



MEMORANDUM

To: Classes 2008 and 2009
From: The Career Services Office
Date: Spring 2007
Re: Binder Inserts

Gould School of Law
Career Services Office

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The Career Services Office has prepared inserts for your binder “The Guide: From 1Ls to Lawyers”. The binder inserts have detailed information and critical deadlines to register for the 2007 Fall On-Campus Interview Program.

We are providing the information now so that you are prepared to meet important program deadlines for the Fall. **We encourage you to read this information carefully (by mid-June) for critical deadlines occurring mid-July through Friday, August 17 before Law School classes begin.** The Career Services Office will also communicate any changes or updates in programming information with you via email and therefore it is important that you are checking your USC email account regularly throughout the summer.

Please insert the following materials into your copy of “The Guide: From 1Ls to Lawyers”:

<u>Section</u>	<u>Contents</u>
Timelines & Calendar	-2007 Fall OCI Calendar
On-Campus Interviews	-Critical Deadlines for Participating in Fall OCI -Participating in the 2007 Fall OCI Program -Registering for the 2007 Fall OCI Program -OCI Employer Selection and Interview Assignments -On-Campus Interview Program Policies -Employer Pro Bono Practices -Pro Bono Resolution -NALP Rules for Governing Acceptance of Offers
Interview Guide	-Resources for Employer Research -Thank You Letters

If you have any questions about the inserts for your binder or your job search, always feel free to contact the Career Services staff.

Timelines & Calendar

CALENDAR
2007 FALL ON-CAMPUS INTERVIEW PROGRAM

JUNE – JULY 2007

Throughout
the Summer

Resume Review

At any time during the summer, you may submit your resume to the Career Services Office for review and comment. If you wish to receive your reviewed resume in sufficient time to make revisions and upload it onto Symplicity for Fall OCI, you must submit your resume to the Career Services Office by 5:00 p.m. on **Friday, August 10.**

Resumes may be submitted to the Career Services Office by:

MAIL – USC Gould School of Law, Career Services Office, 699 Exposition Blvd., Suite 110, Los Angeles, CA 90089-0071 (postmarked no later than Wednesday, August 8);

FAX - (213) 740-4038; or

EMAIL - careers@law.usc.edu. Be sure to indicate whether you would like comments returned to you by email, fax or if you would like to pick up your reviewed resume in the Career Services Office.

Fri Jun 15

Update your profile on Symplicity by verifying that your class year is correct and your current mailing address and telephone number is added.

Fri Jun 15

Begin Researching Fall OCI Employers

Students are encouraged to use the resources available to them at Symplicity and nalpdirectory.com websites to thoroughly research employers participating in the 2007 Fall OCI Program.

AUGUST 2007

Fri – Fri	Jul 20 – Aug 17	Registering for Fall OCI To register for Fall OCI, students will be responsible for FINAL submission of bids and resumes via the USC Law Symplicity system. Symplicity opens Friday, July 20 and closes <i>promptly</i> at 5:00 p.m. on Friday, August 17 for Fall OCI submissions. Note: See Registering for the 2007 Fall OCI Program for detailed information and instructions regarding participation in Fall OCI.
Fri	Aug 17	OCI FINAL DEADLINE to add and drop classes with the Registrar The computer scheduling program will only assign interview times that do not conflict with student’s class schedules. To meet our scheduling deadlines, the Career Services Office will download student class registration after 5:00 p.m. on Friday, August 17.
Fri	Aug 17	Registration Deadline for the Alumni Mock Interview Program
Fri	Aug 24	Students will be notified of their assigned interviews for the Alumni Mock Interview Program.
Mon	Aug 27	Students will be notified of their assigned interviews for Fall OCI by 6:00 p.m.
Mon	Aug 27	Priority Deadline to submit your request for Record of Academic Performances (RAP) to the Registrar’s Office by 5:00 p.m.
Tue - Wed	Aug 28 - 29	Alumni Mock Interview Program
Wed	Aug 29	Workshop: How to Have a Successful Fall OCI Experience
Thu	Aug 30	Workshop: To Be “Out” or Not in the Job Search

SEPTEMBER 2007

Tue Sep 4 Workshop: Effective Interviewing Skills

Wed - Fri Sep 5 - 28 **2007 Fall On-Campus Interview Program**

All interviews are held at the Radisson Hotel, 3540 S. Figueroa, which is across Figueroa from the university campus and the Law School. The interviews will be held September 5 - 28 and unless otherwise noted, will begin at 9:30 a.m. and conclude at 5:30 p.m.

Exception: There are no interviews schedule on September 13, 14 and 21.

Wed – Fri Sep 5- 28 **Daily Lotteries**

Each morning of Fall OCI the Career Services Office will conduct a random lottery to allow students to sign up for available interview slots. These daily lotteries will be held in the Career Services Office, and students are required to be present in order to participate. After the morning lottery concludes, any remaining interview openings will be assigned on a first come, first served basis in the Career Services Office.

Thu Sep 13 Workshop: Callback Survival

OCTOBER 2007

Wed Oct 10 Workshop: Small Firm Panel

Wed Oct 24 Workshop: Job Searching Beyond OCI

We regret there can be no exceptions to the deadlines -- please note and comply with all requirements. Please check your email accounts, the career services bulletin boards and easels located in the 1st floor lobby frequently each day during OCI and especially at the end of the day. Notices regarding last minute changes, additions, problems, etc. that occur concerning OCI will be posted in these locations.

On-Campus Interviews

**CRITICAL DEADLINES FOR PARTICIPATING
IN THE FALL ON-CAMPUS INTERVIEW PROGRAM
(IMPORTANT – THERE WILL BE NO EXTENSIONS GRANTED)**

OCI Add and Drop Classes -- by 5:00 pm – Friday, August 17

The computer scheduling program will only assign interview times that do not conflict with students' class schedules. To avoid conflicts between your class schedule and your OCI interview schedule, add and drop classes with the Registrar no later than 5:00 p.m. on Friday, August 17. Students who add or drop a class after the deadline may have some interviews scheduled that conflict with their classes and will be responsible for rescheduling the conflicting interviews.

OCI Submissions due on Symplicity – by 5:00 pm – Friday, August 17

Students are responsible for completing the following tasks on Symplicity to register for Fall OCI. Note: The OCI system opens for online bidding and resume upload on Friday, July 20 and closes *promptly* at 5:00 p.m. on Friday, August 17. (See Symplicity instructions in your 1L Guide.)

