

2021 Spring “On-Campus” Interviews Guidelines

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Spring OCI on Flo Recruit

Student Bidding: Jan. 22-Feb. 5, 2021
Spring OCI: March 1-5, 2021

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.

The CSO career counselors are available to answer questions you may have regarding Spring OCI. Contact your career counselor directly, set up an appointment through Symplicity, or reach out to the CSO to set up an appointment at 512-232-1150.

About Spring “On-Campus” Interviews

Spring OCI will take place virtually March 1-5, 2021, 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 noon on Friday, January 22, and noon on Friday, February 5, 2021.

We strongly encourage you to participate in Spring OCI 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 5).

Bidding and Scheduling Deadlines

We encourage you to have your resume and cover letter reviewed by a career counselor before you submit your bids. You may email your career counselor directly or submit your materials for review to cso-resumes@law.utexas.edu.

- January 22, 2021: Student bidding begins at noon (Central)
- February 5, 2021: Students bidding ends at noon (Central)
- February 16, 2021: Scheduling/decline period for preselected students begins at noon (Central)
- February 17, 2021: Scheduling/decline period for preselected students ends at noon (Central)
- February 17, 2021: Scheduling/decline period for alternate students begins at 6 p.m. (Central)
- February 18, 2021: Scheduling/decline period for alternate students ends at 6 p.m. (Central)

After the final scheduling period you may review your interviews on Symplicity.

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.

You may apply (submit bids) at any time as there is no advantage to bidding early (see page 4).

If you have questions about your application strategy, the CSO is here to help. Contact your career counselor directly, set up an appointment through Symplicity, or reach out to the CSO to set up an appointment at 512-232-1150.

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] and then [Scheduling].
3. Use the [Session] drop-down menu to select “Spring OCI 2021.” 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; 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?

When researching employers before applying, it is important to find out basic information that will be helpful when ranking employers:

- What class years are eligible for interviews?
- 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:

- NALP Directory of Legal Employers (Texas Law Login)
<https://law.utexas.edu/career/resources/nalp-directory-of-legal-employers/>
- Vault Career Library (Texas Law Login)
<https://law.utexas.edu/career/resources/vault-career-library/>
- LexisNexis Search of Law Firms
<https://law.utexas.edu/career/paths/law-firms/lexisnexis-law-firm-searches/>
- Chambers Associate <http://www.chambers-associate.com>
- Martindale.com <http://www.martindale.com>
- Peer-to-Peer Employer Insights
<https://law.utexas.edu/career/resources/peer-to-peer-employer-insights/>
- Summer Clerkship Evaluations on Symplicity (click on “My Account” and then “Evaluations” to search evaluations submitted by your peers.)
- Additional resources available online at <https://law.utexas.edu/career/resources/>

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 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?

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; e.g., 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.

Symplicity only restricts bidding for an employer if your class year does not match what the employer is seeking; i.e., 1Ls cannot apply for an employer who is only seeking 2Ls 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.

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.

Can I update my bidding materials and rankings during the bidding period?

Yes. You can update your bids at any time before the bidding period closes. Employers will receive your application materials after the bidding period closes. For Spring OCI, rankings have no consequence and will not be shared with employers. You may assign a number in the order in which you submit a bid.

How do I upload my documents? Do they need to be PDFs?

If you have the ability to convert Word documents into PDFs do so prior to uploading them on Symplicity. This will eliminate any conversion errors. Follow the instructions on page 6 for uploading documents.

If you do not have PDF conversion software (such as Adobe Acrobat), you may upload your Word document to Symplicity, which will convert it for you. Please be aware that Word documents containing excessive formatting or macros, and those created using a template may change during the conversion process. Therefore, we suggest that you do not use headers or footers as this may create a two-page PDF.

Once you have converted your document to a PDF on Symplicity (if uploading from Word), be sure to open and view it to ensure that there have been no format alterations. If the format on your document changes during the conversion, you may need to modify the format of your Word document and upload it again. If you continue to have difficulties, please contact the CSO at csolaw@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 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.

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 would 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.

Submitting Your Bids

Uploading Your Documents

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.

