2022 Spring “On-Campus” Interviews Guidelines

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The following guidelines provide an overview of Spring “On-Campus” Interviews (Spring OCI - https://law.utexas.edu/career/interview-programs/spring-on-campus-interviews/) including instructions on how to bid (apply) and schedule interviews, research employers, and prepare for interviews.

About Spring “On-Campus” Interviews

Spring OCI will take place virtually March 1-4, 2022, via the web-based platform Flo Recruit.

During the student bidding period, you may review the list of participating employers interviewing your class year and apply at any time between January 20-February 3, 2022.

Employers from both the private and public sectors participate in Spring OCI. We strongly encourage you to participate if you are interested in these employers, but please keep in mind that this program is just one avenue for conducting your job search.

Although most employers who participate in Spring OCI will be conducting virtual interviews, a few employers may choose to participate through our Resume Collect option (see page 6).

To learn more about Flo Recruit, visit the Spring OCI webpage.
Bidding and Scheduling Deadlines

We encourage you to submit your resume and cover letter for review by a career counselor before you submit your bids. Please do so as early as possible by submitting materials to cso-resumes@law.utexas.edu.

Please read the complete guidelines to learn how to upload your documents, submit bids, and accept/decline your interviews.

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<tr>
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<td>Feb. 18, 2022</td>
<td>Awarded interviews released via Symplicity. Cancel any awards as desired. All other awarded interview dates and times will remain as indicated.</td>
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After noon on February 21, your list of scheduled interviews can be found in Scheduled Interviews tab. If additional interviews become available, you will be notified by the CSO.

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Bidding Overview

The term “bids” describes the applications submitted by you to employers. To submit bids, you must first upload and submit the application materials requested by employers through Symplicity. Each employer sets its own request for application materials, which may include transcripts (law school, as well as undergraduate), a cover letter, writing sample, and/or other documents. Note:

- **Spring OCI is 100% preselect by employers.**
- **Bids for Resume Collect employers do not count against your bid total** (see page 6).

Awarded Interviews and Cancellation Overview

Initial interview awards are released via Symplicity after the bidding period has closed, employers have made interview selections, and we have run the scheduling algorithm.

You must check Symplicity to see your awarded interviews.

To keep an awarded interview, you do not need to do anything. The interview date and time will remain as indicated.

To cancel an awarded interview, you must click the “cancel” button before the end of the accept/decline period.
Researching Employers

It is important to conduct basic research on employers before the bidding period for two primary reasons:

1. You only want to request interviews with employers you would genuinely like to work for. (It is an undesirable situation to be in the midst of an interview only to discover that the employer’s primary practice areas or specialties do not interest you). The only way to assess your interest in a potential employer is to research them before you apply.
2. You increase your chances of obtaining interviews if you meet or come very close to an employer’s hiring criteria.

Once you accept an interview, you should continue your research on the employer in preparation for your interview.

How do I know which employers I can apply to?

1. Log in to Symplicity (https://law.utexas-csm.symplicity.com/students/) to view participating employers prior to the beginning of the online bidding period.
2. To determine the list of participating employers, select [Interview Programs] then [Scheduling].
3. Use the [Session] drop-down menu to select “Spring OCI 2022.” The resulting list of employers contains only those that have requested your class year. You may submit bids for these employers.
4. Click the [Review] button to the left of each desired employer in order to view specific details about their program participation; e.g., eligible class years, anticipated interview length, requested materials, and/or other pertinent information. In the box titled “Bid Details” each employer name is a link to the employer’s profile.

What should I look for when conducting basic research of an employer?

It is important to find out basic information that will be helpful when ranking employers:

- Where is the employer located?
- If the employer has multiple offices, are other locations also interviewing?
- What are the primary practice areas for the various locations or what does the employer do?
- What are their hiring criteria, and do I meet them?