1. Edit Profile. Update your contact information and confirm your class year is correct.
2. Upload your default resume on Documents. **(Required)**
3. Upload individualized resumes (for specific employers) on Documents. **(Optional)**
4. Select your Default OCI Resume on OCI.
5. Research, Rank and Bid for FALL OCI employers on OCI. Note: If you have a specific resume for a specific employer, select the employer Review button (under Bid Details) and add your individualized resume instead of your OCI default resume.
6. Rank offices for those employers interviewing for multi-office locations when prompted on OCI.
7. Enter Conflicting Times on OCI for Legal Research Writing & Advocacy class research times, clinical programs, internship/externship programs, journal classes, teaching assistant positions and outside work obligations. Class registration will be downloaded separately from the university's Registrar system.
8. **Important:** If you upload a revised resume on Documents, the system does not automatically update your current resume with your employer bids. You are required to go back to OCI and select the Update All button (under Default OCI Resume) for your current resume to be added. When you finalize your bids, it will be your responsibility to carefully review the resumes attached to your OCI bids and confirm they are correct and properly formatted.

Warning — this process takes significant time for planning and completion. We recommend that you do not wait until the last day to select and finalize your bids; the site will shut down automatically and Career Services will close promptly at 5:00 p.m. on Friday, August 17.

OCI Submissions due in the Career Services Office -- by 5:00 pm -- Friday, August 17

If you are interested in participating in the Alumni Mock Interview Program, you must sign up online via the following link <https://mylaw.usc.edu/survey/takeSurvey.asp?surveyID=70> no later than 5:00 p.m. on Friday, August 17.

OCI Request for RAPs due with the Registrar, Room 104 -- by 5:00 p.m. -- Monday, August 27

Students are responsible for completing the "Record of Academic Performance Request Form" and submitting to the Registrar Office by the priority deadline of Monday, August 27. When you complete the form, please request sufficient RAPs for the total number of Fall OCI employers you are selecting in the online bidding process and any employers you may be forwarding your resume to directly. For more information about RAPs see the CSO 101 tab in your 1L Guide.

PARTICIPATING IN THE 2007 FALL ON-CAMPUS INTERVIEW PROGRAM**A. Overview**

If you plan to participate in Fall OCI, you must read the following information carefully.

We are providing this information now so that you will have time during the summer to prepare your resume and select the employers with whom you would like to interview.

While we encourage all interested students to participate in Fall OCI, we also urge all students not to depend on it as an exclusive means of finding a job for next summer or upon graduation. National statistics indicate that the majority of students obtain employment through means *other than* on-campus interviews, including job postings through career services offices, individual research, networking and personal or professional contacts. This is especially true for students who wish to pursue careers with smaller firms, public interest organizations, and government agencies and for those students considering alternative careers. These employers typically hire through means other than on-campus interviews due to the relatively few positions available, their inability to predict hiring needs far in advance, and the limited staff attorney time they have available to participate in this type of all-day event. As is the case nationally, USC's OCI programs primarily attract the largest private employers and only a few government and public interest employers, despite our invitations to a much wider variety of employers.

In order to maximize your opportunity for success in Fall OCI, you will need to select employers whose hiring criteria closely match your qualifications. We strongly recommend that, well before the final OCI bidding deadline, you carefully review the hiring criteria of all the participating employers on Symplicity.

Once you have reviewed the entire list of on-campus employers, you may find there are relatively few employers whose practices and hiring criteria align with your goals and qualifications. If you believe you are facing this situation, please make an appointment to speak with Dean Matt DeGrushe, Priya Sridharan or Suzanne Huntley Levy so that they may assist you with developing an effective job search strategy designed to address your specific goals.

Please note that Fall OCI employers are asked to provide us with their required grade cutoff. In the past, a few students have reported receiving offers from employers whose stated criteria the students did not precisely meet; however, these students had academic credentials that were within a reasonable range of that requested by the employer, as well as significant relevant experience and strong interviewing skills. It is also important to be mindful that some employers do object to interviewing students who do not meet their explicit requirements. Participating OCI employers represent only a small fraction of the employers who eventually hire law students and graduates, and the requirements of the on-campus employers are not representative of the majority of legal employers.

In addition to individual counseling appointments, we strongly encourage you to take advantage of the many interview preparation workshops, programs and resources provided by the Career Services Office during the first several weeks of the semester, including the mock interview programs.

We understand that the job search process can be challenging and frustrating, but we want to help all of our students realize their career objectives. Please contact us to discuss your job search strategies and alternatives to the OCI program. Our office is open throughout the summer to assist you with your job search efforts.

Remember, those who plan ahead and develop an individual job search plan for employment for which they are qualified are more likely to find the process a rewarding one.

B. Hiring Trends

In order to assist you in your job search efforts, please consider the following information provided by students and employers after recent recruiting seasons:

- ▶ Some students who split their summers (i.e., worked for two firms for five or six weeks per firm) did not fare well. Some did not receive an offer from either summer employer.
- ▶ Some employers did not grant requests for extensions on outstanding offers.
- ▶ If a student chooses to work for a law firm between the second and third year of law school and then re-interviews with employers during the fall of the student's third year, the interviewing employers will place great emphasis on whether or not the student received an offer (for post-graduation employment) from the summer employer.
- ▶ Third year grades are still a factor in the job search, both during law school and thereafter.
- ▶ There continues to be fewer opportunities for corporate transactional practice, but an increase in litigation and bankruptcy work.
- ▶ Students with technical degrees continue to be in high demand within the intellectual property arena. Such sought after degrees include electrical engineering, computer science, and bio-technical degrees.

REGISTERING FOR THE 2007 FALL ON-CAMPUS INTERVIEW PROGRAM (AND PRELIMINARY LIST OF EMPLOYER PARTICIPANTS)

Please read the following information carefully -- it will help you understand and accurately register for the 2007 Fall On-Campus Interview Program (Fall OCI).

A. Researching Fall OCI Employers on Symplicity

All Fall OCI employer information will be provided electronically on Symplicity beginning June 15, 2007. We encourage you to use this information to research and select carefully the employers with whom you would like to interview in the fall.

B. Preliminary List of OCI Employers Participants

The following is a preliminary list of employers currently registered to participate in the 2007 Fall On-Campus Interview Program. All pertinent information (including the employer's mailing address, website address, contact information, practice areas, hiring needs, *pro bono* activities and interviewing schedule) will be provided electronically, through Symplicity. Please check Symplicity regularly throughout the summer for additional employers or OCI employer modifications (in scheduling and/or hiring needs). The last day for employer additions will be Wednesday, August 15, 2007.

