

## **Duquesne University School of Law Career Services Office**

### ***DuqLawConnect User Guide for On-Campus Interviews (OCI)***

The Career Services Office (CSO) at Duquesne University School of Law uses DuqLawConnect (run by Symplicity) to communicate information about student and alumni employment openings, CSO programs, on-campus interviews (OCI), and a variety of other items.

#### **Accessing Your Account**

You will find a link to DuqLawConnect on the Students Section of the CSO website at <http://www.duq.edu/law/career-services/student/index.cfm>. The CSO issued usernames and passwords to all students during the first year of law school. If you do not have your log-in information, contact the CSO at [lawcareers@duq.edu](mailto:lawcareers@duq.edu) or 412-396-6559 so new information can be forwarded to you.

If you have not yet accessed your DuqLawConnect account, you should complete the Profile section now. Be sure to update this section as necessary.

#### **OCI Application Documents**

Many employers participating in OCI require that applicants provide their resumes, cover letters, transcripts and a writing sample. (Each employer will list their requirements in their OCI listing; this is covered in the next section.) Employment documents may include your resume, cover letter, unofficial transcript, writing sample, and reference lists. You are permitted to upload a maximum of twenty documents to your account; the maximum file size is 200KB.

Before you are able to apply for an OCI position, you must upload your resume, at minimum. The first resume uploaded is automatically considered your “default” resume, unless you specify otherwise. Some students keep multiple versions of their resume. You are permitted to upload more than one resume – just be sure to label each version appropriately so you can easily identify it.

Note: Because of the increased usage during OCI season, Symplicity may experience delays while uploading documents. You should give yourself ample time to upload documents and apply for interviews by the specified deadlines.

You may add new, view existing or delete documents by clicking the “Documents” tab on the navigation bar. To add a new document, follow these steps:

- Click the “Add New” button on the “Documents” page.
- Name your document in the “Label” field. It is suggested that you include your name in the document name so an employer can easily identify it (ie, Comas Resume OR Comas Resume – ABC Firm). If you include a firm’s name in the document name, be sure to use it for that firm only.
- Select a “Document Type” (Resume, Cover Letter, Unofficial Transcript, Writing Sample or Other).
- Click on the “Browse” button, and then find the file you want to upload. Then click the “Open” button.
- Click the “Submit” button. The document will automatically convert to a pdf file. If you should need to scan and save a document (ie, unofficial transcript) prior to uploading it, you may use the scanners in the CSO or Law Library.

Current students may access their unofficial transcript on DORI by selecting "View Academic Transcripts". Students may print the transcript as a pdf file, which allows you to save the document as a pdf file and upload/submit it as necessary. Unless an employer specifies otherwise, an unofficial transcript is fine to submit with your application documents. The CSO recommends against ordering pdf files through the National Student Clearinghouse (NSC) for use in OCI or other employment applications. Employers have reported difficulties with opening the files from NSC, so we do not recommend that you use them as part of your application materials.

## **OCI Application Process**

OCI Information can be found by clicking the “OCI” tab on the navigation bar.

### ***DuqLawConnect/Symplicity Definitions***

Session: OCI is broken down into various phases in order to assist the law firms and organizations with their scheduling efforts, Fall OCI is divided into three sessions, and it is the student’s responsibility to review the information posted in each session. As employers register for an OCI session, they are added to the respective session list. You are encouraged to check

the session lists for updated information. An employer's OCI application deadline will not be extended for any reason.

- Fall 2016 OCI: Students submit applications via DuqLawConnect, and the CSO coordinates initial interviews with applicants.
  - CSO Collecting: Students submit applications via DuqLawConnect, and the firms coordinate interviews directly with applicants.
  - Students Apply Directly: Students submit applications directly to the firms, and the firms coordinate interviews directly with applicants.
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- Bidding: This is the term for applying for an on-campus interview. The terms bid and apply may be used interchangeably.
  - Preselect: This is the term for being selected by an employer for an on-campus interview.

### *Bidding*

The "OCI" section opens to the "Employers/Bidding" page. To review the names of employers in each session, click on the session name in the drop-down menu in the "Search Filters" area. You will only see the names of employers recruiting for your class year. The employer's information, application deadline, interview date, position description, hiring criteria, required application documents and any other important details can be found by clicking the "Review" button next to the employer's name.

If you decide to bid on an employer, you will need to attach the required application materials, as identified in that particular listing. As noted above, during OCI season, you may experience delays while uploading documents to DuqLawConnect. You will not be able to complete a bid until all of the required documents are uploaded and you have attached them to your bid.

You must assign a bid number to each employer to complete your bid. Employers will not be able to view this information.

If an employer is accepting applications for more than one office location, you will be asked to identify your location preference. This will be done in your cover letter or on the employer's on-line application (if applicable), according to the employer's instructions.

A bid will be completed when you hit the "Apply" button.

### *Editing Documents*

You may edit your documents up to the bidding deadline. Be sure to give yourself sufficient time to edit and upload your new document. To submit an updated document, you should follow these steps:

- \*Upload your updated document;
- \*Withdraw your current OCI bid that includes your old document;
- \*Submit an entire new bid for the employer with the new document.

You are not able to change or edit a document in a current bid. You must start over again if you want to update documents after submitting your bid (prior to the application deadline). If you want to update the same document for multiple employers, you must go through these steps for each employer. Changes cannot be made after the application deadline.

### *Withdrawing a Bid*

You may withdraw your bid at any time prior to the bidding deadline. After the deadline passes, you may not withdraw your bid.

### **Interview Selection**

After an employer reviews the application materials, they notify the CSO about their interview selections. All students who submitted an application prior to the deadline will be notified of their status via email – whether or not they have been selected for an interview. The CSO communicates this notification via email.

Students selected for an interview will choose an interview time based on a first-come, first-served basis, according to information provided in their email notification. Interviews will be held in the Law School or at the law firm/organization, accordingly to the employer's preference. So you can avoid conflicts to the extent possible, be sure to check your email on a regular basis.

Sometimes multiple firms conduct interviews on the same day. If you apply with employers who will be conducting interviews on the same day, you may have to schedule back-to-back interviews.

If the employer has notified the CSO of the names people conducting the interviews, the interviewers' names will be posted. Please be aware that attorneys' and recruiters' schedules change and a person listed as an interviewer may not be able to be present on the day of the interview. If we find out that an interviewer has changed, we will notify you as soon as possible.

thereafter. Sometimes changes are made with little or no notice, so don't let this bother you if it happens. Obviously, the research you did about the interviewer that was supposed to be there won't be helpful, but know enough about the firm to ask other thoughtful questions to the person who is there.

If you are selected for an interview, you are expected to take the interview. If you fail to show up, you will forfeit the next interview for which you are selected. Of course, if there are verifiable extenuating circumstances (serious illness, death in the family, etc.), please contact the CSO and we will assist you in rescheduling your interview.

If you accept an offer from an employer, you should withdraw from consideration from other employers with whom you have applied or scheduled interviews. Please contact the CSO for further instruction and assistance if this happens.

## **Questions**

Be sure to check the "Frequently Asked Questions – On-Campus Interviewing" post on *The Common Plea* ([www.duqlawblogs.org/cso](http://www.duqlawblogs.org/cso)) for additional information about this application and interviewing process.

Please contact the Career Services Office at 412-396-6279 or [comas@duq.edu](mailto:comas@duq.edu) with any questions.

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Revised June 2016