

STUDENT BIDDING ON SYMPPLICITY  
AUGUST 24-SEPTEMBER 7, 2023

# FALL INTERVIEW PROGRAM GUIDELINES

OCTOBER 2-6, 2023  
CAREER SERVICES INTERVIEW SUITE  
AND FLO RECRUIT

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## BIDDING AND SCHEDULING TIMELINE

AUG

### Now until August 31, 2023 | Resume and Cover Letter Review

We encourage you to submit your resume and cover letter for review by a career counselor before you submit your bids. In order to guarantee your materials will be reviewed in time for you to complete the bidding process, please submit your materials in MS Word no later than 4:00 p.m. (CT) on August 31, 2023, to [cso-resumes@law.utexas.edu](mailto:cso-resumes@law.utexas.edu).

### August 24–September 7, 2023 | Bidding Period

Rising 2Ls, 3Ls, and recent grads (Classes of 2023, 2024, and 2025) may submit bids (applications) via Symplicity at any time during the bidding period. Bidding opens at 12:00 p.m. (CT) on Thursday, August 24, and closes at 11:59 p.m. (CT) on Thursday, September 7, 2023. Employers will not have access to the application materials until after bidding closes.

SEPT

### September 21–24, 2023 | Cancellation Period

Awarded interviews will be released at 12:00 p.m. (CT) on Thursday, September 21, via Symplicity under the [Scheduled Interviews] tab. Cancel any awards as desired. All other awarded interview dates and times will remain as indicated unless schedules are consolidated per employer requests.

Your list of scheduled interviews will be made available at 12:00 p.m. (CT) on Monday, September 25, 2023. **Please check your schedule frequently as interview times may change or additional interviews may be scheduled.**

OCT

### October 2–6, 2023 | Fall Interview Program

Scheduled interviews will be conducted either in the Career Services Interview Suite (TNH 3.122) or on the web-based platform Flo Recruit per employer requests.

## ABOUT THE FALL INTERVIEW PROGRAM

The Fall Interview Program (FIP, formerly known as October On-Campus Interviews, or “OCI”) will take place October 2-6, 2023, in the Career Services Interview Suite (TNH 3.122) or via the web-based platform Flo Recruit per employer requests.

The list of participating employers interviewing your class year is now available. You may submit applications at any time during the student bidding period, August 24–September 7, 2023. Please note that a few employers may choose to participate through our Resume Collect option (see page 12).

Employers from both the private and public sectors participate in FIP. 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.

### Questions?

If you have questions about FIP, the CSO is here to help. You may contact your career counselor directly, set up an appointment through Symplicity, or reach out to the CSO at 512-232-1150 or [csolaw@law.utexas.edu](mailto:csolaw@law.utexas.edu).

There are other job search strategies and resources available to you besides FIP. Make an appointment with a career counselor to discuss your individualized needs and craft a plan to approach your job search.

For questions about Symplicity, please contact Rachel Quiroz, FIP Coordinator, at 512-232-1161 or [rquiroz@law.utexas.edu](mailto:rquiroz@law.utexas.edu).

## **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 as a PDF. Each employer devises their own request for application materials, which may include transcripts (law school, as well as undergraduate), a cover letter, writing sample, or other documents.

- You may submit up to 60 bids. Resume Collects (see page 12) do not count towards your bid total.
- You may schedule up to 25 interviews during FIP.

Employers who are unable to interview during FIP have the option of participating as resume collect employers (see page 12). These employers will 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.

## RESEARCHING EMPLOYERS

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

- **You only want to place bids for employers you would genuinely like to work for.** It's undesirable 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.
- **You increase your chances of obtaining callback interviews** if you meet or come 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 at <https://law-utexas-csm.symplicity.com/students>.
2. Select [Interview Programs], then [Employers/Applications] to select "Fall Interview Program 2023" from the Session menu to view the list of employers requesting applications from your class year. You may submit bids for these employers from August 24-September 7, 2023.
3. Click the [Review] button to the left of each desired employer to view details about their requirements (e.g., eligible class years, anticipated interview length, requested materials, etc.). In the box titled "Bid Details," each employer name is a link to the employer's profile.