2007 Fall On-Campus Interview Program Employer Participants

Interviewing Class Year	Employer	Interviewing Office Locations
2L	Akin Gump Strauss Hauer & Feld LLP	Los Angeles
2L	Allen Matkins Leck Gamble & Mallory LLP	Century City, Irvine, Los Angeles, San Diego, San Francisco
2L	Alliance for Children's Rights	Los Angeles
2L	Alschuler Grossman LLP	Santa Monica
2L	Arent Fox LLP	Los Angeles
2L, 3L	Arnold & Porter LLP	Los Angeles
2L	Baker & McKenzie	San Diego

2L	Best Best & Krieger LLP	Indian Wells, Irvine, Ontario, Riverside, Sacramento, San Diego
2L	Bingham McCutchen LLP	Los Angeles
2L	Brown, Winfield & Canzoneri, Inc.	Los Angeles
2L	Bryan Cave LLP	Santa Monica
2L	Bryan Cave LLP	Irvine, Phoenix
2L	Chadbourn & Parke LLP	Los Angeles
2L, 3L	Christensen Glaser, Miller Fink Jacobs Weil & Shapiro LLP	Los Angeles
2L	Christie, Parker & Hale LLP	Pasadena, Newport Beach
2L	Cohen & Lord, a P.C.	Los Angeles
2L, 3L	Contra Costa County District Attorney's Office	Martinez
2L	Cox, Castle & Nicholson LLP	Los Angeles
2L	Crowell & Moring, LLP	Irvine
2L	Davis Wright Tremaine LLP	Los Angeles
2L, 3L	Dechert LLP	Austin, Boston, Charlotte, Hartford, Harrisburg, New York, Palo Alto, Philadelphia, Princeton, Washington, DC
2L, 3L	Dechert LLP	Newport Beach, Palo Alto, San Francisco
2L	Dewey Ballantine LLP	Los Angeles
2L	DLA Piper Rudnick Gray Cary LLP	Los Angeles, Palo Alto, San Diego
2L	Dorsey & Whitney	Irvine

2L	Ervin, Cohen & Jessup LLP	Beverly Hills
2L	Faegre & Benson LLP	Boulder, Denver, Des Moines, Minneapolis
2L	Fennemore Craig P. C	Denver, Phoenix
2L, 3L	Fenwick & West LLP	Mountain View, San Francisco
2L	Finnegan, Henderson, Farabow, Garrett and Dunner, L.L.P.	Reston, Cambridge, Palo Alto, Atlanta, Washington, DC
2L	Fish & Richardson P.C.	Atlanta, Austin, Boston, Dallas, Minneapolis, New York, San Diego, Silicon Valley, Washington, DC, Wilmington
3L	Fisher & Phillips LLP	Irvine
2L, 3L	Fitzpatrick, Cella, Harper & Scinto	Costa Mesa, New York, Washington, DC
2L, 3L	Foley & Lardner LLP	Boston, Chicago, Detroit, Jacksonville, Los Angeles, Madison, Milwaukee, New York, Orlando, Palo Alto, San Diego, San Francisco, Silicon Valley, Tampa, Washington, DC
2L	Folger Levin & Kahn LLP	San Francisco, Los Angeles
2L	Fulbright & Jaworski L.L.P.	Los Angeles
2L, 3L	Gibson, Dunn & Crutcher LLP	Los Angeles, Irvine, San Francisco, Palo Alto, Dallas, Washington, DC, Denver, New York
2L, 3L	Goodwin Procter	Los Angeles
2L, 3L	Goodwin Procter	San Francisco
2L	Greenberg Glusker Fields Claman & Machtinger LLP	Los Angeles

2L	Greenberg Traurig, LLP	Albany, Atlanta, Boca Raton, Boston, Chicago, Costa Mesa, Dallas, Denver, Fort Lauderdale, Houston, Las Vegas, Los Angeles, Miami, New York, Orlando, Phoenix, Santa Monica, Silicon Valley, Tampa, Tallahassee, Tyson's Corner, Washington, DC, West Palm Beach,
2L	Hahn & Hahn LLP	Pasadena
2L	Hanson, Bridgett, Marcus, Vlahos & Rudy, LLP	San Francisco
2L	Hecht Solberg Robinson Goldberg & Bagley LLP	San Diego
2L	Heller Ehrman LLP	Los Angeles
2L	Heller Ehrman LLP	San Diego
2L	Heller Ehrman LLP	Menlo Park, New York, Seattle, Washington, DC, San Francisco
2L	Hill, Farrer & Burrill LLP	Los Angeles
2L	Hogan & Hartson L.L.P.	Century City
2L	Hogan & Hartson L.L.P. (Intellectual Practice Only)	Century City
2L	Hogan & Hartson L.L.P.	Washington, D.C.

2L	Holland & Knight LLP	Atlanta, Boston, Chicago, Fort Lauderdale, Jacksonville, Los Angeles, Miami, New York, Orlando, Portland, San Francisco, St. Petersburg, Tallahassee, Tampa, Washington, DC, West Palm Beach
2L, 3L	Hooper, Lundy & Bookman, Inc.	Los Angeles, San Francisco, San Diego
2L	Howrey LLP	Irvine
2L	Howrey LLP	Los Angeles
2L	Hunton & Williams LLP	Atlanta, Charlotte, Dallas, Knoxville, Los Angeles, McLean, Miami, Norfolk, New York, Raleigh, Richmond, Washington, DC, Brussels, London
2L	Hughes Hubbard & Reed LLP	Los Angeles
2L	Irell & Manella LLP	Los Angeles
2L, 3L	Irell & Manella LLP	Newport Beach
2L	Jeffer, Mangels, Butler & Marmaro LLP	Los Angeles
2L	Jones Day	Irvine, San Diego
2L	Jones Day	Los Angeles
2L	Jones Day	Atlanta, Chicago, Cleveland, Columbus, Dallas, Houston, New York, Pittsburgh, Washington, DC
2L	Jones Day	Menlo Park, San Francisco
2L	Katten Muchin Zavis Rosenman	Los Angeles

2L	Kaye Scholer LLP	Los Angeles
2L	Kirkland & Ellis LLP	Los Angeles
2L	Kirkland & Ellis LLP (Intellectual Practice only)	Los Angeles
2L, 3L	Kirkland & Ellis LLP	San Francisco
2L	Kirkpatrick & Lockhart Preston Gates Ellis	Los Angeles
2L, 3L	Knobbe, Martens, Olson & Bear, LLP	Irvine, San Diego, San Francisco, Los Angeles, Riverside
2L, 3L	Latham & Watkins LLP	Chicago, Costa Mesa, Los Angeles, Menlo Park, New York, Newark, San Diego, San Francisco, Washington, DC
2L, 3L	Latham & Watkins LLP	Los Angeles
2L, 3L	Latham & Watkins LLP	Costa Mesa
2L, 3L	Latham & Watkins LLP	New York, Newark
2L, 3L	Latham & Watkins LLP	San Diego
2L, 3L	Latham & Watkins LLP	Menlo Park, San Francisco
2L, 3L	Latham & Watkins LLP	Chicago, Washington, DC
2L, 3L	Latham & Watkins LLP	All Offices
2L	Lavley & Singer, P.C.	Century City
2L	Law Offices of the Public Defender	Los Angeles
2L, 3L	Littler Mendelson	Atlanta, Boston, Chicago, Dallas, Houston, Los Angeles, Minneapolis, New York, Newark Philadelphia, San Francisco, Washington, DC
2L	Lobb Cliff & Lester, LLP	Riverside

