government agencies (including JAG Corps), businesses and companies, public interest organizations, and more.

What is a suitable writing sample?

Employers generally want to review a piece of writing that is similar to what they do, like a memorandum or brief. **Most employers do not want a writing sample longer than eight pages.** Review our Cover Letter & Other Application Materials Guide for more information (Symplicity, Resources, Document Library)

When will interviews begin?

On-campus interviews will begin the week of August 5, 2019 and are scheduled to conclude on October 26, 2019*. Interviews are scheduled between 9 a.m. - 5 p.m.

Note: If you do not show up for an interview without proper notice, you will risk forfeiting all of your upcoming interviews.

**This date can be extended should additional employers register.*

How will I know if I receive an interview?

For on-campus interviews, a member of the Office of Career Services will email you with instructions to select an available interview time. For a resume collect, the employer or recruiter will contact you directly to coordinate an off-site and/or electronic interview.

How do I upload a transcript to my account?

You can request an unofficial transcript through MySlice (Student Services, My Academics, View My Advising Transcript). You can request a copy of your transcript electronically as well. Requests can be made online 24/7 and you will receive a copy of your transcript within hours of the request.

Note: The transcript that is emailed to you from the Registrar's Office is encrypted and cannot be uploaded directly to Symplicity. Once you have received a copy of your electronic transcript, you will need to print, scan and save your transcript as a PDF. If you have any issues with scanning or uploading your transcript, please contact the Office of Career Services. More info on obtaining a transcript: <http://registrar.syr.edu/students/transcripts/>

How will Career Services communicate with me?

Our staff members communicate to students through their SYR email address. Please be sure to check this inbox daily.

I don't meet the preferred criteria for these employers, but I am still interested in applying. What should I do?

Large law firms that traditionally interview during the Fall Interview Program are typically seeking high academic criteria from student applicants. If you do not meet their preferred criteria, but you have a combination of experience and education that makes you a great candidate, submit your materials anyway. More specific answers regarding your situation can be addressed by calling (315-443-1941) or emailing a counselor in the Office of Career Services.

Principles and Standards for Recruitment and Hiring (NALP)

The National Association for Law Placement (NALP), of which Syracuse University College of Law is a member, has established [principles and standards for recruitment](#) that legal employers, law schools and law students must abide by. These principles were created to ensure fair and ethical hiring practices; they explain the behavior expected of both employers and students during the fall recruitment process. To participate in the Fall OCI program, you must agree to abide by these provisions and understand that failure to do so can result in your expulsion from the program.