

2012
Fall Recruitment Program
(FRP)

Employer Manual

The George Washington University Law School
Career Development Office
716 20th Street, NW, Suite 310
Washington, DC 20052
Tel: 202-994-7340
Fax: 202-994-7352
www.law.gwu.edu/careers

Dear Employer:

We are excited to invite you to register for **The George Washington University Law School's 2012 Fall Recruitment Program (FRP)**. Within FRP, we offer the opportunity for employers to participate in on-campus interviews (OCI), off-campus regional interview programs, and, if a recruiting trip is not possible, an online resume collection or direct write job posting. We encourage all employers seeking to recruit GW Law students to take advantage of this organized and high profile recruitment program.

To better serve you, the Career Development Office (CDO) is pleased to provide you with this FRP Employer Manual, which serves as a comprehensive guide to all the ins and outs of FRP – from registration, to candidate selection to day-of logistics.

FRP Programs that are available to employers include:

OCI: In addition to the CDO coordinating the solicitation of student resumes and the scheduling of on-campus interviews (OCI), the benefits of OCI include allowing your interviewers to recruit away from the office, thus committing themselves to a full day of interviewing without distractions. **The program is 100% pre-screened!**

REGIONAL PROGRAMS: The CDO coordinates two major off-campus interview programs, one in **Philadelphia on August 9, 2012** and the other in **New York on August 10, 2012**. These programs attract students who have strong ties to these cities. GW Law School also participates in [The Law Consortium](#) which allows for our students to interview with firms at regional programs in Chicago, Los Angeles, Miami and San Francisco.

RESUME COLLECTION & DIRECT WRITES: Employers unable to participate in on-campus or regional interviews are invited to participate in an online resume collection that is done via Symplicity. Resumes are collected online during the summer and become available to employers on September 6, 2012. Employers may contact students directly on their own time to make interview arrangements. Separate from the resume collection, employers that have specific job announcements linked to fall recruiting and wish to set their own deadlines are welcome to post those announcements online in Symplicity anytime over the summer through October as an “FRP Direct Write.”

For additional information, please visit our website at www.law.gwu.edu/careers. Please read through this manual and feel free to contact us with questions at 202-994-7340. We recommend that you print this manual in order to read through it more easily. We look forward to working with you this recruiting season!

Best regards,

Emily Culbertson
Recruitment Manager, Career Development Office
The George Washington University Law School
716 20th Street, NW, Suite 310
Washington, DC 20052

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Before you register...

Before registering for GW Law School's Fall Recruitment Program (FRP), please run through the following tips and guidelines.

- 1) **KNOW YOUR SYMPPLICITY PASSWORD** – FRP operates through an online recruitment management system called Symplicity. Make sure you have your Symplicity username and password. If you have forgotten your password or need to obtain a Symplicity account, please call 202-994-7340. Please “bookmark” or “add to your favorites” GW Law’s Symplicity website for easy access: <https://law-gwu-csm.symplicity.com/employers>

- 2) **UPDATE CONTACT INFO** – Be sure that GW Law has your firm or organization’s *most updated contact information* for your “primary contact person” (or, persons if you have multiple offices registered). Email this information to Emily Culbertson, eeculbertson@law.gwu.edu, or fill it out in your Symplicity Profile once you have logged in.

- 3) **MULTIPLE INTERVIEW SCHEDULES** – If you are recruiting for more than one office, please discuss your recruiting goals with all of your firm’s or organization’s offices and decide if you are going to recruit as a joint effort or individually. *If you are conducting a unified recruiting process* among all office locations, check with GW Law’s CDO to make sure that *all* of your offices are included in Symplicity and that they are all linked to each other in the system, and that your primary contact recruiter has *multi-office access*. **BE SURE TO READ INSTRUCTIONS CAREFULLY ON REGISTERING FOR MULTIPLE OFFICES!** Please double-check every office you are registering for. **Avoid these scenarios:**
 - a. *A firm whose primary contact is in one city, say LA, will register for a schedule for another city, DC, but under the firm’s LA account, not realizing that only LA will show up for students, and therefore, will receive candidates only interested in LA. Double- and triple-check the offices you sign up for. If you are unclear about how to register for a specific office, please call 202-994-7340.*
 - b. *Occasionally, a firm receives resumes for DC, NY and LA and is surprised that they didn’t receive resumes for Boston! The reason being? There was no schedule ever registered for Boston to begin with. Please be sure you have included ALL offices you intend to recruit for. We cannot predict which office locations you intended to recruit for if they were not originally submitted in your registration or inquired about.*

- 4) **IP SCHEDULES** – If you are registering for an IP schedule *in addition* to a general schedule, please check with GW Law’s CDO to make sure that you have an IP-ONLY account in Symplicity that you can register under. If you do not register your IP schedule using a separate account, all resumes for both your general schedule and IP schedule will filter into one big batch, leaving you to sort them out, which is very time-consuming. Also, having a separate office account for IP helps students clearly identify which schedules are for IP candidates only. If you are an IP-only firm and will only be conducting IP candidate interviews, you do not need a separate IP-ONLY office account in Symplicity.

- 5) ***HIRING CRITERIA DETAILS!*** – Double- and triple-check that you have the correct hiring criteria before and during the FRP registration process. For example, every year, there is always one firm that is shocked to see that they did not receive any 2L candidates! It appears in registration, that only 3Ls were selected. It is hard for us to know what you originally intended. It is up to the employer to **double- and triple-check the class year** (2Ls, 3Ls, LL.M.s, etc.), requested documents (cover letters and transcripts), and any other hiring criteria you wish to include.

- 6) ***CHOOSING INTERVIEW DATES*** – GW Law asks that you *select a minimum of three (3) interview date options* when registering for OCI. Due to daily employer quotas and hotel space limitations, we kindly request your flexibility in what date you are able to interview. We will try our best to accommodate your first choice date but cannot make any guarantees. ***Be sure to carefully note which date you are scheduled for*** once you receive final confirmation. If you have any specific limitations, such as already-scheduled OCI dates with other local schools that you need to schedule around, please let us know and we will be able to work with you.

- 7) ***GW LAW POLICY REMINDERS*** –
 - a. **August Interview Dates:** Please note that any and all on-campus interviews to be conducted during the month of AUGUST **must take place at the St. Gregory Luxury Hotel & Suites** (our on-campus interview location). If your firm or organization chooses to conduct interviews in your local DC metro area office, you will be required to choose a September date.

 - b. **Direct Write Candidates:** If you receive resumes independently of the CDO, ***you must make your own arrangements to see those students***; they cannot be incorporated into your interview schedule. This applies to both OCI and regional interview programs. Many employers will add students at the beginning, end, or during the lunch break of the interview day; that type of arrangement is fine and must be arranged directly with the student.

 - c. **Hotel Policy:** If your interview schedule is being held at the St. Gregory Hotel or at any one of the off-campus regional interview program hotels, please note that **all interviews must conclude by 6:00 pm**. It is GW Law’s contractual obligation to vacate each room on-time. If there are walk-in or direct write candidates scheduled to speak with the interviewer beyond 6:00 pm, they are welcome to continue the interview in the hotel lobby or lounge areas. **Please note, interview rooms are not available to use as overnight sleeping rooms**. Separate sleeping room accommodations must be arranged directly with the hotel by the employer.

 - d. **Incidental Hotel Charges:** Interviewers at the St. Gregory Hotel or at the regional interview program hotels are required to provide a credit card number to order any services not included in the OCI fee. Such services may include room service, long distance calls, Internet and local calls (in some cases).

OCI Location and Dates

Location

You can select to interview at our on-campus site, the St. Gregory Hotel, located near GW's campus, or at your local DC metro area office. The address for the hotel is:

St. Gregory Luxury Hotel & Suites
2033 M Street, NW
Washington, DC 20036

We encourage employers to interview at the St. Gregory to give students the flexibility to schedule interviews around classes and to avoid excessive travel time. The CDO will also coordinate schedules for DC employers who prefer to interview in their own office, but cannot coordinate schedules for interviews held at other local hotels or area law schools.

If you choose to interview in your local DC metro area office, please select a September interview date option and make sure that the CDO has your office's correct address. Please provide any specific instructions for interviewees if necessary (such as bring photo ID).

Dates

Employers can select to interview on-campus on any of the following dates:

***August 15-17, 21-24, 28-30, 2012**
September 10-12, 2012

**Reminder: All August interviews must take place at the St. Gregory Hotel, our on-campus location. If you would like to conduct interviews in your local DC office, please choose either September 10, 11, or 12.*

Please Note...