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 – John Doe” and “XYZ, LLP Cover Letter – Jane 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

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.
2. Select [Interview Programs] and then [Scheduling].
3. Use the [Session] drop-down menu to select “Spring OCI 2021.” 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. You must rank each employer for which you submit a bid by submitting in the bid drop-down box. For Spring OCI, rankings have no consequence and will not be shared with employers. You may assign a number in the order in which you submit a bid.

You may apply and update your materials at any time during the bidding period, which closes at noon on Friday, February 5, 2021. Please make sure that you finalize your selections before the bidding deadline.

Updating Your Resume After Your Initial Bid Submission

If you make changes to your resume and want to update it for bids that you have already made for Spring OCI, then, before the bidding period closes at noon on February 5, 2021, you should follow these instructions:

1. Log in to [Symlicity](#).
2. Select [Documents].
3. Upload your revised resume and be sure to select it as your default resume.
4. Go to [Interview Programs], then [Scheduling], and select [Spring OCI 2021] from drop-down menu.
5. Under [Default OCI Resume] select your new resume from the drop-down menu.
6. Select [Update Default] and **then [Update All]. This button allows you to update your resume on all of your bids at one time.**
 - a. If you wish to revise your resume for only one individual employer, click [Review] next to the employer and choose your resume of choice from the drop-down menu, then click [Update].

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>.
2. Select [Documents].
3. Delete your outdated transcript as Symlicity 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

1. It is important to update your [Class Schedules/Conflicts] on Symlicity. **Use this feature only when necessary.**
2. Select [Interview Programs] and then [Scheduling].
3. Select [Class Schedules/Conflicts] and choose the appropriate OCI session from the drop-down menu.
4. Check mark the times that you will not be available to interview.
5. Select the [Submit] button. Note: You can block out available times only during the bidding period.

Scheduling/Declining Interview Awards

Scheduling or Declining Interviews

1. Log in to [Symlicity](#).
2. Select [Interview Programs], then [Scheduling], and then [Employers/Application].
3. Select [Spring OCI 2021] from the session drop-down menu.
4. Refer to the column titled [Bidding] for your application status from the applied employers.
5. If you have been chosen for an interview, choose either **ACCEPT PRESELECT** or **DECLINE**. If you accept the interview, you will then be able to choose a specific time slot on the interview schedule.

NOTE: Symplicity will prevent you from scheduling interviews at the same time. We recommend you leave a 20-minute interval between interviews to avoid scheduling back-to-back interviews.

6. Depending on how the employer designated your invitation status (i.e., left as "pending" or changed to "not invited") you may see one of the following: NOT INVITED, NONE, or PENDING. This will also appear if the employer has yet to submit their interview selections.

If you do not schedule or decline interviews by the respective deadlines above, all unscheduled interviews will automatically be declined.

Viewing Your Interview Schedule

1. Select [Interview Programs] and then [Scheduling].
2. Select [Scheduled Interviews] and choose the [Spring OCI 2021] 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.

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, email a list of employer(s) you no longer wish to interview with to csso-cancellations@law.utexas.edu.

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 csocancellations@law.utexas.edu, 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.

Preparing for Interviews

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 (Texas Law Login)
<https://law.utexas.edu/career/resources/nalp-directory-of-legal-employers/>
- Vault Career Library (Texas Law Login)
<https://law.utexas.edu/career/resources/vault-career-library/>
- LexisNexis Search of Law Firms
<https://law.utexas.edu/career/paths/law-firms/lexisnexis-law-firm-searches/>
- Chambers Associate <http://www.chambers-associate.com>
- Martindale.com <http://www.martindale.com>
- Peer-to-Peer Employer Insights
<https://law.utexas.edu/career/resources/peer-to-peer-employer-insights/>
- Summer Clerkship Evaluations on Symplicity (click on “My Account” and then “Evaluations” to search evaluations submitted by your peers.)
- Additional resources available online at <https://law.utexas.edu/career/resources/>

During Spring OCI, the names of your interviewers will be made available on Symplicity and/or Flo Recruit (to the extent that employers provide the information ahead of the interview). 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 your 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/4/2020/08/2020-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?

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 2021, we expect many 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 such as on-campus interviews, moot or mock court competitions, or exams. 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, together, you can decide on a convenient appointment time and 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, 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 a letter. 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 letter 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, please visit the CSO website or contact Rachel Quiroz, On-Campus Interview Coordinator, at 512-232-1161 or rquiroz@law.utexas.edu.