### What should I look for when researching 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 the hiring criteria, and do you meet them?

In addition to employer websites, there are other resources to assist you:

- Employer profiles on Symplicity, available by selecting the "Review" button under [Bid Details]
- Firm Prospects, available in the Resources section Symplicity <https://law-utexas-csm.symplicity.com/students/app/resources>
- NALP Directory of Legal Employers (special link for Texas Law students at <https://law.utexas.edu/careers/resources/nalp-directory-of-legal-employers/>)
- Vault Law Career Library at <https://law.utexas.edu/careers/resources/vault-career-library/>
- LexisNexis Search of Law Firms at <https://law.utexas.edu/careers/private-sector/law-firms/lexisnexis-law-firm-searches/>

- Chambers Associate at <https://www.chambers-associate.com/home>
- Additional resources available at <https://law.utexas.edu/careers/resources/>

### **How do I determine my class rank?**

The Law School does not rank students. 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/careers/grade-reports/>.

### **Do I need to meet an employer's hiring criteria to apply?**

You are more likely to be successful in obtaining a callback interview if you meet (or come close to) an employer's stated hiring criteria. Pay particular attention to hiring 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 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." If you are close to the GPA cut off for the top 50 percent, you are more likely to receive an offer from Employer B than Employer A.

Symplicity does not restrict bidding based on any employer's required criteria other than class year. In other words, if an employer seeks only 2Ls, then a 3L would be unable to apply (or vice versa). If a life sciences IP employer specified that a Ph.D. in biology was required, you would be allowed to bid even if you do not have a Ph.D., but you should consider the utility of that bid in light of all the employer's requirements.

### **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 50 percent. If in doubt, consider other stated hiring criteria and your level of interest in the employer.



## **BIDDING FAQs**

### **How many bids should I submit?**

There is no magic number. You should bid for all employers that you are interested in working for that align with your career goals. Many students use all their bids to maximize their chances of securing a job.

### **Why do I need to rank my bids?**

Rankings are used for scheduling preselect and alternate interviews in situations where students have limited availability to schedule interviews. For example, if you are selected for interviews by 10 employers and you are only available to schedule interviews during 10:00 a.m. and 11:00 a.m. between classes, then in most cases the scheduler will schedule interviews with those employers that you ranked the highest (closest to 1).

You can update the rankings at any time before the bidding period closes.

### **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 during the final hours of the bidding period may preclude you from timely completing the bidding process. Historically, the system receives several thousand bids in the last 48 hours of the bidding period and may experience slowdowns.

### **How many interviews may I have during FIP?**

You are limited to 25 interviews during the Fall Interview Program.

### **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?**

You must upload all documents as PDFs. Once you have converted your document to a PDF, be sure to review it to ensure that there have been no format alterations and unnecessary blank pages. Follow the instructions on page 12 for uploading documents.

### **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. Once you have uploaded a document to an employer, it is a part of that bid. If needed, you can remove it from your documents section to upload new documents during the bidding period.

### **Should I include a cover letter with my bid?**

Upload cover letters only for employers that specifically request them. Be sure to attach the correct cover letter, as you do not want Employer A to receive a cover letter intended for Employer B.

**What should I use as my writing sample, and can the CSO review my sample?**

Your writing sample should be 5-10 pages long and 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 get permission to use it and redact 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 at <https://law.utexas.edu/legal-writing/law-school-writing-center/>.

**What does “no multiple interviews” mean?**

This means that while you may apply for each employer’s office that interests you, the employer will only select you once for an interview. Depending on the employer, you could be interviewing for only one office location, or for multiple office locations, during that one interview.