We ask employers interested in interviewing in August at the St. Gregory Hotel to **provide us with a minimum of three (3) date choices**. Daily scheduling constraints permit a limited number of employers at the St. Gregory Hotel, but we will make every attempt to schedule you for your first choice date. If this is not possible, we will be sure to schedule you for one of your alternate date choices. We thank you for your patience and understanding.

Interview dates will be assigned in April and May or earlier if possible. Please double-check the confirmation email we send you to see which date you were scheduled for.

OCI Fees*

Employers interviewing at the St. Gregory Luxury Hotel & Suites:

- \$500 for the first schedule (*non-refundable*)
- \$275 for each additional schedule (*non-refundable*)

This fee covers administrative costs, the interview suite (for *day use only* between 8:30 am to 5:30 pm), a luncheon, and unlimited Internet and local phone calls.** The CDO coordinates interview arrangements; however, employers must arrange their own overnight accommodations and/or hospitality suites. Contact the St. Gregory Hotel at 202-530-3600 for sleeping room reservations or private hospitality suites.

Your check is due upon receipt of your OCI invoice. Invoices are emailed out in July. Please make checks payable to The George Washington University Law School and send to:

Liza Ramirez
Assistant Recruitment Manager
Career Development Office
The George Washington University Law School
716 20th Street, NW, Suite 310
Washington, DC 20052

Employers interviewing at their DC Metro Area Office:

- \$250 for an unlimited number of schedules (*non-refundable*)

Your check is due upon receipt of your OCI invoice. Make checks payable to The George Washington University Law School (see address above). This fee covers administrative costs.

Employers with 30 or Fewer Attorneys Employer-wide:

- No charge for the first schedule
- \$275 for each additional schedule at hotel (*non-refundable*)
- No charge for additional schedules at local office

Government and Public Interest Employers:

- No charge for the first schedule
- \$275 for each additional schedule at hotel (*non-refundable*)
- No charge for additional schedules at local office

****IMPORTANT: All fees are non-refundable.***

*****Internet use and local phone calls within the interview suites are now included in the OCI fee and will be available to employers interviewing at the St. Gregory Luxury Hotel & Suites. Interviewers must provide a credit card number to the hotel front desk should any additional incidental services be requested, such as long distance calling or room service. We thank you for your cooperation!***

Online Registration via Symplicity

To register for OCI, please log onto Symplicity using the following link:

<https://law-gwu-csm.symplicity.com/employers>

Enter your username and password. Your username is the email address that your Symplicity account is registered under. If you have forgotten your password, click on the "**Forgot Password**" tab to receive a new password via email. If you encounter any problems with retrieving your password, please call 202-994-7340.

Employers are encouraged to register by May 1st or earlier. GW will begin to assign interview dates to employers in April or May, if not earlier. **Hotel space is limited!**

Once you have logged in, follow these steps to request an interview schedule:

- 1) From the homepage in Symplicity, click on **OCI**.

****IMPORTANT**** *If you participated in OCI or regionals in 2011 and have not yet submitted your online summer associate and/or OCI feedback surveys in Symplicity, please complete these surveys and finalize them. Once you are done, you can click on OCI again and return to registering. If you did not participate in FRP or did not have any GW summer associates in 2011, open the surveys, select "no" for "Student Participation (Summer Associate Feedback) or "no" for "callbacks" (OCI Feedback) and click Finalize. For more survey instructions, please visit [page 29](#).*

- 2) Under the **Schedule Requests tab**, click on "**Request Schedule**."
- 3) A schedule form will open. Where it says "**Select Session**," use the drop-down menu to select the recruitment program of choice: "**2012 GW Fall OCI**," "**2012 New York Regional**," "**2012 Philadelphia Regional**," or "**2012 FRP Resume Collection**."
- 4) Once you have selected your session, complete the form according to your date requests and interviewing criteria. ***Please be sure to select a first, second and third choice interview date.*** If you have any logistical issues regarding your date, please indicate so in the scheduling notes section (e.g., "Interviewing at Georgetown on Aug. 25"). If interviewing for **multiple offices** and registering for **multiple schedules**, please see the next page for more details.
- 5) **HIRING CRITERIA:** Please be as detailed as possible when adding hiring criteria. See note at the bottom of these instructions about class years. Be sure you have selected all the class years you want. If you are doing separate schedules for 2Ls and 3Ls, please note that all resumes will still file into one batch when students submit their bids. Talk to the CDO to see about how to sort 2Ls from 3Ls when receiving resumes. Note that **GW does not rank students** until graduation. Refer to GW's grading policy ([page 25](#)).

- 6) **REQUESTED DOCUMENTS:** Students are able to upload a resume, cover letter and unofficial transcript (self-prepared grade sheet). Due to file size limitations, **writing samples and references cannot be uploaded into Symplicity**. Therefore, if you require a writing sample or any other materials to be brought to the interview, please indicate so under "Additional Requests."
- 7) When finished, click "**Submit**." **Interview dates will be assigned in April or May**. You can review your schedule details in Symplicity by clicking on **OCI** and then on **Schedule Requests**. Next to the request you will see a magnifying glass icon to the left of your schedule. Click on that magnifying glass to open the form if you need to make any changes.

A FEW NOTES...

CLASS YEARS: In Symplicity, you will see that you have several class years to choose from: 2L(EVE), 2L(DAY), 3L(EVE), 3L(DAY), 4L(EVE) and LL.M. If you select 2L(DAY), we automatically include 2L(EVE) and 3L(EVE) students. 3L(EVE) students have the same graduation date as 2L(DAY) students; they just happen to be evening students. 2L(EVE) are about a semester behind 2L(DAY) students, but many of them switch to the full-time program in the fall, and many come with extensive experience, and thus, we permit them to participate in FRP. Very few do participate, so it is not likely that you will receive many, if any, 2L(EVE) candidates. If you are strongly against receiving 2L(EVE) resumes, please let us know and we will happily remove the 2L(EVE) selection from your schedule.

If you select 3L(DAY) students, we automatically include 4L(EVE) students, as they both have the same graduation date.

LL.M. students are also permitted to participate in FRP, though due to the nature of fall recruiting, it is not common to have a lot of LL.M. recruiting taking place, thus, very few LL.M. students participate. But we do welcome employers seeking LL.M.'s for full-time positions upon graduation; just be sure to indicate your preference for domestic and/or international LL.M.'s and any specific areas of concentration. Call the CDO at 202-994-7340 to speak with our LL.M. career counselor for any questions.

MULTIPLE SCHEDULES: If you need to register multiple schedules for different cities, please call the CDO at 202-994-7340 to make sure your firm's offices are linked to each other in Symplicity. This way, should you wish to combine all your schedules into one registration, you can use the matrix option that will appear when you click "yes" for "**multiple offices**" in the registration form. Be sure to enter the number of rooms you need (i.e., registering for 3 offices, NY, DC, LA, so you would enter 3 for number of rooms.) Some employers find it easier to submit each office's registration separately, thereby, repeating the registration process for each office location using each office's Symplicity account. This can be done through one main primary contact person, or individually by each office location's Symplicity contact person.

If you need multiple schedules, but for just one office location, simply enter the number of rooms you will require. **For IP schedules**, be sure to register *separately* using your IP-ONLY Symplicity account. Call 202-994-7340 for assistance.

Resume Collection & FRP Direct Writes

If you are unable to schedule interviews during any of GW Law's OCI dates or at our regional interview programs, you have the option to request resumes from GW Law students and contact the students you are interested in directly to schedule interviews. Employers may submit their request and collect resumes from interested students online through Symplicity.

FRP Resume Collection

Employers who wish to submit a Resume Collection request as part of FRP should register online through Symplicity, following the same directions on [pages 7 and 8](#) and choosing the “**2012 FRP Resume Collection**” option under the Session drop-down menu. Employers are encouraged to submit their FRP Resume Collection requests by August 15, 2012. There is no fee to register for a resume collection and resumes become available to employers on September 6, 2012. If, once you have received your resumes, you decide you would like to interview candidates on-campus in the CDO, you may call 202-994-7340 and request a date for sometime in late September or October. Requests will be accommodated on a first-come, first-serve basis and will depend on room/date availability. The CDO requires approximately 2-3 weeks' notice in order to ensure a reservation of the CDO interview room and enough time to schedule selected candidates.

FRP Direct Writes

Employers also have the option to post a specific job announcement in Symplicity and associate that posting with FRP at any time during the summer and fall. To do this, log into Symplicity and click on **Jobs**. Click “**Add New**” and select the position type as “**FRP Direct Write.**” Select the date for when you would like the posting to be viewable for students, as well as a deadline date. Fill in any other hiring criteria and click **Submit**. Using the Direct Writes option provides employers with the flexibility to follow their own deadlines and interviewing procedures. **There is no fee to register for a direct write.** If, once you have received your resumes, you decide you would like to interview candidates on-campus in the CDO, you may call 202-994-7340 and request a date for sometime in late September or October. Requests will be accommodated on a first-come, first-serve basis and will depend on room/date availability. The CDO requires approximately 2-3 weeks' notice in order to ensure a reservation of the CDO interview room and enough time to schedule selected candidates.