2L	Loeb & Loeb, LLP	Los Angeles
2L	Lord Bissell & Brook LLP	Los Angeles
2L	Manatt, Phelps & Phillips, LLP	Los Angeles, New York, Palo Alto, Washington, DC
2L	Mayer, Brown, Rowe & Maw LLP	Los Angeles
2L, 3L	McCormick, Barstow, Sheppard, Wayte & Carruth, LLP	Cincinnati, Fresno, Modesto, Las Vegas
2L	McDermott Will & Emery LLP	Irvine
2L	McDermott Will & Emery LLP	Los Angeles
2L	McDermott Will & Emery LLP	Palo Alto
2L	McGuireWoods, LLP	Los Angeles
2L	McKenna Long & Aldridge LLP	Los Angeles
2L	Milbank, Tweed, Hadley & McCloy LLP	Los Angeles
2L	Mitchell, Silberberg & Knupp LLP	Los Angeles
2L	Modrall, Sperling, Roehl, Harris & Sisk, P.A	Albuquerque
2L	Morgan, Lewis & Bockius LLP	Los Angeles
2L	Morrison & Foerster LLP	Irvine
2L	Morrison & Foerster LLP	Los Angeles
2L	Morrison & Foerster LLP	San Diego
2L, 3L	Munger, Tolles & Olson LLP	Los Angeles
2L, 3L	Office of Chief Counsel, Internal Revenue Service	Nationwide

2L	O'Melveny & Myers LLP	Century City
2L	O'Melveny & Myers LLP	Los Angeles
2L	O'Melveny & Myers LLP	Menlo Park
2L	O'Melveny & Myers LLP	Newport Beach
2L	O'Melveny & Myers LLP	San Francisco
2L	Orrick, Herrington & Sutcliffe LLP (Intellectual Practice Only)	Irvine
2L	Orrick, Herrington & Sutcliffe LLP (General Practice)	Irvine, Los Angeles
2L, 3L	Osborn Maledon, P.A.	Phoenix
2L	Palmieri, Tyler, Wiener, Wilhelm & Waldron LLP	Irvine
2L	Paul, Hastings, Janofsky & Walker LLP	Atlanta, New York, Washington, DC
2L	Paul, Hastings, Janofsky & Walker LLP	Chicago, Palo Alto, San Francisco
2L	Paul, Hastings, Janofsky & Walker LLP	Costa Mesa
2L	Paul, Hastings, Janofsky & Walker LLP	Los Angeles
2L	Paul, Hastings, Janofsky & Walker LLP	San Diego
2L	Paul, Hastings, Janofsky & Walker LLP	Tokyo, All Offices
2L	Payne & Fears LLP	Irvine
2L	Perkins Coie LLP	Menlo Park, Santa Monica, San Francisco
2L	Pillsbury Winthrop LLP	Los Angeles
2L	Pillsbury Winthrop LLP	Palo Alto

2L	Pillsbury Winthrop LLP	All Offices
2L, 3L	Pircher, Nichols & Meeks	Los Angeles
2L	Proskauer Rose LLP	Los Angeles
2L	Proskauer Rose LLP	New York
2L	Reed Smith LLP	Los Angeles
2L	Reed Smith LLP	Oakland San Francisco
2L	Richards, Watson & Gershon	Los Angeles
2L	Riverside County District Attorney's Office	Riverside
2L, 3L	Ropes & Gray LLP	Boston, New York, Palo Alto, San Francisco, Washington, DC
2L	Ross, Dixon & Bell	Irvine
2L	Rutan & Tucker	Costa Mesa
2L	Sedgwick, Detert, Moran & Arnold, LLP	Chicago, Dallas, Irvine, Los Angeles, New York, Newark, San Francisco
2L	Seyfarth Shaw	Los Angeles
2L, 3L	Shartsis Friese LLP	San Francisco
2L	Sheppard, Mullin, Richter & Hampton LLP	Los Angeles
2L	Sheppard, Mullin, Richter & Hampton LLP	Costa Mesa
2L	Sheppard, Mullin, Richter & Hampton LLP	Del Mar, San Diego
2L	Sheppard, Mullin, Richter & Hampton LLP	San Francisco
2L	Sheppard, Mullin, Richter & Hampton LLP	Century City, Santa Barbara
2L	Shook, Hardy & Bacon	Irvine, Kansas City, Houston, Miami, San Francisco, Tampa, Washington, DC

2L, 3L	Sidley Austin LLP	Los Angeles
2L, 3L	Sidley Austin LLP (Intellectual Practice Only)	Los Angeles
2L, 3L	Simpson Thacher & Bartlett LLP	Los Angeles, New York, Palo Alto, Washington, DC, Central Hong Kong, London, Tokyo
2L, 3L	Skadden, Arps, Slate, Meagher & Flom LLP	Los Angeles
2L	Skadden, Arps, Slate, Meagher & Flom LLP	New York
2L	Snell & Wilmer	Phoenix, Tucson, Irvine, Denver, Salt Lake City, Las Vegas
2L	Squire, Saunders & Dempsey L.L.P.	Los Angeles
2L	Starn O'Tolle Marcus & Fisher	Honolulu
2L	Steefel, Levitt & Weiss	San Francisco
2L, 3L	Stradling Yocca Carlson & Rauth	Newport Beach
2L	Stroock, Stroock & Lavan LLP	Los Angeles
2L	Stutman, Treister & Glatt, P.C.	Los Angeles
3L	Sullivan & Cromwell LLP	Los Angeles, Palo Alto, New York, Washington, DC
2L, 3L	Texas Rio Grande Legal	El Paso
2L	Thelen Reid Brown Raysman & Steiner LLP	Los Angeles
2L	Thelen Reid Brown Raysman & Steiner LLP	San Francisco, San Jose
3L	U.S. Air Force JAG Corps	Worldwide
3L	U.S. Army Corps of Engineers	Worldwide
2L, 3L	U.S Postal Service	Long Beach
2L, 3L	Venable LLP	Los Angeles