**How do I handle preferred locations?**

If only one office location for an employer is participating in FIP, list that location in the preferred location box.

If multiple office locations for an employer are participating in FIP, list the locations in which you are interested, in order of preference, for each bid you submit for that employer in the preferred location box.

For some employers, you will be required to rank office locations in order of preference within the bid before submitting it.

## HANDLING RESUME COLLECTS

### **What is a resume collect and I do determine which employers are participating?**

An employer who wants to participate in FIP but does not wish to conduct interviews through the process described above can participate in FIP through the Resume Collect. You can see how an employer is participating in FIP in the “Interview Dates” column on Symplicity. An interviewing employer’s interview date will be listed, whereas a Resume Collect employer will say “N/A (Resume Collection).” A Resume Collect employer will receive application materials from all students who submit bids to that employer. The employer will then reach out to students individually to schedule interviews.

### **How do I bid for 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 (for interviewing employer 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 (for interviewing employer 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 your bids, you may go back and re-rank your on-campus interview bids from 1-60 and resume collect bids 61 onward.

If you rank a Resume Collect employer ahead of an interviewing employer, you will lower the chance of receiving an interview with that interviewing employer during FIP. However, because all Resume Collect employers will receive the application materials from bids, and employers do not see the rankings, there is no effect of ranking one Resume Collect employer ahead of another one.

## HOW TO SUBMIT YOUR BIDS

### Uploading Your Documents

When uploading your documents, make sure to uniquely name each document for easy reference when applying by including your name and the employer's name, as applicable. For example, if you were applying to Employers A and B, you could name your cover letters *Employer A Cover Letter – Law Student Name* and *Employer B Cover Letter – Law Student Name*.

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 to PDF prior to uploading.

Please note that once you have attached a document to a bid, Symplicity saves a copy of the document to the application itself.

### Submitting Your Bids

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.
2. Select [Interview Programs], then [Employers/Applications] to select “Fall Interview Program 2023” from the Session menu to view the list of employers requesting bids from your class year. You may submit bids for these employers.
3. Click the [Review] button next to each employer to review required application materials, information about office locations considering applicants during FIP, and stated hiring criteria.
4. To ensure you are considered for the locations and practice areas you are interested in, carefully review the “Additional Requests” and “Hiring Criteria” columns for each employer and, if indicated, follow their specific instructions for including your preferred locations and/or practice areas in your cover letter.
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 by 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 the employer is interviewing for only one location, list that location.
  - If the employer is listed as interviewing for more than one location, rank the locations in which you are interested in the order of preference.
  - If an employer has separate interview schedules for different office locations, submit a bid to each office of interest and indicate preferred office locations on each.

8. For each bid, you must select the ranking in the bid drop-down box. The ranking of “1” denotes your most -desired choice. Remember, employers cannot see your rankings.

You may apply and update your materials at any time during the bidding period. Please make sure that you finalize your selections, including rankings, before the bidding deadline closes at 11:59 p.m. (CT) (CT) on Thursday, September 7, 2023.

### Updating or Deleting Your Bids

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.
2. To either update or delete your bids at any time during the bidding period, go to [Interview Programs], then [Employers/Applications], and select the [Employers/Applications] tab under the “Fall Interview Program 2023” session from the drop-down menu.
3. To remove a bid, select “no bid” from the dropdown menu under the [Bidding] column.
4. To update your rankings, change the ranking number from the dropdown menu under the [Bidding] column.

### Updating Your Resume

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.
2. To update your resume at any time during the bidding period, go to [Interview Programs], then [Employers/Applications], and select the [Employers/Applications] tab under the “Fall Interview Program 2023” session from the drop-down menu.
3. Under [Default OCI Resume], select your new resume from the drop-down menu.
4. Select [Update Default] and then [Update All]. This allows you to update your resume on all your bids at one time. Be sure to double-check your bids to ensure the correct resume was uploaded.
5. 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

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>.