Regional Interview Programs

If a recruitment trip to Washington, DC is not possible, we strongly encourage you to participate in one of eight Regional Interview Programs:

GW-Only Regional Interview Programs

- August 9, 2012 - **Philadelphia** (Four Seasons Hotel)
- August 10, 2012 - **New York** (LeParker Meridien New York) **NOTE: NEW HOTEL!**

The Philadelphia and New York City Programs are coordinated by the CDO, and only GW Law students participate in these two regional programs.

The Law Consortium and Other Regional Interview Programs

- August 13, 2012 - **Chicago** (Interviews held at each participating employer's office)
- August 13, 2012 - **Los Angeles** (Embassy Suites LAX North)
- August 14, 2012 - **San Francisco** (Embassy Suites San Francisco Airport)
- August 31, 2012 - **Miami** (Embassy Suites Miami International Airport)

The Chicago, Los Angeles, Miami, and San Francisco Regional Interview Programs are sponsored by **The Law Consortium** (TLC) which includes GW Law School, Boston College Law School, Boston University School of Law, Northwestern University Law School, and the University of Texas Law School. For more information on The Law Consortium, please visit www.thelawconsortium.org.

Regional Interview Program Fees & Registration

The fees to participate in any of the off-campus regional interview programs are listed below.

- **New York** – \$575/schedule (Make check payable to GW Law School)
- **Philadelphia** – \$450/schedule (Make check payable to GW Law School)
- **Miami** – \$475/schedule (Make check payable to GW Law School)
- **Los Angeles** – \$450/schedule (Refer to coordinating school for payment procedure.)
- **San Francisco** – \$500/schedule (Refer to coordinating school for payment procedure.)
- **Chicago** – \$100/schedule (Refer to coordinating school for payment procedure.)

All fees are non-refundable. Fees cover administrative costs and interview suite (for *day-time use only* between 8:30 am to 5:30 pm). Government and public interest employers participate free of charge for one schedule and are charged the stated rate for each additional schedule. The CDO or sponsoring law schools will coordinate all arrangements with the area hotel for the day of interviews. Employers need to make their own overnight accommodations if needed.

Regional Interview Program Registration

To register for the GW New York or Philadelphia Regional Interview Programs, please register online via Symplicity, following the instructions on [pages 7 and 8](#).

To register for a Regional Interview Program sponsored by The Law Consortium, visit www.thelawconsortium.org, or contact the appropriate coordinator, see below.

TLC Regional Interview Program Contacts	
Chicago – 8/13/12 Contact: Lisa Terrasi (617) 353-8981 lterrasi@bu.edu	Los Angeles – 8/13/12 Contact: Sandra Puga 512-232-1161 SPuga@law.utexas.edu
San Francisco – 8/14/12 Contact: Lisa Terrasi (617) 353-8981 lterrasi@bu.edu	Miami – 8/31/12 Contact: Emily Culbertson 202-994-7340 eculbertson@law.gwu.edu

FRP Important Dates and Deadlines

The following list of dates and deadlines will be helpful for you as the employer to know. Please note that some of these dates are subject to change. The dates below are for OCI, New York, and Philadelphia Programs only. The Law Consortium dates and deadlines will vary depending on the school and program date. Please contact the appropriate coordinating school for more details or visit www.thelawconsortium.org.

May 1, 2012	Early deadline to submit OCI and regional program schedule requests.
April-June, 2012	OCI and regional program confirmations sent via email.
June 18, 2012	Final deadline to submit OCI and regional program requests. (OCI “Late Additions” schedule requests will be accepted based on availability).
June 20, 2012	Student bidding opens.
July 17, 2012	New York & Philadelphia applications available to employers (via Symplicity).
July 23, 2012	OCI applications available to employers via Symplicity by 12:00 pm.
July 24, 2012	New York & Philadelphia candidate selections due (via Symplicity) by 5:00 pm, eastern.
August 1, 2012	OCI and/or regional program fees due!
August 2, 2012	OCI candidate selections due (via Symplicity) by 5:00 pm, eastern.
August 3, 2012	New York & Philadelphia schedules available to employers via Symplicity.
August 7-13, 2012	Student OCI Scheduling Period (<i>employers will not be able to view their final schedules until preselect students have finished scheduling</i>).
August 14, 2012	OCI schedules available to employers (via Symplicity) at <u>12:00 pm, eastern</u> .
August 15, 2012	Deadline to submit FRP Resume Collection requests.
September 6, 2012	FRP Resume Collection applications available to employers (via Symplicity).

Resumes Available! How to Retrieve Candidate Resumes

Instructions on how to retrieve and print resumes using Symplicity are provided below. Remember, resumes are only available the days AFTER the student bidding deadlines. These instructions apply to **New York, Philadelphia, OCI and FRP Resume Collection** employers. Resumes will be available to employers for each of these programs on the dates listed below:

New York & Philadelphia Employers: Tuesday, July 17, 2012 at 12:00 pm EDT

OCI Employers: Friday, July 23, 2012 at 12:00 pm EDT

FRP Resume Collection Employers: Thursday, September 6, 2012 at 12:00 pm EDT

We recommend that you generate a Resume Packet, (see below for instructions), in order to keep a copy of all student resumes for your records.

REMINDER: If you have received resumes independently of the CDO, *you must make your own arrangements to see those students*; they cannot be incorporated into your interview schedule. However, many employers have added students at the beginning, end, or during the lunch break of the interview day; that type of arrangement is fine. If you are interviewing at the Doubletree Guest Suites Times Square in New York, the Four Seasons Hotel in Philadelphia, or at St. Gregory Luxury Hotel & Suites in Washington, please note that *all interviews must conclude by 6:00 pm.*

How to Retrieve Your Resume Packet:

We recommend you print these instructions to have by your side while attempting to retrieve your resumes. Please follow each step *carefully*.

- 1) Log into Symplicity: <https://law-gwu-csm.symplicity.com/employers> (Please use Internet Explorer.)
- 2) Click on **OCI**.
- 3) Click on the “**Applicants/Waitlist**” tab.
- 4) Once you are in the “**Applicants/Waitlist**” tab, **change the session** to the program you are participating in: either “**2012 New York Regional**,” “**2012 Philadelphia Regional**,” “**2012 GW Fall OCI**,” or “**2012 FRP Resume Collection**.” (If you are an “**OCI Late Additions**” employer, please select the appropriate “**2012 OCI Late Additions 1, 2, 3...etc.**” session.)
- 5) Once you have selected the appropriate session, CLICK “**Search**.”

- 6) You will see a list of students who have submitted applications for your schedule or resume collection. **IMPORTANT: If you have more than one OCI schedule, you can separate the student bids by selecting the office location in the “Office” drop down menu option that appears below the “Session” field. Then click “Search” and those students will come up. Where the students are listed, double-check the information under the “OCI Session” column and the “Office Location” column to make sure you are pulling the correct applications.**
- 7) Once you have the list of students that you want, you can either individually check off each box on the left of each student's name, or, to select all students, you can do it all at once by clicking on the “+” sign at the top of the column with the open check boxes.
- 8) Next, above the list of candidates, click on **“Generate Resume/Applicant Packet.”**
- 9) On the next screen, give your resume packet a name and select what document types you want to include in the packet. Note: “Resume” will already be checked off. Many students have submitted cover letters or transcripts and you can check these options off as well if you wish to include them in the resume packet.
- 10) When finished, click **“Submit Request”** and then click **“Done”** on the following page.
- 11) If you have multiple schedules, repeat steps 1-10 for each office location.
- 12) It will take a couple of minutes for the packet(s) to be generated, but once it is completed, you can then click on the **“Resume/Schedule Packets”** tab under **OCI** to retrieve your PDF resume packets. Click on the PDF icon under **“View/Download”** to open the resumes and print or save them to your computer. If you have trouble opening the PDF, try right-clicking on the PDF icon and saving the document to your computer first, then opening it from it's newly saved location.

If you need assistance in retrieving your candidate resumes, please call 202-994-7340. Due to very large call volumes during resume retrieval times, we kindly ask for your patience.