2L	Watt, Tieder, Hoffar & Fitzgerald, L.L.P.	Irvine
2L	White & Case LLP	Los Angeles
2L, 3L	Wilson Sonsini Goodrich & Rosati	Palo Alto, Austin, Salt Lake City, San Diego, Seattle, Washington, DC, New York
2L	Winston & Strawn LLP	Los Angeles
2L	Zelle, Hofmann, Voelbel, Mason & Gette LLP	Los Angeles

C. Student Registration and Submission Process for OCI

1. OCI Add and Drop Classes -- by 5:00 pm – Friday, August 17

The computer scheduling program will only assign interview times that do not conflict with students' class schedules. To avoid conflicts between your class schedule and your OCI interview schedule, add and drop classes with the Registrar no later than 5:00 p.m. on Friday, August 17. Students who add or drop a class after the deadline may have some interviews scheduled that conflict with their classes and will be responsible for rescheduling the conflicting interviews.

2. OCI Submissions due on Symplicity – by 5:00 pm – Friday, August 17

Students are responsible for completing the following tasks on Symplicity to register for the Fall OCI program. Note: The OCI system opens for online bidding and resume upload on Friday, July 20 and closes *promptly* at 5:00 p.m. on Friday, August 17. (See Symplicity instructions in your 1L Guide.)

- a. Edit Profile. Update your contact information and confirm your class year is correct.
- b. Upload your default resume on Documents. **(Required)**
- c. Upload individualized resumes (for specific employers on Documents). **(Optional)**
- d. Select your Default OCI Resume on OCI.
- e. Research, Rank and Bid for Fall OCI employers on OCI. Note: If you have a specific resume for a specific employer, select the employer Review button (under Bid Details) and add your individualized resume instead of your OCI default resume.
- f. Rank offices for those employers interviewing for multi-office locations when prompted on OCI.
- g. Enter Conflicting Times on OCI for Legal Research Writing & Advocacy class research times, clinical programs, internship/externship programs, journal classes, teaching assistant positions and outside work obligations. Class registration will be downloaded separately from the university's Registrar system.
- h. **Important:** If you upload a revised resume on Documents, the system does not automatically update your current resume with your employer bids. You are required to go back to OCI and select the Update All button (under Default OCI Resume) for your current resume to be added. When you finalize your bids, it will be your responsibility to carefully review the resumes attached to your OCI bids and confirm they are correct and properly formatted.

Warning — this process takes significant time for planning and completion. We recommend that you do not wait until the last day to select and finalize your bids; the site will shut down automatically and the Career Services Office will close promptly at 5:00 p.m. on Friday, August 17.

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OCI EMPLOYER SELECTION AND INTERVIEW ASSIGNMENTS**A. Explanation of Interview Assignments**

To assign OCI interviews, Career Services' computer software uses a random interview assignment formula. Factors that affect a student's interview schedule include the number of interviews each student has already been assigned, the order in which students rank their employer bids, the number of students requesting an interview with a particular employer, and a class conflict program to avoid interview assignments during classes. This is done to assure an equitable distribution of initial interview assignments for each student. The number of interviews assigned will vary based on all factors.

B. Employer Selection Process

Prior to making your employer selections, take sufficient time to review the employer websites, NALP forms, hiring criteria and *pro bono* information. Please do not wait to make your decisions until the day before the interview selections are due, as you will not be getting the most out of Fall OCI.

We want you and the employers to have the most positive experience possible when interviewing at USC. Therefore, it is essential that you select employers who are seeking students with qualifications similar to yours. As you have the privilege of selecting with which employers to interview, please be responsible about your choices.

Considerations in making employer selections:

1. Our OCI programs allow no employer prescreening, *therefore, it is up to each student to prescreen her/himself*. It is important to choose your bids wisely to maximize your opportunity for success. This also helps employers think positively about their experiences and the students at USC. When determining the employers for whom you wish to bid:
 - a. Consider your needs, goals and values.
 - b. Evaluate all of your qualifications, including skills, experiences and abilities.
 - c. Determine if you have specific skills or work experience that employers would find beneficial to their specific hiring needs.
 - d. Identify your interests, work style and optimal work place.
 - e. Review Symplicity for employers that fit with your qualifications, needs and interests.
 - f. If you determine that there are few or no employers on the list that meet your qualifications, needs and interests, you may want to put less energy into the OCI process and focus your job search in another direction.

2. At first glance, you may think the employers all look alike. Be sure to review all of the information more carefully to understand the distinctions.
 - a. What are their grade requirements or preferences, if any? Other hiring criteria? If they ask for a technical degree, they will typically not be interested in anyone who does not have such a background.
 - b. What are their practice areas? Do they interest you? Which areas receive the most emphasis? How many attorneys practice in each area? Note the difference between litigation and transactional work.
 - c. How diverse is the employer?
 - d. How many post-graduation offers did they extend to their summer associates/law clerks? However, please note that most employers do not extend post-graduation offers upon the completion of a 1L summer position.)
 - e. What is their *pro bono* policy?
 - f. Are there other benefits that are important to you?
 - g. Review the narrative and employer website and/or resume; read between the lines for the employer personality.
 - h. How do they structure their summer program?
 - i. Do they provide structure, supervision, and training? Is this important to you?
3. Our OCI programs allow you to select a certain number of employers (depending on the program) for whom you would like to bid. While there is no secret formula to completing your bid sheet, consider the following:
 - a. You should rank all selections in order of preference.
 - b. You may wish to select a few “wish list” employers among the majority of more realistic selections you make. However, do not load your schedule with wish list selections.
 - c. You may want to place certain employers toward the bottom of your selection list -- e.g. those employers you think your classmates are least likely to select, or those employers who will be here more than one day and/or have several interview schedules.

Please make an appointment to meet with a Career Services counselor to develop a plan that fits your needs.

ON-CAMPUS INTERVIEW PROGRAM POLICIES

A. Weekly Student Changes and Additions

Open slots for interviews may arise from student cancellations, insufficient bids, and employers who sign up for OCI after the computer bids have been processed. These open slots are made available to students through open sign-ups and/or weekly lotteries via Symplicity.

B. Student Cancellations

If you must cancel an interview, it will be your responsibility to cancel it on the Career Services System via Symplicity **NO LATER THAN 1:00 P.M., AT LEAST TWO BUSINESS DAYS IN ADVANCE** of the scheduled interview. Please note: two days advance notice DOES NOT include weekends. Because of past abuses of the cancellation policy, late cancellations will be treated as no shows unless an emergency situation is shown. This policy helps to minimize wasted interview slots for both students and employers. For the benefit of you and your classmates, we urge you to comply with it. (See Symplicity tab for detailed instructions on cancelling an interview.)