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/> and select [Documents].
2. Delete your outdated transcript because Symplicity only allows you to store one law school transcript at a time.
3. Upload your current unofficial law school transcript. All current bids with your old transcript will be automatically updated within the Fall Interview Program session.

### Updating Class Schedules/Conflicts

It is important to update your [Class Schedules/Conflicts] on Symplicity. Use this feature only when necessary. The scheduling system could exclude you from interview opportunities if you are unavailable during certain times of the day. **You can only block out unavailable times during the bidding period.**

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.
2. Select [Interview Programs] and then [Employers/Applications].
3. Select [Class Schedules/Conflicts] and select “Fall Interview Program 2023” from the drop-down menu.
4. Mark the times that you will **not** be available to interview and then hit the [Submit] button.

## AWARDED INTERVIEWS AND CANCELLATIONS

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

- **You must check Symplicity to see your awarded interviews under the [Scheduled Interviews] tab.**
- **To keep an awarded interview**, you do not need to do anything. The interview date will remain as scheduled, but the time could change to accommodate employers' schedules.
- **You may cancel an awarded interview** before the end of the cancellation period; see page 15 for instructions.

### How to Confirm Awarded Interviews

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.
2. Select [Interview Programs] and then choose [Scheduled Interviews]
3. Select "Fall Interview Program 2023" from the drop-down menu. A list of your interview with dates and times will appear.
4. If you wish to see more detail about the outcomes of your bids, select [Employers/Applications] instead of [Scheduled Interviews]. A list of all interviews awarded through the bidding process will appear. Please note the following in the [Invitations] column:
  - **Preselect:** you have been selected for an interview and will be scheduled based on rankings and the maximum number of interviews. You can verify that a preselect interview has been awarded by going to [Scheduled Interviews].
  - **Preselect Waitlist:** you have been selected as an alternate and may be able to receive an interview slot if one becomes available. You can verify that an alternate interview has been awarded by clicking [Scheduled Interviews].

**Note:** If you are selected by an employer as a "preselect waitlist," your status will not change to preselect if you are scheduled for the interview. You can confirm the new interview by going to [Scheduled Interviews].

Though unusual, it is possible for a student to be selected by employers for more than 25 interviews, but the maximum number scheduled in FIP is 25. All the selections will be listed, but anything over 25 will be left unscheduled.

### How to Cancel Awarded Interviews

If you are no longer interested in an employer, you may cancel any interviews awarded during the student cancellation period. (For cancellations after the cancellation period, see page 15.)

1. Log onto Symplicity at <https://law-utexas-csm.symplicity.com/students/>.
2. Select [Interview Programs] and then [Scheduled Interviews].

3. Select “Fall Interview Program 2023” from the drop-down menu. Under [Scheduled Interviews], you will see dates for each employer interviewing you.
4. Click the date above the employer you want to cancel. A [Cancel Interview] button will appear for you to click.
5. Once you select [Cancel Interview], the system will confirm your decision. Press [OK] to remove the interview. This will open the interview spot for another student.

### **Employer Cancellations**

The CSO will notify students via email about any cancellations or changes from an employer. If the employer opts to become a Resume Collect employer, they will contact students directly. The system will update the bid rankings so that the employer’s cancellation does not adversely impact your bid selections.

### **Cancellations Can Affect Your Schedule – Check Regularly**

Check your email and interview schedule frequently. A cancellation by a fellow student may result in an additional interview for you; in addition, interview times occasionally change to accommodate employer requests.



## INTERVIEWING POLICY

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

### Important

You must read and abide by the CSO's Interviewing Policy, which outlines how to handle last-minute cancellations (i.e., less than two business days before an interview, as well as no-shows). It also outlines how to report any inappropriate or offensive behavior by recruiting attorneys or staff.

See <https://law.utexas.edu/wp-content/uploads/sites/4/2015/05/interviewing-policy.pdf>.