REMEMBER, candidates who have submitted resumes to you directly, (i.e., not through FRP bidding), cannot be incorporated into your interview schedule on Symplicity! You must contact these students directly to make interview arrangements. You are welcome to have them meet your interviewer on the day of your schedule during a break, open time slot, lunch time, or before or after the day's schedule, as long as the interviewers vacate the interview suites by 6:00 pm. This type of arrangement is acceptable. The CDO cannot add direct write candidates to your New York, Philadelphia, or OCI interview schedules.

Pre-Screening and Entering Candidate Selections in Symplicity

In order for the CDO to arrange student interviews and provide you with a final schedule in a timely manner, **you must make your selections by 5:00 pm EDT on the deadline set for your program.** The deadlines to enter your candidate selections are as follows:

New York & Philadelphia Employers: Tuesday, July 24, 2012 at 5:00 pm EDT

OCI Employers: Monday, August 2, 2012 at 5:00 pm EDT

Once your selections are entered, students will then be able to go online and view which employers have selected them and schedule interview times. *If you cannot meet the selection deadline, we will select students at random for your interview schedules.* After the deadline, you will no longer be able to select applicants for interviews.

How to Select Your Interview Candidates:

You may select 21 students for a full-day of 20-minute interviews and 14 students for a full-day of 30-minute interviews. The pre-screening process does not ensure that all students selected to interview will be able to do so. Please select six (6) or more alternate interviewees in order to prevent gaps in your interview schedule. If preselected interviewees are unable to keep scheduled appointment times, alternates will be allowed the opportunity to interview.

- 1) Log into Symplicity: <https://law-gwu-csm.symplicity.com/employers>
- 2) Click on **OCI** and then the “**Applicants/Waitlist**” tab.
- 3) Please make sure to change the “**Session**” to the appropriate program (either “**2012 New York Regional**,” “**2012 Philadelphia Regional**,” “**2012 GW Fall OCI**,” or a “**2012 OCI Late Additions**” session if applicable). CLICK “**Search**.”
- 4) If you have multiple schedules, change the “**Office**” field to the relevant office and CLICK “**Search**” when you are done. (For assistance with multiple schedule selections, call 202-994-7340. If it is easier, a selection form is provided on [pages 36-38](#), which you can use to enter candidates and fax to the CDO).
- 5) Once you have the list of candidates showing up, under the “**Invitation**” column, you can indicate “**preselect**,” “**alternate**,” or “**not selected**” for each student. **TIP* To save time, you can select more than one student by checking off the empty square boxes in the far left column and changing those students to the same status simultaneously. Once you have checked off the students you want, go to where it says “**Change Status To**,” open the drop down menu and select whichever status you wish to change the students’ invitation to. **Example:** If you have 20 “preselect” students, check off those 20 students using the check*

boxes in the far left column, go to “Change Status To” and change their status to “preselect” all at the same time.

- 6) Be sure to “uncheck” the students you just worked on before moving onto the next set of selections. You can do this all at once by clicking on the minus “-” sign at the top of the check box column.
- 7) To verify that your preselect and alternate selections have gone through, at the top right-hand corner of your “**Applicants/Waitlist**” tab where it says “**Invited Students**,” you will see the count of your preselects and alternates displayed. For example, for a 20-minute interview schedule that allows for 21 students, if you only selected 20 students and 6 alternates, your count will show you "20/21" for preselects and "6/12" for alternates. These numbers will be different for each employer based on number of selections and the time frame of each schedule (half-day or full-day).
- 8) **IMPORTANT:** Please change all remaining students who are not preselects or alternates to “**Not Selected**.” Do not leave them as “*pending*.” Students will assume that you are still making a decision on their status if you leave them pending.
- 9) When you are done entering selections, please check your OCI schedule information under the “**Confirmed Schedules**” tab and click on the underlined schedule date to open the schedule. Please add your interviewer’s name in the Interviewer field if you have not already done so. If you have more than one interviewer, you may separate the names using a semi-colon. More instructions are provided on [page 18](#).
- 10) You may revise your selections until 5:00 pm on the day of the selection deadline, after which, the selections in the system are final. It is important to submit your selections by the deadline as we have a very tight turn-around time to get students scheduled. Any delay in receiving your selections will result in either the CDO randomly selecting students on your behalf or a delay in receiving your final schedule. We appreciate your cooperation!

Regarding Interview Schedules:

Please note, both 20-minute and 30-minute interview schedules allow for a 10-minute break in the morning and afternoon and lunch is automatically scheduled from 12:10 to 1:20 pm. Employers conducting interviews at the St. Gregory Luxury Hotel & Suites in Washington, DC are invited to a luncheon in the hotel during the lunch break.

Reminder: Direct write candidates cannot be added to your interview schedule. Employers must call these candidates directly to make interview arrangements. Interviewers are welcome to meet with direct write candidates on their interview date during breaks, open timeslots, or before or after the interview schedule.

Retrieving Your Interview Schedule(s)

Your interview schedules will be available in Symplicity beginning at 12:00 pm, eastern, approximately 2-3 business days before the program you are participating in. See [page 12](#) for exact dates when schedules become available. *Please be reminded*, however, that minor changes may take place in the days before your interview date. We advise you to retrieve your schedule again at 5:00 pm on the day *before* your interview date just to be aware any of any changes (alternates added or GW students withdrawing and so on).

How to Retrieve Your Interview Schedule Packet(s):

- 1) Log into Symplicity: <https://law-gwu-csm.symplicity.com/employers>
- 2) Click **OCI** along the top tool bar.
- 3) Click on the “**Confirmed Schedules**” tab. Please be sure to select the appropriate session (either “**2012 New York Regional**,” “**2012 Philadelphia Regional**,” “**2012 GW Fall OCI**,” or, if you are a Late Additions employer, select “**2012 OCI Late Additions 1, 2 or 3**, etc.” as your session.)
- 4) Once you have selected your session, click **SEARCH**.
- 5) Check-off the box (on the left) next to the schedule for which you would like to generate a schedule packet.
- 6) Click on “**Generate Resume/Applicant Packet**.” On the next screen, name your publication, select the materials you would like included in your schedule packet and click “**Submit**” in the lower right-hand corner.
- 7) Your schedule packet may take a few minutes to generate. Once it is finished, your Interview Packet will be available under the “**Resume/Schedule Packets**” tab.
- 8) ***Please be advised:*** if you selected alternate candidates, open slots are available to alternate candidates between 9:00 pm and 12:00 am Monday through Friday during OCI and up to one day prior to the New York and Philadelphia programs. Some students may start to receive and accept job offers or withdraw from GW and may be removed from your schedule. Some students will switch time slots to resolve conflicts. *Retrieving your interview schedule as close to your interview date as possible will provide you with the most accurate schedule.* A final copy of your schedule(s) will be available for your interviewer(s) on the morning of your interviews, if interviewing at any one of the hotels in NY, Philadelphia, or DC.

Entering Your Interviewer's Name

We strongly advise employers to include the name of their interviewer(s) in Symplicity so that it will appear on the final schedule when printed. You can include your interviewer's name in your confirmed schedule details right in Symplicity!

- 1) Log into Symplicity at <https://law-gwu-csm.symplicity.com/employers>
- 2) Click on **OCI**.
- 3) Click the “**Confirmed Schedules**” tab.
- 4) Where it shows your confirmed schedule(s) below, **click on the underlined interview date** under the “**Date**” column. This will bring up your registration form. Scroll down about half way and you will see a box to enter the interviewer's name.
- 5) If your interviewer is a GW alumnus, please indicate so in parentheses next to the name, including the graduation year.
- 6) If you have more than one interviewer for one schedule, you can separate their names using a semi-colon.
- 7) If you have *multiple interview schedules* under one registration, be sure that you add the correct interviewer names for each interview room. For example, say you have 5 schedules. Each “Interviewer” box will be labeled “Room 1,” “Room 2,” “Room 3,” etc. Refer to your schedule matrix above where it shows each room and the office location assignment. Room 1 will correspond with the first column in the matrix, and Room 2 with the second, Room 3 with the third, etc. If your first column is for your DC office, for example, be sure to enter your DC interviewer(s) in the Interviewer box labeled “Room 1.”

If you registered your offices separately, you do not need to go through this process – simply repeat steps 1-6 for each schedule.

- 8) Click “**Submit**” at the top or bottom of the page.

For assistance, please call 202-994-7340.