In addition to employer websites, there are a number of resources to assist you:

- Employer profiles on Symplicity (https://law.utexas-csm.symplicity.com/students/) | Click the Review button under [Bid Details]
- NALP Directory of Legal Employers (special link for Texas Law students) https://law.utexas.edu/career/resources/nalp-directory-of-legal-employers/
- Chambers Associate http://www.chambers-associate.com
- Vault Career Library https://law.utexas.edu/career/resources/vault-career-library/
- PSJD - https://www.psjd.org/
How do I determine my class rank?
The Law School does not rank students. In order to provide both you and employers a basis of comparison, the Law School’s Student Affairs Office calculates the GPA cut-off for the top 25 and top 50 percent of each rising 2L and 3L class. You can find the grade reports online at https://law.utexas.edu/career/finding-employment/grade-reports/.

Do I need to meet an employer’s hiring criteria in order to apply?
You are most likely to be preselected for an interview if you meet (or come very close to) an employer’s stated hiring criteria. Pay particular attention to criteria listed as preferred vs. required. If an employer has listed required hiring criteria, be assured that the employer considers these criteria essential. In some cases, these are non-negotiable criteria; i.e., employers hiring for patent attorneys may require that candidates have a technical background.

If an employer has preferred hiring criteria, this indicates some flexibility. The employer is telling you that the ideal candidate will meet the preferred criteria, yet employment is not necessarily contingent on strictly meeting the criteria. For example, Employer A indicates, “Top 25 Percent Required,” while Employer B indicates “Top 50 Percent Preferred.” With GPA credentials more aligned with “Top 50 Percent Preferred,” selection of Employer B may not only provide a better chance of being preselected, but it may also provide a better chance of securing an offer if you get the interview through a lottery assignment.

Simplicity only restricts bidding for an employer if your class year does not match what the employer is seeking; i.e., 2Ls cannot apply for an employer who is only seeking 3Ls and vice versa.

What if an employer is looking for someone in the top 1/3 of the class and there is no GPA listed for that cut-off?
Since the Law School does not rank students, you will have to use your best judgment for those employers who specify GPA-related hiring criteria other than the top 25 and top 50 percent. If in doubt, consider any other stated hiring criteria and your level of interest in the employer.

Bidding on Employers

How many bids should I submit?
There is no magic number. You should bid for those employers that you are interested in working for that align with your career goals.

Why do I need to rank my bids?
Rankings are also used for scheduling preselect and alternate interviews. In most cases, if chosen for more than 25 interviews, you will receive interview awards with the employers that you rank the highest. You can update the rankings at any time before the bidding period closes.

How many interviews may I have during Spring OCI?
You are limited to 25 interviews during Spring OCI.

Does it matter when I bid during the bidding period?
No. The timing of your selections within the bidding period does not affect your interview selection chances.
However, we encourage you to begin the bidding process early because waiting to submit your bids until the end of the bidding period may preclude you from timely completion of the bidding process. Historically, the system receives several thousand bids in the last 48 hours of the bidding period and may experience slowdowns.

**Can I update my bidding materials and rankings during the bidding period?**
Yes. You can update your bids as well as your rankings at any time before the bidding period closes. Employers will receive your application materials after the bidding period closes.

**How do I upload my documents? Do they need to be PDFs?**
To eliminate any conversion errors, you must upload all documents as PDFs. If you are unable to save your Microsoft Word documents using “Save as PDF,” you may use Adobe Acrobat online services to turn Microsoft Word documents into PDF files. Follow the instructions on page 6 for uploading documents.

> **Once you have converted your document to a PDF, be sure to review it** to ensure that there have been no format alterations. If the format on your document changes during the conversion (such as adding an additional page), you may need to modify the format of your Microsoft Word document and upload it again. We suggest putting all text within the body of the document and not use headers or footers. If you continue to have difficulties, please contact us at cso@law.utexas.edu.

**Can I use specific documents for particular employers? If so, how?**
Yes. When you apply to an employer, you can designate the respective document from the drop-down menu available next to each document type requested by the employer. Symplicity allows you to upload up to 15 documents at a time. Once you have uploaded a document to an employer, it is a part of the bid. Therefore, you can remove it from your documents section to upload new documents as needed.