### What if I need to cancel a scheduled interview?

The CSO does not encourage interview cancellations. However, if you need to cancel an interview after the final cancellation period, please submit your request online at <https://law.utexas.edu/careers/interview-programs/cancellation-and-no-show-policy/>.

Interviews cancelled less than two business days before the scheduled interview are considered a last-minute cancellation. You are responsible for contacting the CSO as well as the employer with your reasons for canceling the interview as soon as possible. A copy of your email to the employer must also be submitted to the CSO within five calendar days of the cancelled interview. If you have already accepted a job offer before you complete your scheduled interviews, you should talk through your options for cancelling with your career counselor. In many cases, it will be appropriate to cancel the upcoming interview, even if it is a late cancellation.

## PREPARING FOR YOUR INTERVIEWS

### Mock Interviews Available

Hone your interviewing skills and receive feedback prior to the Fall Interview Program by doing a mock interview with our career counselors. You can schedule a mock interview at any time via Symplicity.

### How do I prepare for my interviews?

In addition to employer websites, use the resources on pages 5-6 and review the “Preparing for Legal Interviews” resources available at <https://law.utexas.edu/careers/resources/preparing-for-legal-interviews/>.

During FIP, the names of your interviewers may be available on Symplicity and/or Flo Recruit. Once you know who your interviewers will be, you can view their online bios to get a sense for the types of projects they work on. Be mindful, however, that sometimes the interviewers will change at the last minute due to scheduling conflicts. Be prepared, but don't be thrown if another attorney shows up to interview you.

### Advice for Virtual Interviews

- Familiarize yourself with Flo Recruit before your interview. You should test your internet connection as well as 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.
- 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, head to toe, as you would for an in-person interview.
- Sit tall with your shoulders back, not stiff, and chin up. Sitting up properly makes you appear engaged and interested in what is going on.
- Remember to smile and maintain eye contact with the camera.

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

Most legal employers are relatively conservative, but there are exceptions. In any case, employers treat the interview process professionally and expect you to do the same. You want employers to remember you for your skills and abilities, not for what you wore.

The best way to dress for the interview is clean cut and professional. In other words, dress “like an attorney.” It is better to be too formal than too casual. Remember that your appearance makes a statement. Dressing professionally projects that you take pride in yourself and your work.

Additional interview tips:

- You can never go wrong with neutral 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 has an appropriate neckline and is not see-through.
- 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 our career counselors. They are happy to look over what you plan to wear to your interview or meetings with potential employers.

### **Do I need to send a thank-you note or email after my interview?**

There are varying opinions on the usefulness of thank-you notes or 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 feels appropriate. Thank-you notes are especially appropriate for callback interviews (also called a fly back or an in-house interview). However, due to the high volume of interviews and typical quick decisions made during FIP, thank-you notes for FIP interviews are less expected and less likely to play a role in the employer's evaluation. If you do send a note, keep in mind that your interviewing attorneys may work remotely, so it may be best to send a thank-you by email.

Be sure to use proper email etiquette and a formal writing style (see examples in the *Career Development Handbook: Application Materials* at

<https://law.utexas.edu/wp-content/uploads/sites/4/2018/09/Handbook-for-JDs.pdf>.

### **Additional Thank-You Tips**

- When sending thank-you notes to multiple interviewers at the same employer, make sure that you personalize each one to make them 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 carefully!
- Keep track of all emails/letters 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?

A callback interview is a second-round interview that usually occurs in the employer's office. In-person callback interviews may also include lunch, dinner, and/or a reception. Remember that these events are a continuation of your interview. Some firms may host virtual callback interviews and will let you know how they plan to conduct it.

You may receive multiple callback invitations, the timing of which is unpredictable. Employers usually extend callback invitations by phone, so ensure that your voicemail message is clear and professional and listen to your messages frequently.