Day-of Interview Logistics – New York

Sending Materials to the Le Parker Meridien New York Hotel

If you have any materials to send to the Le Parker Meridien New York Hotel, you may have them delivered *no earlier* than 48 hours prior to your interview date. In order to ensure efficient handling and following of appropriate security measures of any materials you send, we ask that you clearly label packages with the following information: **your name**, “**GW Law School Interview Program**,” the **interview date**, **number of boxes**, and “**c/o Helen Gerald**es.” Advance notice of deliveries is required, always, or shipment will not be accepted. Storage limitations require deliveries no earlier than 48 hours prior to your function or they will be returned to the sender. If received within the appropriate 48 hours, the Le Parker Meridien New York Hotel will either hold the packages for you or they will deliver them to the GW Hospitality Suite for your interviewer to pick up when he/she arrives for check-in. The address of the hotel is: **Le Parker Meridien New York Hotel, 119 W. 56th Street, New York, NY 10019-3318**. The phone number is 212-245-5000.

Program Logistics

Please have your interviewer(s) arrive at the Le Parker Meridien New York Hotel, 119 W. 56th Street, New York, NY, *one half-hour prior to the first scheduled interview time*. The phone number at the hotel is 212-245-5000. Parking is available at the hotel. *The cost is \$52 per day to valet park or to self-park. These prices are subject to change.*

Upon arrival, please report to the GW Hospitality Suite for check-in and review of schedules. A complimentary continental breakfast will be available. The lunch break is from 12:10-1:20 pm. Lunch will not be provided. Please inform your interviewers that they must provide a credit card number to the front desk at the hotel for any incidental charges, including room service, Internet, local and long distance phone calls. We thank you for your cooperation!

We ask that your interviewer(s) keep to the schedule as best as possible. We have many students with back-to-back interviews in the hotel, so staying on time will be helpful, though we understand that interviews can run over a few minutes at times. Every effort to stay on time is greatly appreciated. **All interview rooms must be vacated by 6:00 pm**. If any interviews are running over time or if an interviewer would like to speak with a walk-in candidate at the end of the day, we kindly ask that the interview be continued in the hotel lobby or lounge areas.

Walk-ins: Should your interviewer welcome walk-in candidates, please let us know prior to the interview date by emailing eculbertson@law.gwu.edu. If walk-ins are accepted, any open time slots will be filled by students on a first-come, first-serve basis, beginning at 8:00 am the morning of the program. Our on-site GW career counselors will inform the interviewers of any new additions to their schedules.

Day-of Interview Logistics – Philadelphia

Sending Materials to the Four Seasons Hotel

If you have any materials to send to the Four Seasons Hotel – Philadelphia, you may have them delivered *no earlier* than 48 hours prior to your interview date. In order to ensure efficient handling and following of appropriate security measures of any materials you send, we ask that you clearly label packages with the following information: **your name**, “**GW Law School Interview Program**,” the **interview date**, **number of boxes**, and “**c/o Colleen Ryan**.” Advance notice of deliveries is required, always, or shipment will not be accepted. Storage limitations require deliveries no earlier than 48 hours prior to your function or they will be returned to the sender. If received within the appropriate 48 hours, the Four Seasons will either hold the packages for you or they will deliver them to the GW Hospitality Suite for your interviewer to pick up when he/she arrives for check-in. The address of the hotel is: **Four Seasons Hotel, One Logan Square, Philadelphia, PA 19103-6933**. The phone number is 215-963-1500.

Program Logistics – Philadelphia

Please have your interviewer(s) arrive at the Four Seasons Hotel, One Logan Square, Philadelphia, PA *one half-hour prior to the first scheduled interview time*. The phone number at the hotel is 215-963-1500. Valet parking is available. The fee is a flat rate of \$29 for the day and \$49 for overnight parking. *These prices are subject to change.*

Upon arrival, please report to the GW Hospitality Suite, which will be located in **Room 803**, for check-in and review of schedules. A complimentary continental breakfast will be available. The lunch break is from 12:10-1:20 pm. Lunch will not be provided. Please inform your interviewers that they must provide a credit card number to the front desk at the hotel for any incidental charges, including room service, Internet, local and long distance phone calls. We thank you for your cooperation!

We ask that your interviewer(s) keep to the schedule as best as possible. We have many students with back-to-back interviews in the hotel, so staying on time will be helpful, though we understand that interviews can run over a few minutes at times. Every effort to stay on time is greatly appreciated. **All interview rooms must be vacated by 6:00 pm**. If any interviews are running over time or if an interviewer would like to speak with a walk-in candidate at the end of the day, we kindly ask that the interview be continued in the hotel lobby or lounge areas.

Walk-ins: Should your interviewer welcome walk-in candidates, please let us know prior to the interview date by emailing eculbertson@law.gwu.edu. If walk-ins are accepted, any open time slots will be filled by students on a first-come, first-serve basis, beginning at 8:00 am the morning of the program. Our on-site GW career counselors will inform the interviewers of any new additions to their schedules.

Day-of Interview Logistics – St. Gregory Hotel

Sending Materials to the St. Gregory Hotel

If you have materials to send to the St. Gregory Hotel, you may have them delivered *no earlier* than 48 hours prior to your interview date. In order to ensure efficient handling and following of appropriate security measures of any materials you send, we ask that you clearly label packages with the following information: **your name**, “**GW Law School Interview Program**,” your **interview date**, **number of boxes**, and “**c/o Conference Services Manager**.” Advance notice of deliveries is required, always, or shipment will not be accepted. Storage limitations require deliveries no earlier than 48 hours prior to your function or they will be returned to the sender. If received within the appropriate 48 hours, the St. Gregory Hotel will either hold the packages for you or they will deliver them to the GW Hospitality Suite for your interviewer to pick up when he/she arrives for check-in. The address of the hotel is: **St. Gregory Luxury Hotel & Suites, 2033 M Street, NW, Washington, DC 20036**. The phone number is 202-530-3600.

Directions to the St. Gregory Hotel

If you are conducting your interviews at the St. Gregory Luxury Hotel & Suites (2033 M Street, NW, Washington, DC 20036), *please have your interviewer(s) arrive one-half hour prior to the first scheduled interview time*. The phone number at the hotel is (202) 530-3600. The Dupont Circle metro stop (red line), the Farragut North metro stop (red line) and the Foggy Bottom metro stop (blue/orange line) are all within 3-5 blocks from the hotel. Walking and driving directions to the hotel are available at:

<http://www.stgregoryhotelwdc.com/directions.maps.htm>

Parking at the St. Gregory Hotel

If you would like to valet park your car at the hotel, the charge is \$15 per vehicle (maximum height 6 feet) for the day or \$28 for overnight parking if you are staying in the hotel. *These prices are subject to change.*

Your Interview Day

Upon arrival at the hotel, please have your interviewer(s) report to the **GW Hospitality Suite** for check-in and review of schedules. Complimentary breakfast and coffee will be available from 8:00 am to 9:00 am. Lunch will be served from 12:00 pm to 1:30 pm in the GW Hospitality Suite or in the hotel restaurant, depending on the number of employers.

We ask that your interviewer(s) keep to the schedule as best as possible. We have many students with back-to-back interviews in the hotel, so staying on time will be helpful, though we understand that interviews can run over a few minutes at times. Every effort to stay on time is greatly appreciated.

St. Gregory Hotel Day-of Interview Logistics continued on next page.

Walk-in Candidates

Please let us know if your interviewer will be accepting walk-in candidates on your interview date. Employers are welcome to fill in any open time slots with walk-in candidates or have walk-ins visit an employer's hospitality suite, if applicable. Or, even if your interviewer has a full schedule but is open to meeting with students before, during breaks, or after the interview schedule, this is also acceptable. Students are required to approach interviewers directly early in the morning during check-in to inquire about setting up a walk-in for the day, however, they are only permitted to approach those interviewers who have specifically informed us that they will accept walk-ins. This walk-in policy is only applicable to employers interviewing at the St. Gregory Hotel. Please email your interviewer's walk-in preference to ee culbertson@law.gwu.edu.

Emergency Contact Person

Please email us an emergency contact number for either your interviewer or someone at your office who will be around on the day of your interviews should any urgent matter arise and our on-site staff needs to get in touch with you. You may email emergency contact information to ee culbertson@law.gwu.edu.

Important Policies

Interview Rooms: Please note that **all interviews must conclude by 6:00 pm**. It is GW Law's contractual obligation to vacate each room on time. If there are walk-in or direct write candidates scheduled to speak with the interviewer beyond 6:00 pm, you are welcome to continue the interview in the hotel lobby or lounge areas.

Incidental Hotel Charges: Interviewers at the St. Gregory Hotel are required to provide a credit card number to order any services not included in the OCI fee. Such services may include room service or long distance telephone calls.

ATM and Other Services

An ATM machine is available on the lobby level of the hotel. Interviewers may order room service if necessary, however, a credit card must be provided to the hotel staff. Local telephone calls and in-room Internet service are now available to employers that wish to use these services. The charges for these two services are included in the OCI fee. A credit card number still must be provided to the front desk to activate the phone line for local calls (the card will not be charged unless a long distance call is made). We appreciate your consideration when choosing to use hotel services that are not included in the OCI fee.