**Should I include a cover letter with my bid?**
Upload cover letters only for employers that specifically request them. Be sure that you attach the correct cover letter, as you do not want Employer A to receive Employer B’s cover letter.

**What should I use as my writing sample and can the CSO review my sample?**
Your writing sample should be no longer than 5-10 pages that highlight your best legal research and writing. Appropriate documents to use for a writing sample include memos or briefs written for a class, clerkship, internship, or volunteer position. If you use a document written for an employer or internship, make sure to seek permission to use it and remove all names and confidential information. The CSO does not review student writing samples. If you want your writing sample reviewed, consider asking your Legal Research and Writing professor or scheduling an appointment with the Law School Writing Center (see https://law.utexas.edu/beck/law-school-writing-center/).

**What does “no multiple interviews” mean?**
This means that while you may apply for each employer office you are interested in; the employer will only select you once for an interview. Depending on the employer, you may be interviewing for only one office location, or multiple office locations, during that one interview.

**How do I handle preferred locations?**
If there is one location listed for an employer, list that location in the preferred location box. If an employer lists
multiple locations, rank the locations in which you are interested in order of preference. Examples: for ABC Law Firm (Austin) you should list Austin as the preferred location; and for XYZ Law Firm (five Offices: Austin, Dallas, San Antonio, New York, and Washington, D.C.) you should list each location in order of your preference within the respective bidding schedule.

If you desire to work at QRS Law Firm in Dallas more than in Austin, you will then rank your bid for QRS Law Firm (Dallas) higher than your bid for QRS Law Firm (Austin).

What is the Resume Collect option?
Employers who are unable to interview during Spring OCI have the option of posting summer and postgraduate opportunities through the program as Resume Collects. Resume Collect employers can be identified by the term “N/A (Resume Collection)” under the [Interview Dates] column on Symplicity. Employers who have elected this option will contact students directly to schedule interviews.

Important points to remember about Resume Collect employers:

▪ Although Resume Collect employers do not count against your 60-bid maximum, you are nonetheless required to rank them and should use your lowest rankings.
▪ If you plan to submit fewer than 60 bids (on-campus interviews and Resume Collect bids combined), then you should rank your first Resume Collect bid after your last on-campus interview bid.
▪ If you plan to submit more than 60 bids (on-campus interview and Resume Collect bids combined), then you should submit your first Resume Collect bid as “59.” Symplicity will then grant the extra bids for your Resume Collect bids beyond 60. Once you have submitted all of your bids, you may go back and re-rank your on-campus interview bids from 1-60 and resume collect bids 61 onward.
▪ Ranking a Resume Collect employer before an on-campus interview bid lessens the chance of a lottery interview with an employer coming on campus, so be sure to rank Resume Collects last.

Submitting Your Bids

Uploading Your Documents

2. Select [Documents] and upload your application materials. Remember to convert your documents, if possible, to PDF prior to uploading.
3. When you upload your documents, make sure to name each one uniquely for easy reference when applying. For example, if you were applying to Employer A and Employer B, you would name your cover letters “Employer A Cover Letter – Law Student Name” and “Employer B Cover Letter – Law Student Name”; e.g., “ABC, LLP Cover Letter – Alex Student” and “XYZ, LLP Cover Letter – Alex Student.”
4. Make sure your name is on all application materials that you attach to your bids.
Note about document limitation: Symplicity allows you to upload up to 15 documents at a time. Please note that once you have attached a document to an application, Symplicity saves a copy of the document to the application itself. Therefore, once you have submitted a bid to an employer with any one document, you can go back to [Documents] and delete that document in order to upload another document for a separate bid.