It is important to balance interviewing with other commitments 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. Avoid accepting callback interviews with any employer from whom you would not accept an offer. Doing so is unprofessional and unfair to the employer and other interviewing students. Promptly releasing a callback invitation increases the possibility that it will be extended to one of your classmates.

When you receive an offer for a callback interview, respond to the employer promptly (within 24 hours, if possible). You do not necessarily have to accept a callback right away, but you should at least acknowledge and express your appreciation for the invitation and let the employer know that you will make your scheduling decisions as soon as you can. Make sure to keep a detailed calendar so that you do not run into scheduling conflicts. Avoid rescheduling interviews, but if you must cancel or reschedule an interview, do so as far in advance as possible.

If you are scheduling several in-person interviews in one city at the same time, inform each employer about your other interviews so that the employers can share travel expenses. Employers are used to this kind of arrangement.

If you have any questions about how to handle callback offers, please don't hesitate to reach out to your career counselor or visit <https://law.utexas.edu/careers/preparing-for-legal-interviews/callback-interviews/>.

### How do I handle offers?

Please familiarize yourself with Texas Law's Recruiting Policies for Private-Sector Employers at <https://law.utexas.edu/wp-content/uploads/sites/4/2019/04/recruiting-policies-private-sector-employers.pdf> especially Part C, Standards for the Timing of Offers and Decisions. In general, we ask that employers provide students 14 days from the date of the offer letter to accept or affirmatively decline. We expect that most FIP employers will comply with this offer period. Please report any departures from our Policy to the CSO. You should also review the Texas Law's Recruiting Policies for Public-Sector Employers at <https://law.utexas.edu/wp-content/uploads/sites/4/2019/06/recruiting-policies-public-sector-employers.pdf>.

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 place you over the offer limit, you should, within one week of receipt of the excess offer, release an offer.

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 open when you have no intention of accepting it 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 also cause you to lose the offer. In the most egregious cases, students neglect to respond at all to a job offer. Such failures are unprofessional, disruptive to the recruiting process, and potentially detrimental to future Texas Law applicants with that employer. Remember: the legal world is relatively small, and employers have long memories. Be responsible and timely decline offers you do not want.

Texas Law also subscribes to the NALP Principles for a Fair and Ethical Recruitment Process at [https://www.nalp.org/fair\\_ethical\\_recruitment](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.

### **How should I communicate with an employer?**

While it is instinctual to respond to an offer in the same way it was conveyed (e.g., respond to a telephone call with a telephone call, an email with an email), we recommend that you decline an offer by phone, when possible. If you are nervous about calling an employer, keep in mind that the phone call will not be long, intense, or even awkward. Employers anticipate that some applicants 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 do not 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. If you accept a job offer over the phone, it is usually not necessary to follow up with an acceptance in writing. The employer will typically send you a letter confirming acceptance and providing additional information about the position.

The best person to contact is the person who made you the offer. It may also be appropriate to contact the person you met on campus or who coordinated your callback interview. It is courteous to inform the employer's recruiting coordinator, as well. If you decline an offer by phone, send a follow-up email to the recruiting coordinator (explain that you spoke with X about this, but wanted to follow up with them as well) or send a follow-up email 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 appreciate the firm's time and effort, yet you have decided to go with a different offer and must decline; or
- you have decided to pursue other options for the summer.

You can volunteer the name of the organization you will be working for or wait until asked. If an employer asks where you are going to work, they are usually asking out of simple curiosity or to identify their competition, and you can feel comfortable sharing that information. 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. Feel free to contact your career counselor for advice on declining offers.

**What are split summers and how do I make that arrangement?**

A split summer refers to a summer in which a student works for two different employers for about six weeks each. Occasionally, some Texas employers are willing to accommodate students interested in splitting their summer, though different employers have different policies. It is appropriate, typically after you have received an offer, to ask the employer about its policy on split summers.

**Wishing you a successful interviewing season!**