C. Student No Shows

A student who does not follow the cancellation procedure or who simply misses an interview is considered a “no show.” **Students risk forfeiting all remaining interviews if they do not show up for an interview or do not follow proper cancellation procedures.**

D. Students in Legal Research Writing & Advocacy 2, Clinical Programs and Internship/Externship Programs

If you are in Legal Research Writing & Advocacy, a clinical program, a journal class, a teaching assistant position or the internship or externship program and are participating in an on-campus interview program, be sure to list on the OCI system the times that these programs would render you unavailable for interviews. When determining your unavailable times, be sure to allow for travel time between USC and the location of your internship or externship.

E. Trading of Interview Time Slots

If you arrange to trade interview time slots with another student, you are **required** to come to the Career Services Office with the student with whom you are trading so that we can officially make the change on the employer's schedule. Please do not call the Radisson to cancel or add interviews. The Radisson Hotel staff cannot make changes to our registration program. If any conflicts occur, the information on our employer master schedule will prevail. You can only switch your interview time slot with another student who has an assigned interview with that same employer and office location. We cannot schedule interviews when they conflict with students' classes, so please be sure that the interview time you select does not conflict with your class schedule.

F. Daily Lotteries

If we learn of openings on an employer's interview schedule after the open sign-ups or weekly lotteries have passed, because of cancellations or other circumstances, the open slots will be made available through daily lotteries. The daily lotteries occur each morning of Fall OCI and Spring OCI, and will include open interview slots for employers who are scheduled to interview on that particular day. The daily lotteries are held in the Career Services Office and students must be present to participate. The Career Services Office will inform students of interview openings via email and CSO bulletin boards the evening prior to each daily lottery. On each day of interviews, students can also check the bulletin boards for last minute open slots created by cancellations. After the conclusion of the daily lottery, any remaining open interview slots will be made available on a first-come, first-served basis at the front desk of the Career Services Office.

Please take your resume and a Record of Academic Performance with you to all interviews you pick up through the lottery process, as the employer will not necessarily have been provided your resume in advance. Please inform the employer that your name has just been added to the interview schedule and that you are filling an opening.

G. Late Employer Sign-Ups

It is the policy of the Career Services Office to provide as many employer options as possible to our students. The Career Services staff mails Fall OCI invitations to employers in sufficient time for the employers to register for Fall OCI prior to the online bidding process in August. However, there are employers who may sign up to interview students after the online bidding process has been completed.

Interviews with late-registering employers will be assigned through lotteries or open sign-ups. Because of the quick turnaround time in notifying students of interview openings with late-registering employers, it is especially important for students to check their email accounts and the Career Services bulletin board each day throughout OCI for urgent notifications and deadlines regarding new employer sign-ups.

H. Other Employer Information

1. Information Mailed to Employers

One week prior to an employer's interview date, the Career Services Office sends the employer the resumes of the students who are scheduled for interviews with that employer. In addition to the resumes, we provide employers with their student interview schedule, an explanation of the Law School's grading policy, the resume verification policy and the non-discrimination policy.

2. Record of Academic Performance

Most employers require a Record of Academic Performance (RAP) as a part of the interviewing process. In order to obtain RAPs as soon as they are available, you will need to submit a RAP request form to the Registrar's Office by the RAP request priority deadline. To learn this deadline for each on-campus interview program, see the Critical Deadlines information available behind the OCI tab.

3. Employer Schedule

The employer schedule lists the employer's name, the offices interviewing, and room location at the Radisson Hotel. It also includes the interview time for each student scheduled with the employer throughout the day, and the name and class year of the student. If the names of the actual interviewers are submitted to us in time, they will be included on the employer schedule. A copy of the schedule will be posted on the door of each interview room on each day of interviews. A binder of these schedules will be available for review in the Career Services Office prior to the beginning of each on-campus interview program. Please be sure to confirm the name of the interviewer on the day of the interview, as employers may make last minute substitutions.

4. Reminder for Dual Degree Candidates

As a dual degree candidate, there will be times when you are enrolled in courses outside the Law School. During such time, the Law School Career Services Office remains a resource for you, and you are welcome to participate in Fall or Spring OCI. However, you need to be aware that you will encounter particular logistical challenges. It is your individual obligation and responsibility to ensure that your interview times coordinate with your classes, including the time needed to reach the Radisson Hotel. Additionally, you are responsible for staying up-to-date with all Career Services and OCI information, regardless of the form of transmission, such as email correspondence, student mailbox deliveries, bulletin board announcements and daily interview sign-ups. If you have any questions, please contact the Career Services Office.

I. Employer Pro Bono Practices

The Law School, along with the State Bar of California and the Standing Committee on Legal Services to the Poor, encourages all law students to take a moment during job interviews to ask prospective employers about their *pro bono* practices and activities. Additionally, the Career Services Office requests all employers participating in OCI to provide written information about their *pro bono* activities and policies. If we have received such information, it is available for you to review on the Career Services web site and in the Career Services Resource Room. If you choose to participate in OCI, please review the employers' *pro bono* information before you make your employer selections and ask employers any questions you might have about their *pro bono* activities. A resolution from the California State Bar is included at the end of this section. The Bar has also issued the following statement encouraging all law students to "just ask" about *pro bono*:

The maxim of the law is 'Silence gives consent.' If, therefore you wish to construe what my silence 'betokened,' you must construe that I consented, not that I denied."

Sir Thomas More, from A Man For All Seasons, By Robert Bolt (Vintage 1962).

There is a perception held by some law firms that today's law students no longer care about *pro bono* work. In the past, student concern for *pro bono* legal services fostered innovative programs by some law firms and a commitment to support those efforts. Now, under new economic pressures, those programs and the commitment of law firms to do *pro bono* work are under attack. Your silence about *pro bono* work may be construed as your consent to a legal system where the measure of justice depends upon the wealth of the party, and where attorneys stand behind turnstiles to represent only those who can pay the price of admission.

The State Bar of California encourages you to ask your prospective employers about their *pro bono* work. Your placement office will ask employers to be prepared to answer questions such as whether the firm provides billable-hour credit for *pro bono* work and whether *pro bono* work is a firm-wide commitment or left to individual lawyers. They will also be requested to describe examples of the firm's *pro bono* commitment.

Your interest in providing legal services to the poor, the elderly, the handicapped and the immigrant is the first step in our aspiration for lawyers who are not only skilled advocates, but who also remember they are the guardians of justice in the law.