Submitting Your Bids

2. Select [Interview Programs] then [Scheduling].
3. Use the [Session] drop-down menu to select “Spring OCI 2022.” The resulting list of employers contains only those that have requested your class year. You may submit bids for these employers.
4. Click the [Review] button from the list of employers to review required application materials and hiring criteria information.
5. To apply, click the [Apply] button in the “Bid Details” box to the right of the screen. Pay close attention to this box as any documents listed are required documents for this specific employer. For example, if “cover letter” is in this box, and “none found” is to the right, you must return to the [Documents] section and upload a cover letter.
6. Note that your “default resume” will be included with each bid. To submit a different resume (or any requested documents) from those uploaded in your “Documents” section, select the appropriate document from the drop-down in the “Bid Details” box.
7. The [Preferred Location] box will appear on most applications.
   - If there is only one location, list that location.
   - If there is more than one location listed, rank the locations in which you are interested in the order of preference.
   - If an employer has more than one schedule, apply to each office of interest and indicate preferred office location on each.
8. For each bid, you must select the ranking in the bid drop-down box. The ranking of “1” denotes your first-desired choice. Remember, employers do not have access to your rankings.

You may apply and update your materials at any time during the bidding period, which closes at 11:59 p.m. (CT) on Thursday, February 3, 2022. Please make sure that you finalize your selections before the bidding deadline.

Updating Your Resume

1. To update your resume at any time during the bidding period, go to [Interview Programs], [Scheduling], select the [Employers/Applications] tab under the “Spring OCI 2022” session from the drop-down menu.
2. Under [Default OCI Resume], select your new resume from the drop-down menu.
3. Then select [Update Default] then [Update All]. This allows you to update your resume on all of your bids at one time. Be sure to double-check your bids to ensure the correct resume was uploaded.
4. If you wish to revise your resume for only one individual employer, click the [Review] button next to the employer’s name and choose your resume of choice from the drop-down menu, then click the [Update] button.
**Updating Your Transcript**

1. To update your transcript at any time during the bidding period, download your most recent transcript using the CSO Transcript Generator at [https://utdirect.utexas.edu/locso/trap.WBX](https://utdirect.utexas.edu/locso/trap.WBX).
2. Select [Documents].
3. Delete your outdated transcript as Symplicity only allows you to store one law school transcript at a time.
4. Upload your current unofficial law school transcript and all current bids with your old transcript will be automatically updated within the active session.

**Updating Class Schedules/Conflicts**

To ensure that we do not schedule an interview while you are in class, please enter your class conflicts. Use this feature if/when necessary, as the scheduling system could exclude you from interview opportunities if you are unavailable during certain times of the day. Most interviews are between 9 a.m.-5 p.m.

1. Select [Interview Programs] and then [Scheduling].
2. Select [Class Schedules/Conflicts] and choose the appropriate OCI session from the drop-down menu.
3. Checkmark the times that you will not be available to interview.
4. Select the [Submit] button. Note: You can block out available times only during the bidding period.

If you need to have your class conflicts updated after the bidding period, contact Rachel Quiroz, OCI Coordinator, at rquiroz@law.utexas.edu.

**Update Your Class/Scheduling Conflicts**

To ensure that we do not schedule an interview while you are in class, please enter your class conflicts. Use this feature if/when necessary, as the scheduling system could exclude you from interview opportunities if you are unavailable during certain times of the day.

Select [Interview Programs], then [Scheduling], then [Class Schedules/Conflicts] and choose the appropriate OCI session from the drop-down menu to checkmark the times you will not be available. Hit [Submit] to save selections.

You may only record class conflicts before the bidding/application period closes at 11:59 p.m. (CT) on Thursday, February 3, 2022.

**Viewing Your Interview Schedule**

1. Select [Interview Programs] then [Scheduling].
2. Select [Scheduled Interviews] and choose the “Spring OCI 2022” session from the drop-down menu.
3. A listing of all awarded interviews through the bidding process will appear.

You will also receive a link to your interviews on Flo Recruit shortly before Spring OCI begins.
Awarded Interviews and Cancellations

How do I know if I have received an interview?
You can view your schedule on Symplicity.

2. Select [Interview Programs] then [Scheduling].
3. Use the [Session] drop-down menu to select “Spring OCI 2022.”
4. Select [Employers/Applications] to review your list.

What if an employer cancels their OCI date after the student bidding period?
The CSO will notify students via email about the employer cancellation. The employer may switch to a resume collect or cancel altogether. If the employer opts to become a resume collect, they will contact students they are interested in directly. The system will update the bid rankings so that the employer’s cancellation does not adversely impact your bid selections.