Booking Hospitality Suites & Sleeping Rooms

GW Law School takes care of booking the interview suites, which are available for *day-time use only* (from 8:30 am to 5:30 pm). Employers are responsible for booking their own hospitality suites, if they wish to have one on the day of their interviews, as well as sleeping rooms, if the interviewer needs to stay overnight. Employers are responsible for all room, tax, and incidental charges incurred for hospitality suites and sleeping rooms. Instructions on how to book a hospitality suite and/or a sleeping room at the New York, Philadelphia, or OCI programs are provided below.

Philadelphia Regional Interview Program on August 9, 2012

All interviews for the Philadelphia Regional are held at the Four Seasons Hotel – Philadelphia, One Logan Square, Philadelphia, PA 19103-6933. To book a hospitality suite or for overnight accommodations, please call the main line at 215-963-1500. Remember, your interview suite has already been reserved for you by GW Law (for day-time use only) and is paid for through the program fee.

New York Regional Interview Program on August 10, 2012

All interviews for the New York Regional are held at the Le Parker Meridien New York Hotel, 119 W. 56th Street, New York, NY 10019-3318. Hospitality suites may be booked directly with the hotel by calling Helen Gerald, Executive Meeting Specialist, 212-708-7384. For overnight accommodations at the Le Parker Meridien New York Hotel, call the main reservations line at 212-245-5000. Remember, your interview suite has already been reserved for you by GW Law (for day-time use only) and is paid for through the program fee.

OCI at the St. Gregory Hotel from August 15 – September 12, 2012

If you are interviewing at the St. Gregory Luxury Hotel & Suites and wish to book a hospitality suite, please contact the hotel directly at 202-530-3600 and ask to speak with Michelle Wilson, Manager of Conference Services. If you need to book regular overnight sleeping accommodations for your interviewer, call 202-530-3600 and ask for reservations. Interview rooms are not available to use as sleeping rooms.

Supplemental Information

[Index 1: GW Law Academic Recognition & Grade Representation Policy](#).....*page 25-27*

[Index 2: Tips for Your Interviewers](#).....*page 28*

[Index 3: Submitting Summer Associate & OCI Feedback](#).....*page 29-30*

[Index 4: Frequently Asked Questions](#).....*page 31-35*

[Index 5: Interview Selection Form](#).....*page 36-38*

GW Law Academic Recognition and Grade Representation Policy

Academic Recognition

Students of The George Washington University Law School are not supplied with individual class rankings. However, in lieu of specific rankings, students' relative academic accomplishments are represented through two scholar designations.

Students in the top 1 % - 15% of the class (based on cumulative GPA at the end of each semester) are designated "*George Washington Scholars.*"

Students in the top 16% - 35% of the class (based on cumulative GPA at the end of each semester) are designated "*Thurgood Marshall Scholars.*"

Grade Representation Policy

1. There is no requirement that grades be included on student resumes. Students who wish to represent grades on their resumes, however, must do so in one or more of the following ways. **These three formats are the only acceptable means of grade representation on a resume.**
 - a. The distinction of "*George Washington Scholar*" is bestowed upon those students whose cumulative grade-point average at the end of any semester places them among the top 1% - 15% of their class. The distinction of "*Thurgood Marshall Scholar*" is bestowed upon those students, excluding those designated George Washington Scholars, whose cumulative grade-point average at the end of the semester places them among the top 16-35% of their class;

Any scholar designation must also include an appropriate date designation:

George Washington Scholar (top 15% of class, as of Spring 2012); or
George Washington Scholar (top 1% - 15% of class, as of Spring 2012); or
George Washington Scholar (Spring 2012); or
George Washington Scholar (as of Spring 2012)

or

Thurgood Marshall Scholar (top 35% of class, as of Spring 2012); or
Thurgood Marshall Scholar (top 16-35% of class, as of Spring 2012); or
Thurgood Marshall Scholar (as of Spring 2012); or
Thurgood Marshall Scholar (Spring 2012)

Students who attain multiple scholar designations over the course of their academic career may indicate their achievement for each semester or as the current cumulative distinction:

George Washington Scholar (Fall 2011, Spring 2012)

or
George Washington Scholar (Fall 2011)
Thurgood Marshall Scholar (Spring 2012)
or
Thurgood Marshall Scholar (top 16- 35 % of class, as of Spring 2012)

- b. By letter grade, for example: "Maintaining a B+ Average"; or
- c. Numerically by G.P.A., for example: "G.P.A.: 3.006" or "G.P.A.: 3.006/4.333."

No other representation of grades is acceptable.

- 2. The Dean's Office will verify the accuracy of grade representation on the resumes of all students participating in interviewing programs. Students found to have misrepresented their grades will be asked to meet with the Dean.
- 3. LL.M. candidates may not use the scholar designations to determine relative rankings.
- 4. If a student chooses to represent his/her actual G.P.A. on the resume, the G.P.A. must be represented to the third decimal point.
- 5. G.P.A.s must be stated exactly; rounding off is not permitted under any circumstances.
- 6. Any student who violates these rules in reporting grades may be guilty of academic dishonesty and subject to sanctions under The George Washington University Law School Code of Academic Integrity.**
- 7. If you would like to discuss how to represent your academic recognition or grades on your resume, please feel free to speak with a Counselor in the Career Development Office at (202) 994-7340.

For the purposes of stating a letter grade average, the following conversion table should be used:

LETTER GRADE AVERAGE GPA RANGE

A+	4.167 or greater
A	less than 4.167 and greater than or equal to 3.833
A-	less than 3.833 and greater than or equal to 3.500
B+	less than 3.500 and greater than or equal to 3.167
B	less than 3.167 and greater than or equal to 2.833
B-	less than 2.833 and greater than or equal to 2.500
C+	less than 2.500 and greater than or equal to 2.167
C	less than 2.167 and greater than or equal to 1.833
C-	less than 1.833 and greater than or equal to 1.500
D	less than 1.500

ACADEMIC RECOGNITION BY CLASS YEAR

J.D. Students

The distinctions of a George Washington Scholar or a Thurgood Marshall Scholar may be used as appropriate.

LL.M. Students

Class rankings are not determined for graduate (LL.M.) students. Those LL.M. students who would like to display grade information on resumes may indicate grade averages and/or letter grades.

If you would like to discuss how to represent your academic recognition or grades on your resume, please feel free to speak with a Counselor in the Career Development Office at (202) 994-7340.

Tips for Your Interviewers

It is our understanding that many firms and organizations are striving to educate their interviewers on interviewing “best practices.” Below are some tips and guidelines that we hope you can share with your interviewers. Following these tips will make for a more effective interview process with each student.

INTERVIEWING DO’S:

1. Do review resumes ahead of time.
2. Do turn off cell phones and/or Blackberries and put them away.
3. Treat all students with courtesy, even though the interviewer may know from the outset that the student won’t be receiving a callback.
4. Be a good representative of the firm in a positive way.

INTERVIEWING DON’T’S:

1. Don’t answer cell phones or send emails/text messages during the interview.
2. Don’t read the student’s resume for the first time in front of the student at the interview.
3. Don’t make inappropriate comments about why the student is there for an interview. (On occasion, we have a student that encounters an interviewer who says “*I’m not sure why you are on my schedule or why you were selected for an interview, as you do not meet our hiring criteria, but since we have 20 minutes, feel free to ask me any questions.*”)
4. Don’t make inappropriate comments or ask questions about a student’s personal situation (i.e., engagement, marriage, children, etc.).

PREPARATION & IN-INTERVIEW TIPS:

1. Prepare general questions ahead of time.
2. Review the student’s resume and make any notes so that you can ask more specific questions about the individual student.
3. Remember to make eye contact.
4. Remember that it may take students a few minutes to get settled into the interview. Make an effort to make them comfortable or break the ice. You’ll get more out of the interview with a comfortable student.
5. Don’t make judgments within the first 5 minutes. Students need to get their bearings in the first few minutes as they become acquainted with the interviewer and the situation.

COMMON MISTAKES:

1. Not reading resumes ahead of time.
2. Not engaging the student in a conversation.
3. Appearing distracted because you’re worried about work back at the office.
4. Appearing disinterested.

ONE LAST TIP:

Remember, if a student decides to decline an offer from you for some reason, or doesn’t even receive an offer, this student could come back to your firm in the future, so treat the student respectfully. **Students will always remember how they were treated at first-round interviews! First impressions really do count!**

Submitting Summer Associate & OCI Feedback

If you participated in GW Law School's 2011 Fall Recruitment Program, it is necessary for you to provide feedback regarding your 2011 Summer Associate Program (if you had any GW students working for you and whether they received permanent offers), as well as your 2011 OCI feedback. This is required if you plan to sign up for GW Law's Fall Recruitment Program for the upcoming season. Your feedback will help us better prepare to meet your needs and expectations for future programs.