Pro Bono Resolution

(Adopted by the Board of Governors of the State Bar of California
at its December 9, 1989 Meeting)

RESOLVED that the Board hereby adopts the following resolution and urges local bar associations to adopt similar resolutions:

WHEREAS there is an increasingly dire need for pro bono legal services for the needy and disadvantaged; and

WHEREAS the federal government is not providing sufficient funds for the delivery of legal services to the poor and disadvantage; and

WHEREAS lawyers should ensure that all members of the public have equal redress to the courts for resolution of their disputes and access to lawyers when legal services are necessary; now, therefore, it is

RESOLVED that the Board of Governors of the State Bar of California

1. Urges all attorneys to devote a reasonable amount of time, but in no event less than 50 hours per year, to provide or enable the direct delivery of legal services, without expectation of compensation other than reimbursement of expenses, to indigent individuals or to not-for-profit organizations with a primary purpose of providing services to the poor or on behalf of the poor or disadvantaged, improving the law and the legal system, or increasing access to justice;
2. Urges all firms and government and corporate employers to promote and support the involvement of associates and partners in pro bono and other public service activities by counting all or a reasonable portion of their time spent on these activities, but in no event less than 50 hours per year, toward their billable hour requirements, or by otherwise giving actual work credit for these activities; and
3. Urges all law schools to adopt a policy under which the law schools would request any law firm wishing to recruit on campus to provide a written statement of its policy, if any, concerning the involvement of its attorneys in public service and pro bono activities.

The foregoing was adopted by the Board of Governors at its meeting held on December 9, 1989, in San Francisco, California.

NALP RULES GOVERNING ACCEPTANCE OF OFFERS

The Law School is a member law school of the National Association for Law Placement (NALP). In order to foster an orderly interviewing and selection process, NALP members have established principles and standards for career services and recruiting activities. The guidelines for the principles and standards were amended by NALP, and new guidelines went into effect on July 1, 1995. **Please review the guidelines listed below:**

National Association for Law Placement Standards for the Timing of Offers and Decisions

2L/3L Student Response Dates					
	November 1			December 1	
2L/3L student previously employed <u>and</u> offer made <u>before</u> September 15	X				
2L/3L student with an offer deadline of November 1 may extend to this date with employer's permission if students holds only <u>ONE OTHER</u> offer				X	
2L/3L student previously employed <u>and</u> offer made <u>after</u> September 15				X	
2L/3L students <u>not</u> previously employed must respond				X	
Number of Offers Students May Hold					
	5 Offers	4 Offers	3 Offers	2 Offers	1 Offer
After September 15, maximum offers held by student	X				
After October 1, maximum offers held by student		X			
After October 15, maximum offers held by student with December 1 response deadline			X		
Maximum offers for student requesting employer extension from November 1 to December 1				X	
After December 1, maximum offers student may hold with employer's consent					X

First Year Guidelines

	November 1	December 1
Law schools may begin offering placement services to 1L students	X	
1L students and employers may initiate contact with each other regarding summer employment		X

In fairness to your classmates, we advise you to act as promptly as possible in accepting and declining offers. Students receiving multiple offers should immediately decline offers in which they have no interest. Upon accepting a position, students should immediately notify all other prospective employers from whom they have received offers or are awaiting a response.

Although the scenario is extremely rare, students should be aware that prior employment may create an ethical conflict with a potential future employer. For example, a student who clerks in a law office representing Smith in Smith v. Jones could potentially be ineligible for future employment with the office representing Jones. The ABA's Model Rules of Professional Conduct concerning conflicts will govern these and similar situations.

Part V: General Standards for the Timing of Offers and Decisions

To promote fair and ethical practices for the interviewing and decision-making process, NALP offers the following standards for the timing of offers and decisions.

A. General Provisions

1. All offers to law students should remain open for at least two weeks after the date made unless the offers are made pursuant to Paragraphs B and C below, in which case the later response date should apply.
2. Law students should reaffirm offers governed by Paragraphs B and C below within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed by the students.
3. Students are expected to accept or release offers or negotiate an extension of the response date by the applicable deadline.
4. After September 15, a student should not hold open more than five offers of employment simultaneously; after October 1, a student should not hold open more than four offers simultaneously; and after October 15, a student should not hold open more than three offers simultaneously. Offers of employment include those received as a result of previous summer employment. For each offer received that places a student over the offer limit, the student should, within one week of receipt of the excess offer, release an offer.
5. Second- and third-year students may, with the consent of the employer, extend one offer beyond December 1.

6. Employers having a total of 40 attorneys or fewer in all offices may be exempted from Paragraphs B and C below, but should leave offers open for a minimum of three weeks.
7. Employers offering part-time or temporary positions for the school term may be exempted from the requirements of Paragraphs B and C below.
8. Violations of these guidelines should be reported to the student's career services office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions following graduation to law students not previously employed by them should leave those offers open at least until December 1.
2. Employers making offers **before** September 15 of the students' third year for full-time positions following graduation to law students previously employed by them during any preceding summer should leave those offers open at least until November 1. Upon request by the student, an employer should extend this date until December 1 upon receipt of assurances from the student that he or she is holding and will hold no more than one other offer during the extension period.
3. Employers making offers **on or after** September 15 of the students' third year for full-time employment following graduation to law students previously employed by them during any preceding summer should leave those offers open at least until December 1.

C. Summer Employment Provisions for Second- and Third-Year Students

1. Employers offering summer positions in the fall to law students not previously employed by them should leave those offers open at least until December 1.
2. Employers making offers **before** September 15 for a second summer clerkship to law students previously employed by them during any preceding summer should leave those offers open at least until November 1. Upon request by the student, an employer should extend this date until December 1 upon receipt of assurances from the student that he or she is holding and will hold no more than one other offer during the extension period.
3. Employers making offers **on or after** September 15 for a second summer clerkship to law students previously employed by them during any preceding summer should leave those offers open at least until December 1.

D. Summer Employment Provisions for First-Year Students

1. Law schools should not offer placement services to first-semester, first-year law students prior to November 1, except in the case of part-time students who may be given assistance in seeking positions during the school term.
2. Prospective employers and first-year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.

3. All offers to first-year students for summer employment should remain open for at least two weeks after the date made.

Interview Guide

RESOURCES FOR EMPLOYER RESEARCH

Interviewing with employers about whom you know little or nothing is a waste of your time, as well as the employer's. Generally, you will have good interviews if you are well prepared and informed about the employers you are meeting. The following are just a sample of the research aids the Career Services Office has to help you become better acquainted with employers, as well as other opportunities you may wish to pursue. (*A complete list of all Career Services Office resources can be found in Room 110.*)

Law Firms

On-Campus Interview Program Employer Information - The Career Services Office requests information from participating OCI employers about their *pro bono* activities and policies (if applicable), hiring criteria, practice areas, firm profiles, and much more. This information is available in the employer directories in the Career Services Office and Symplicity.