Interviewing Policy for On-Campus Interviews

An interview is a formal commitment between you and an employer. You are expected to attend any and all scheduled interviews, including mock interviews. It is unprofessional to schedule an interview and fail to attend. To do this reflects poorly on you, the Law School, and our student body. Failing to attend an interview, or cancelling an interview at the last minute, is unfair to students who were unable to receive an interview slot and to the attorneys and recruiting coordinators who participate in our interview programs.

Students wishing to participate in Spring OCI must read and abide by the CSO’s “Interviewing Policy for On-Campus Interviews and Off-Campus Recruitment Programs,” which is available online at https://law.utexas.edu/wp-content/uploads/sites/4/2015/05/interviewing-policy.pdf. This policy outlines the handling of last-minute cancellations; i.e., less than two business days before an interview, as well as no-shows.

Please report inappropriate or offensive behavior by recruiting attorneys or staff to the Assistant Dean for Career Services or one of the career counselors.

What if I need to cancel an interview that has already been set?
The CSO does not encourage interview cancellations. However, if you need to cancel an interview after the final student cancellation period and more than two days before your scheduled interview, please submit your request online at https://law.utexas.edu/career/finding-employment/cancellation-and-no-show-policy/.

If you cancel an interview less than two business days in advance of the scheduled interview (see below), this is considered a last-minute cancellation. You are responsible for contacting the CSO at https://law.utexas.edu/career/finding-employment/cancellation-and-no-show-policy/, as well as the employer with your reasons for canceling the interview (see following sample cancellation letter and email), as soon as possible. A copy of your email/letter to the employer must also be submitted to the CSO within five calendar
days of the cancelled interview. See the “Interviewing Policy for On-Campus Interviews and Off-Campus Recruitment Programs” linked above.

**Virtual Interviews and Follow-up**

**How do I prepare for my interviews?**

In addition to employer websites, there are many resources to assist you in your research, including:

- **NALP Directory of Legal Employers**
  [https://law.utexas.edu/career/resources/nalp-directory-of-legal-employers/](https://law.utexas.edu/career/resources/nalp-directory-of-legal-employers/)
- **LexisNexis Search of Law Firms**
- **Chambers Associate**
  [http://www.chambers-associate.com](http://www.chambers-associate.com)
- **Martindale.com**
  [http://www.martindale.com](http://www.martindale.com)
- **Summer Clerkship Evaluations on Symplicity**
  at [https://law.utexas-csm.symplicity.com/students/](https://law.utexas-csm.symplicity.com/students/) (click on “My Account” and then “Evaluations” to search evaluations submitted by your peers.)
- **Vault Career Library**
  [https://law.utexas.edu/career/resources/vault-career-library/](https://law.utexas.edu/career/resources/vault-career-library/)
- **PSJD** - [https://www.psjd.org/](https://www.psjd.org/)
- **Additional resources available online** at [https://law.utexas.edu/career/resources/](https://law.utexas.edu/career/resources/)

During Spring OCI, the names of your interviewers may be available on Symplicity and/or Flo Recruit. Once you know your interviewers, you should conduct basic research on them and their practice using the prompts in the Interview Preparation Checklist and the resources listed above.

**What should I wear to my virtual interviews?**

Most legal employers are relatively conservative, yet there are exceptions. In any case, each employer treats the interview process professionally. You want employers to remember you for your skills and abilities - not for what you wore.

The best way to dress for the first meeting is clean-cut and professional. In other words, dress “like an attorney.” Overdressed is better than being too casual. Remember that your appearance makes a statement. If you look neat and professional, you project an impression that you take pride in yourself and your work. Someone with a neat appearance looks self-confident and professional.