Please take a few minutes to complete our online survey in Symplicity.

- 2) Log into Symplicity (<https://law-gwu-csm.symplicity.com/employers>) with your username and password. If you have forgotten your password, visit the Symplicity site and click on "Forgot Password" to have a new one issued to you via email or call 202-994-7340.
- 3) Once you are logged in, click on "**OCI**" in the navigation bar on the top of the screen.
- 4) Click on the tab that says "**Feedback**."
- 5) Click on the sub-tab that says "**OCI Feedback**."
- 6) Identify which session you participated in for 2011 (for example: "2011 GW Fall OCI" or "2011 New York Regional"). Then click on the button that says "**Submit Feedback**" next to your session and a form will open. **HINT!* You can easily tell which session you participated in by looking at the "# of Students" column. The number of students that interviewed with your firm will appear next to the appropriate session. Click on "Submit Feedback" next to this session.*
- 7) Select "**yes**" or "**no**" to indicate whether or not you made any callbacks.
- 8) If you did make callbacks, please let us know which students received callbacks and whether or not they accepted the interview and if any offers were extended. A list of the students that you interviewed should already be included. If a student is missing or if you need to add additional students, click on "**Add Student**" at the bottom of the list and then search for the student's name using the text box next to the new entry (once you type in the name, click "**GO**" for the system to search for the student).

IF YOU HAVE ANY STUDENTS THAT DIRECTLY APPLIED TO YOUR OFFICE OUTSIDE OF OCI, YOU CAN USE THE "ADD STUDENT" FEATURE TO INCLUDE THIS STUDENT AND THEN INDICATE IN THE ADDITIONAL COMMENTS TEXT BOX BELOW THAT THIS STUDENT WAS A DIRECT WRITE CANDIDATE.

- 9) Please provide any additional comments you feel necessary in the **Additional Comments** text box.

- 10) If you wish to return to this survey later, click on “**Save.**” If you are finished with entering all your information, click on “**Finalize.**”
- 11) **IMPORTANT:** While you are in this section of Symplicity, please click on the “**Summer Program Outcome**” tab to enter your 2011 summer associate program feedback. Just click on “**SUM 2011**” and fill out the form accordingly. Click “**Add Student**” to search for the GW student(s) that worked for your firm/organization during the summer.
- 12) When finished, click on “**Finalize.**”

Please note, it will be important for you to complete these surveys, as they are required to be submitted in order to sign up for GW Law's 2012 Fall Recruitment Program when registration opens in March.

We appreciate your feedback and interest in our students. We look forward to working with you again in the near future. If you have any questions or need further assistance, please do not hesitate to call us at 202-994-7340.

Frequently Asked Questions

- TOPICS:**
- [-OCI Registration](#)
 - [-OCI Date Confirmation](#)
 - [-How OCI Is Scheduled](#)
 - [-Coordinating OCI Dates With Other Local Schools](#)
 - [-Changing OCI Dates / Scheduling Conflicts](#)
 - [-Booking Hospitality Suites](#)
 - [-Booking Sleeping Rooms/Overnight Accommodations](#)
 - [-Hosting Summer Receptions for Rising 2Ls](#)
 - [-GW Law Student Rankings](#)
 - [-Obtaining a GW Law Student Facebook](#)
 - [-Class Year Designations: 2L\(DAY\), 2L\(EVE\), 3L\(DAY\), etc.](#)
 - [-Writing Samples and Symplicity](#)
 - [-Adding Direct Write Candidates to OCI Schedules](#)
 - [-Contacting Interviewees](#)
 - [-Your Final OCI Schedule](#)
 - [-Making Changes to a Final OCI Schedule](#)
 - [-"Fly-back" Week and Scheduling Callbacks](#)
 - [-Scheduling Separate OCI with Direct Writes and Resume Collection Candidates](#)

1. When is OCI registration?

Registration for all portions of GW Law's Fall Recruitment Program, including OCI (on-campus interviews in August and September), resume collection, and all regional interview programs (New York, Philadelphia, Miami, San Francisco, Los Angeles, and Chicago) begins in early March.

2. When will our firm/organization's OCI date be confirmed?

*For all firms or organizations that submit their registration prior to May 1st, **OCI dates will be confirmed early April through early May.** Of course, this depends on how early we receive your registration. Employers that submit their registration after May 1st may receive confirmation anytime between May and early June.*

3. Is OCI scheduling first-come, first-serve?

***No.** While we begin our processing of all registrations in the order of date received, priority is given to those employers who have schedules with other local schools on or around the same dates and to those employers that have complex schedules that involve multiple office locations. We are also limited to a maximum number of employers per day at the St. Gregory Hotel in August. Therefore, we must ensure that we do not exceed our limitations and have employers evenly spread out over the days we are at the hotel. This is not only due to limited hotel space, but also to ensure that students who have multiple interviews can physically attend all interviews over a certain period of time. We ask all employers at registration to*

provide us with at least three or more alternate OCI dates for all the reasons listed above. We appreciate your understanding and flexibility in the scheduling process.

- 4. My firm/organization is interviewing at other local area schools the same week in August. Is it possible to accommodate our OCI date preference so as not to conflict with scheduled OCI dates at other schools?**

Yes. As described in the answer to the previous question above, we give priority to employers who already have OCI dates scheduled with other nearby law schools. Simply tell us the dates you have with other schools at the time of registration (either online using the “Scheduling Notes” section on your OCI form or by calling us).

- 5. What if our firm/organization has a scheduling conflict and needs to change OCI dates?**

Employers change OCI dates all the time. Simply give us a call so we can work with you on rescheduling. Ideally, we would need to know prior to August 6th, after which, students begin to schedule their interviews. Please note, however, that requests to switch to an August date during the first or second week of OCI will be granted based on availability. As you might imagine, our first and second weeks of OCI in August fill up rather quickly. It is always easiest to switch dates to a late August or early September date.

- 6. Can our firm book a hospitality suite through GW Law School?**

No. Private hospitality suites must be booked by the firm directly with the St. Gregory Luxury Hotel & Suites. The same applies to all regional programs. Employers are held responsible for any charges associated with their hospitality suite, including room, tax, food and beverage, and other incidentals. To learn how to book a hospitality suite with the St. Gregory Hotel in Washington, DC, the Le Parker Meridien in New York, or the Four Seasons Hotel in Philadelphia, refer to [page 23](#). For any of the other regional programs that fall under The Law Consortium, please reach out to the appropriate coordinator ([page 11](#)) for the program you are interested in and they will put you in touch with the right person.

- 7. Our interviewer will need to stay at the hotel overnight for the next day’s interviews. Can he/she stay in the interview room that we booked?**

No. The OCI fee only includes your interview room for day-time use only (between 8:30 am and 5:30 pm). Sleeping rooms must be booked separately by the employer, directly with the hotel. To make a sleeping room reservation for your interviewer at the St. Gregory Hotel in Washington, DC, please call 202-530-3600. For sleeping room reservations at the Le Parker Meridien, please call 212-245-5000. For sleeping room reservations at the Four Seasons Hotel in Philadelphia, call 215-963-1500. For sleeping room reservations at any of the other regional interview programs, visit www.thelawconsortium.org for the appropriate hotel information.

8. Our firm would like to host a summer reception or event for rising 2Ls. How do we go about inviting GW Law students?

As soon as you have an invitation available for your event, please email an electronic version of that invitation to eeulbertson@law.gwu.edu and we will email it on your behalf to all of our 2Ls and 3L evening students (equivalent to 2Ls). Please be sure to provide clear instructions on how you prefer students to RSVP and any other instructions (such as bring a resume or a photo ID to enter the building).

9. How can I find out what rank a student is at GW Law?

GW Law students are not ranked until they graduate. For grading and scholar designations, please refer to our Academic Recognition and Grade Representation Policy on [pages 25-27](#). Please note that we are unable to provide GPA cut-offs for the scholar designations due to the fact that they constantly change every semester. The NALP Directory of Law Schools will be able to provide you with the previous graduating class year's rankings that you may use as a reference. Do keep in mind, however, that this will only provide an idea of the current class years you are interviewing, and nothing exact.

10. Can I obtain a student facebook from GW Law to help recognize students we interview?

We are unable to provide employers with student facebook for the candidate selection and interviewing processes.