Employment Lists for the Classes of 2008 and 2009 - These listings show where students worked during the summer. Only students who provide us with their employment information are listed. If you are interested in a particular employer, you may wish to contact a student who worked there to obtain that student's perspective. The class listings are available on the Career Services website and in the Career Services Office. (If you have not provided the Career Services Office with your Summer 2007 employment information, please complete the CSO's Online Job Survey Form, available on the Career Services website.)

Law Firm Employer Files - The Career Services Office maintains files that contain information about various law firms and their hiring procedures.

Other Resources Available in the Career Services Office:

- America's Greatest Places to Work with a Law Degree
- Directory of California Lawyers
- Insider's Guide to Law Firms
- NALP Directory of Legal Employers (online at www.nalpdirectory.com; print copies are available for review in the Career Services Office)
- Parker Directory
- The Small & Mid-Sized Law Firms: Job Search Guide & Firm Directory

Vault Online Career Library – The Career Services Office provides free access to Vault's Online Career Library, which is a collection of more than 80 career guides and employer profiles. Access is available on the Career Services website at <http://law.usc.edu/career/students/ls-only/vault.cfm>. Important: Use Internet Explorer (browser only) and not Firefox to click on the Vault link.

Public Interest

USC Law School Guide to Public Service Law - The Public Service Guide contains information about over 100 Los Angeles-area public service employers and contact information for over 100 Law School graduates working in public service. The Guide is available in the Career Services Resource Room and on the Career Services website.

Public Interest Employer Files - The Career Services Office maintains files that contain information about various public interest agencies and their hiring procedures.

Clinical Internship Program Files - The Clinical Internship Program files contain student evaluations of particular public service agencies. (Available in the Public Services Office, Room 100.)

Other Resources Available in the Career Services Office:

- Directory of Legal Resources for People with AIDS and HIV
- Directory of Legal Services Programs in California
- Directory of Pro Bono and Public Interest Law - Washington, D.C.
- Harvard Public Interest Job Search Guide
- National Association of Law Placement (NALP) Law School Guide to Public Interest Careers
- The National Association for Public Interest Law (NAPIL) Guide to Public Interest Career Resources (NAPIL has changed its name and is now known as Equal Justice Works)
- National Legal Aid and Defender's Offices
- Public Interest Employment Services (PIES) Job Alert
- Yale Guide to Public Interest Environmental Law Opportunities
- Nonprofit Directions
- International Public Interest Law

Government

Federal/State/Local Government Employer Files - The Career Services Office maintains files that contain information about various government agencies and their hiring procedures.

Clinical Internship Program Files - The Clinical Internship Program files contain student evaluations of particular government agencies. (Available in the Public Services Office, Room 100.)

Government Honors & Internship Handbook – This resource includes current information on federal government honors programs, including application instructions and deadlines. Students interested in obtaining a post-graduation, entry-level attorney position with a federal government agency are strongly encouraged to review this resource.

Guide to Government Jobs in California – This resource, prepared by the Career Services Office, details the procedures implemented by numerous federal, state and local government agencies when hiring attorneys and law clerks who have taken the bar but are awaiting bar results.

Other Resources Available in the Career Services Office:

- City Attorney's Telephone Book
- City and County Attorney Internship Handbook
- Directory of the Federal Government
- Government Job Finder
- National Directory of Prosecuting Attorneys
- Now Hiring: Government Jobs for Lawyers
- FedLaw Legal Internships with Federal Agencies 2003
- Information on Public Defenders Offices
- The Public Defender Experience

Corporate

- Corporate Directory of U.S. Public Companies
- Corporate Yellow Book
- The Harvard Business School Guide to Careers in Finance
- The Harvard Business School Guide to Careers in Marketing
- The Harvard Business School Guide to Careers in Nonprofit Sector
- The Harvard Business School Guide to Careers in Management Consulting
- Law and Business Directory of Corporate Counsel (Law Library)
- Martindale Hubbell's Corporate Law Department Directory
- The Vault Reports Guide to the Top Investment Banking Firms

Online Resources

- Symplicity - www.law-usc-csm.symplicity.com/students/
- Lexis - www.lexis.com
- Martindale Hubbell - www.martindale.com
- Westlaw - www.westlaw.com
- PSLawNet - www.pslawnet.org

In addition, the Career Services website has links to well over 150 job search and career-related websites.

THANK YOU LETTERS

Typically, it is appropriate to send a thank you letter after an initial interview. This protocol is generally different for participants in Fall OCI (see below for further details).

Thank you letters should be written as professional business letters, and they should be mailed (and possibly faxed) within one to two days of the initial interview.

A thank you letter serves multiple purposes. Not only does it provide you with an opportunity to thank the interviewer for his or her time, it also gives you the chance to remind the employer of your interest and skills for the position. Before writing your thank you letter, review the initial interview and consider the following questions:

- What kind of person is the organization looking to hire?
- What qualities do I need to reiterate?
- What questions could I ask that I did not ask during the first interview?

You can also recount some of the interviewer's comments and reinforce your skills and experiences that support your candidacy. A well-written thank you letter provides the employer with an additional writing sample and displays your professionalism. Because all applicants do not send thank you letters, yours can distinguish you from other students, reminding the employer of your candidacy and hopefully encouraging them to select you for a second interview.

Fall OCI Note: Employers have advised us that sending a thank you letter after an on-campus interview is not necessary or expected. However, if for any reason you choose to do so, you'll want to send the letter as soon as possible after your interview, particularly since on-campus interviewers oftentimes decide within a day or two which candidates they will recommend for a callback interview. A list of interviewers' names will be available for your review in the Career Services Office on the day following the interview.

During OCI, it is appropriate and recommended that students send a thank you letter after a callback interview; however, be advised that you'll want to send these letters quickly. The individuals with whom you meet at a callback interview will oftentimes be asked to evaluate you on the day of your interview. Thus, to maximize the effect of a thank you letter, you should make every effort to fax the letter to the prospective employer as soon as possible after your interview is complete. You may direct your letter to the firm's recruiting coordinator, the person who interviewed you on-campus and was responsible for the invitation, or the person who was responsible for the callback schedule (use your best judgment when deciding to whom to send the letter, based on your particular callback experience). Some employers now accept thank you letters by email; however, we strongly urge you to write an error-free and very professional email if you choose to communicate in this manner.