Here are some additional virtual interview tips:

- You should wear a complete suit to your virtual interview. Get dressed from head-to-toe the way you would for an in-person interview.
- You can never go wrong with conservative colors such as gray, navy, and black. Coordinate colors and patterns.
- Stick with natural fiber blends of wool, silk, or cotton over polyester or linen, which wrinkle easily. Your clothes should be fresh, neat, and pressed.
- Make sure your shirt or blouse has an appropriate neckline and is not see-through.
- Your hair should also be neat and groomed, whether long or short. If you have facial hair, make sure you are well groomed.
- Keep jewelry to a minimum.

If you have any questions about what to wear to an interview, please contact the Career Services Office. Our career counselors are happy to look over what you plan to wear to your interview or meetings with potential employers.

**Additional Advice**

- Practice using the interview software before your interview. Download any required plugins and accept the necessary permissions. You will also want to test your internet connection and your video and audio quality.
- During the interview, focus on your web camera rather than your computer screen. To help with this, place the interviewer’s image as close to your webcam as possible.
- Not all virtual interview platforms allow virtual backgrounds, so make sure your background is neat and not distracting. Try to keep the environment as professional as possible to mimic the setting of an in-person interview.
- Conduct your virtual interviews in a place that is quiet and free from distractions. Turn off phone and computer notifications to avoid interruptions.
- Make sure you are well-lit by placing a lamp in front of you.
- Get completely dressed in professional attire, as you would for an in-person interview.
- Sit tall with your shoulders back, not stiff, and head erect. Sitting up properly makes you appear visually strong and interested in what is going on.
- Remember to smile and maintain eye contact with the camera.

**Do I need to send a thank-you note/email?**

There are varying opinions on the usefulness of thank-you notes/emails in the job search process. Because we believe that good manners can always help, the CSO recommends that you make a practice of sending thank-you notes when it is appropriate and helpful. Thank-you notes are particularly appropriate for callback interviews (also called a fly back or an in-house interview). Due to the high volume of interviews and typical quick decisions made during OCI, thank-you notes for on-campus interviews are less necessary and less likely to play a role in the employer’s evaluation. Given the current circumstances with COVID-19 many employers are still working remotely, so if you are sending a thank-you note, it is best for you to send thank-you notes by email. Be sure to use proper email etiquette and a formal style of writing (see examples in the *Career Development Handbook: Application Materials* at [https://law.utexas.edu/wp-content/uploads/sites/4/2021/08/2021-Handbook-JDs.pdf](https://law.utexas.edu/wp-content/uploads/sites/4/2021/08/2021-Handbook-JDs.pdf)).

**Additional Tips**

- If you decide to send all interviewers individual thank-you notes, make sure that you personalize each one to make it a little different.
- Do not forget to thank the recruiting coordinators.
- Send thank-you notes as soon as possible (within 24 hours is ideal).
- Proofread all correspondence.
Keep track of all letters/emails that you send, so that you can effectively follow-up with each employer and individual contacts.

Handling Callbacks and Offers

What is a callback interview and how do I handle it?
A callback interview is generally a second-round interview that occurs in an employer’s office. When in-person, callback interviews may also include lunch, dinner, or a reception. Remember that these events are a continuation of your interview. For Spring OCI 2022, we expect firms may host virtual callback interviews and will provide information about how to participate in the virtual interview when the callback offer is extended.

You may receive multiple callback invitations, the timing of which is unpredictable. As employers usually invite you by phone, we recommend that you ensure that your voicemail message is clear and professional.

It is important to balance interviewing with other factors such as school, extracurricular activities, and work. You do not want to overextend yourself because your performance in interviews and your other activities may suffer. You also do not want to accept a callback interview with an employer with whom you are sure you would not accept an offer of employment. It is unfair to the employer and other interviewing students to do so.

When you receive a callback interview, respond to the employer promptly (within 24 hours, if possible). Make sure you keep a detailed calendar for yourself so that you do not schedule interviews when you have other commitments. Avoid rescheduling interviews, but if you must cancel or reschedule an interview, do it as far in advance as possible.

For in-person callback interviews: If you are scheduling several interviews in one city at the same time, inform each employer about your other interviews so that the employers can share travel expenses.