11. I selected 2Ls and 3Ls to interview, but in my OCI schedule confirmation, it shows 2L(EVE), 2L(DAY), 3L(EVE), 3L(DAY), and 4L(EVE). What does this mean?

In Symplicity, you will see that you have several class years to choose from: 2L(EVE), 2L(DAY), 3L(EVE), 3L(DAY), 4L(EVE) and LL.M. If you select 2L(DAY), we automatically include 2L(EVE) and 3L(EVE) students. 3L(EVE) students have the same graduation date as 2L(DAY) students; they just happen to be evening students. 2L(EVE) students are about a semester behind 2L(DAY) students, but many of them switch to the full-time program in the fall and catch up with 2L(DAY)'s, and many come with extensive experience, and thus, we permit them to participate in FRP. Very few participate, however, so it is not likely that you will receive many, if any, 2L(EVE) candidates. If you are strongly against receiving 2L(EVE) resumes, please let us know and we will happily remove the 2L(EVE) selection from your schedule.

If you select 3L(DAY) students, we automatically include 4L(EVE) students, as they both have the same graduation date.

LL.M. students are also permitted to participate in FRP, though due to the nature of fall recruiting, it is not common to have a lot of LL.M. recruiting taking place, thus, very few LL.M. students participate. But we do welcome employers seeking LL.M.'s for full-time positions upon graduation; just be sure to indicate your preference for domestic and/or

international LL.M.'s and any specific areas of concentration. Call the CDO at 202-994-7340 to speak with our LL.M. career counselor for any questions.

12. I thought I had requested writing samples in my OCI schedule request, but none of our candidates submitted one. How come?

*Students are able to upload a resume, cover letter and unofficial transcript (self-prepared grade sheet). Due to file size limitations, **writing samples and references cannot be uploaded into Symplicity**. Therefore, if you require a writing sample or any other materials to be brought to the interview, please indicate so under "**Additional Requests**." Students are instructed to bring these items to their interview. You may also contact students directly to request that they email or fax them to you once they are scheduled to interview.*

13. I received a direct write application from an excellent candidate at GW Law that we must interview. Can I add her to our OCI schedule?

*No. If you have received resumes independently of the CDO, **you must make your own arrangements to see those students**; they cannot be incorporated into your interview schedule. This applies to both OCI and regional interview programs. However, many employers have added students at the beginning, end, or during the lunch break of the interview day; that type of arrangement is fine and must be arranged directly with the student by the employer. If you happen to have an open time slot showing up on your schedule and would like to fill it with a direct write candidate, let us know and we will block that time slot out for you so that no alternates can fill it. Then you can contact the direct write candidate and ask if he or she is able to meet with your interviewer at that time. This arrangement is also fine.*

14. Once students know they have been preselected and have scheduled their interviews, is it okay if our interviewer contacts them to chat or request additional documents before meeting for the interview?

*Yes, but **only after** the student is aware of his/her preselection status and has already scheduled an interview. In the "Important Dates & Deadlines" calendar on [page 12](#), you can see when your final schedule is available. After this date, you may contact your preselected candidates with any requests, so long as they are reasonable. If you are unsure if a certain request is reasonable, please contact the CDO at 202-994-7340 to discuss with the recruitment manager. Please do not send any materials or requests to students prior to them scheduling their interviews, as not all of your preselect candidates may schedule. This unnecessarily confuses students.*

15. When do I receive my final OCI schedule?

*OCI schedules will be made viewable through Symplicity on **Tuesday, August 14, 2012 at 12:00 pm, eastern**. **HOWEVER**, due to alternate scheduling and other students withdrawing from the program, changes might be made to your schedule from that point onward. **It is crucial for you to check Symplicity again the DAY BEFORE YOUR INTERVIEW DATE***

for a final schedule. Please check around 4:00 or 5:00 pm the day before your OCI date for your most accurate schedule. A hard-copy of this schedule will also be available for your interviewer upon arrival at the St. Gregory Hotel. A reminder again that Direct Write candidates may not be added to your schedule through Symplicity. You must make arrangements with Direct Write candidates separately. If you do fill an open time slot with a Direct Write candidate, please inform the CDO immediately so that we can block that time slot in order to prevent an alternate candidate from signing up for that slot.

16. Can I make changes to my final OCI schedule after receiving it?

Changes can be made depending on the timing. Naturally, the earlier you request any changes to be made, the easier this can be done. Requests for changes, such as altering the start-time, end-time, or switching students from the morning to the afternoon, or vice versa, can be time-consuming, as it involves reaching out to each student, determining their schedules and any scheduling conflicts, and manually entering the changes into Symplicity since student scheduling has passed and they are unable to do it themselves. The more time we have to make such changes, the better. Please bear in mind that some students have multiple interviews in one day and working around their other interviews and classes is sometimes not possible. We truly appreciate your understanding of the complexity of making last-minute changes and we will work our hardest to accommodate any change requests, bearing in mind that there may be some limitations for certain schedules.

17. Does GW have a “fly-back” week? When are callbacks typically scheduled?

*No. Fly-backs or callbacks are arranged directly between the employer and the student at a time and date that is agreeable to both parties. Most callbacks tend to take place in September or early October, with a few taking place at the end of August as a result of the early New York and Philadelphia Regionals. **IMPORTANT:** Please note that students may still have OCI interviews going on through September. Students are committed and have signed an agreement to attend any OCI first-round interviews they receive. **Callbacks do not excuse students from their OCI interviews.** It is up to the student to make sure that their callbacks are scheduled around any OCI interviews, but it is also helpful for employers to know and understand this policy if a student mentions that he or she cannot do a callback on a certain day due to OCI interviews. Students are penalized for missing or canceling an OCI interview without accepting a job offer.*

18. I received several great candidates through my participation in the online FRP Resume Collection or an FRP Direct Write job posting and would now like to interview them on campus. Is this possible?

*Yes, this is possible. GW Law allows employers that participated in the FRP Resume Collection or direct write job postings to interview students in **late September through October on-campus**, upon request only. We do require at least 2-3 weeks' notice in order to ensure that we can reserve an interview room for you and help with any arrangements, such as scheduling students on your behalf.*

Candidate Selection Form for New York, Philadelphia and OCI Programs

If you choose to use the selection form to submit your interviewee selections for the New York, Philadelphia, or OCI interview programs, please be sure to fax back the following two pages by the appropriate date listed below or earlier if possible:

New York & Philadelphia: Tuesday, July 24, 2012 at 5:00 pm EDT *or earlier*

OCI: Thursday, August 2, 2012 at 5:00 pm EDT *or earlier*

[See next two pages to view the selection form and supplemental information form.](#)

GW LAW SCHOOL STUDENTS SELECTED FOR INTERVIEWS

Please be sure to fax this form at 202-994-7352 or email Emily Culbertson at eculbertson@law.gwu.edu by August 2, 2012.

EMPLOYER NAME: _____

INTERVIEWER NAME: _____

OFFICES FOR WHICH INTERVIEWING: _____

Please list last name first, in alphabetical order, type or use black ink. Select 14 students for 30 minute interviews / 21 students for 20 minute interviews.	
SUMMER EMPLOYMENT (2Ls)	PERMANENT EMPLOYMENT (3Ls)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.
21.	21.
TOTAL:	TOTAL:

ALTERNATES

Please select at least six for each schedule. Please list all years together, last name first in alphabetical order.

1.	4.
2.	5.
3.	6.

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL
CAREER DEVELOPMENT OFFICE
PHONE (202) 994-7340 / FAX (202) 994-7352

Full Name of Employer: _____

Representative Faxing: _____ Tel _____ Fax _____

Program you are participating in:

___ **Philadelphia** Regional (Thursday, August 9) ___ **NY** Regional (Friday, August 10)

___ **OCI Program** (specify date _____)

Name(s) of Interviewer(s): _____

Please indicate if GW Graduate(s) and year(s) of graduation: _____

If more than one person is listed above, are interviewers conducting interviews as a team or individually? _____

Are interviews to be scheduled on a 20-minute or 30-minute basis?

_____ 20-minute (maximum of 21 students may be selected)

_____ 30-minute (maximum of 14 students may be selected)

A lunch break will be scheduled from 12:10 to 1:20 pm.

If you do not have a full schedule and you wish to begin and/or end at times other than those listed below, please specify. There will be two 10-minute breaks scheduled – one in the morning and one in the afternoon.

First interview begins 9:00 am Other _____

Last interview ends at 5:30 pm Other _____

Please list any materials which you would like students to bring to the interview (ie. transcripts, writing samples, list of references) _____

Will the interviewer accept Walk-ins? _____

Please be sure to fax this form at 202-994-7352 or email Emily Culbertson at eculbertson@law.gwu.edu by August 2, 2012.