How do I handle offers?
Please familiarize yourself with Texas Law’s Recruiting Policies for Private-Sector Employers (https://law.utexas.edu/wp-content/uploads/sites/4/2019/04/recruiting-policies-private-sector-employers.pdf) especially Part C under Standards for the Timing of Offers and Decisions. In general, we ask that employers with more than 40 attorneys provide students 21 days from the date of the offer letter to accept or affirmatively decline. We expect that most Spring OCI employers will comply with this offer period. Please report any departures from our policy to the CSO.

You should accept or decline within the employer’s stated offer period, and as soon as you have made a final decision about each offer. You should not hold open more than five offers of employment at any one time. For each offer received that places you over the offer limit, you should, within one week of receipt of the excess offer, release an offer.

You should accept or decline employment offers in a prompt and courteous manner. In fairness to both employers and peers, you should, in good faith, decline offers promptly if you are no longer considering working for the employer. Holding an employment offer when you have no intention of accepting the offer does a disservice to both you and your classmates, who might be extended an offer if you were to decline, and to employers who are working hard to organize successful and well-attended summer programs. Failure to accept an offer in a timely manner can cause you to lose the offer. In the most egregious cases, students neglect to ever
accept or decline job offers given to them. Not only is this rude, but it is also unprofessional and disruptive to the recruiting process. Be responsible and decline offers you do not want.

Texas Law also subscribes to the NALP Principles for a Fair and Ethical Recruitment Process (https://www.nalp.org/fair_ethical_recruitment) and we expect our students and recruiting employers to be guided by these principles as well. Please familiarize yourself with these principles, especially Principles for Candidates (https://www.nalp.org/fair_ethical_recruitment#candidates).

It is common to respond to an offer in the same manner in which it was conveyed; e.g., respond to a telephone call with a telephone call, an email with an email. However, we recommend that you decline an offer by phone, when possible. If you are nervous about calling an employer, keep in mind that you should not anticipate that the phone call would be long, intense, or even awkward. Law firms anticipate that some will decline their offers and are therefore generally gracious and professional when this happens. It is acceptable to leave a voicemail message declining a job offer, but don’t try to avoid talking to a live person by calling at 11 p.m., for example. Voicemail records the time of the call, and your attempt to avoid the conversation will be obvious. Only decline by email if that is the manner in which you received your offer. If you accept a job offer over the phone, it is usually not necessary to follow up with an email. The employer typically follows up an acceptance with a letter confirming the acceptance and providing additional information about the position.

The best person to contact is the person who made you the offer. Alternatively, it may be the person you met on campus or who was in charge of your callback visit. The recruiting coordinator is also a good option. If you decline an offer by phone, you should send a follow-up email to the recruiting coordinator (explain that you are confirming your phone conversation with X) or write to the person with whom you spoke and cc: the recruiting coordinator.

What do I say when declining an offer?
Employers understand that you may have more than one offer. You need not volunteer a lot of information; be direct, polite, and gracious. Focus on one or more of the following sentiments when declining:

- you are grateful for the offer;
- you very much appreciate the firm’s time and effort, yet for reasons that have nothing to do with the firm you must decline; or
- you have decided to pursue other options for the summer.

You can certainly volunteer the name of the organization you will be working for or wait until asked. If a firm asks where you are going it is often out of simple curiosity or to identify their competition. Finally, if you want to keep a line of communication open with specific lawyers at the firm with whom you had particularly good conversations, you can write them separate notes regarding your summer plans.

What are split summers and how do I make that arrangement?
A split summer refers to a summer in which a student clerks for two different employers for about six weeks each. Some Texas firms are willing to make arrangements with students interested in splitting their summer. It is appropriate to ask the employer about their policy on split summers as policies vary greatly between firms and organizations.
There are other job search strategies and resources available to you besides OCI. Make an appointment with a CSO career counselor to discuss your individualized needs and prepare an outline on how to approach your job search.

If you have any questions about Symplicity or Flo Recruit, please visit the CSO website or contact Rachel Quiroz, On-Campus Interview Coordinator, at 512-232-1161 or rquiroz@law.utexas.edu.