February 2016

Dear Employer:

The University of Iowa College of Law is honored to invite your organization to interview on campus for the 2016 recruiting season. Iowa students have earned a national reputation for excellence. They are academically accomplished and eager to work. They look forward to following in the distinguished paths of other Iowa graduates.

The remainder of this letter details Iowa’s interviewing programs. If you are not the correct person to receive this invitation, please forward to the appropriate recipient and let us know who they are (and their e-mail address) so we may have the correct contact for future correspondence.

This year’s Early Bird Interview Program will take place Monday, August 15 – Friday, August 19, 2016 on the third floor of the University of Iowa’s Pomerantz Career Center. The Fall On-Campus Interview Program will occur Monday, September 12 - Friday, October 28, 2016 at the College of Law in the Boyd Law Building.

Employers may pre-select 50% of the students they interview. After pre-selection, the remaining 50% of the schedule is filled by lottery.

Iowa will use the Symplicity Career Services Management System (“Symplicity”) for all registration and scheduling of Early Bird On-Campus Interviews and Fall On-Campus Interviews. Beginning Tuesday, March 1, 2016, 10 a.m. CST, employers may request an interview date for Iowa’s on-campus interviewing programs. Employers may request interview dates in either program or both programs; however, interview dates are filled on a first-come, first-served basis. We encourage you to request your schedule(s) as early as possible.

Please review the attached information to help in your recruiting efforts:

1) Details about Iowa’s On-Campus Interview Programs
2) Instructions for Symplicity
3) Other ways to recruit Iowa students

Please do not hesitate to contact me at (319) 335-6774 or via e-mail at craig-spitzer@uiowa.edu with any questions.

Sincerely,

Craig E. Spitzer
Employment Programs Coordinator
THE UNIVERSITY OF IOWA COLLEGE OF LAW’S
ON-CAMPUS INTERVIEW PROGRAM DETAILS

1) Early Bird On-Campus Interview program

From August 15 to 19, 2016, the College of Law will administer an intensive interview program with employers conducting as many as 1500 interviews at the Pomerantz Career Center. The Career Services Office will begin scheduling on Tuesday, March 1, 2016, at 10 a.m. CST. The dates will be scheduled on a first-come, first-served basis. The College of Law charges no registration fee. Dates, however, fill up quickly so we encourage employers to register as soon as possible after 10 a.m. CST on Tuesday, March 1, 2016 or thereafter. If the Early Bird On-Campus Interview program is full, registrants will be offered a date as part of the Fall On-Campus Interview Program (September 12 to October 28, 2016).

The College of Law will confirm the employer’s interview date by e-mail soon after its registration. Students will complete their bidding for Early Bird interviews in late-July, so employers are encouraged to not only register for the program as soon as possible, but also to complete or update the Firm Profile section in Symplicity so that students have an opportunity to consider the interviewing office before they begin bidding.

2) Fall On-Campus Interview Program

The Fall On-Campus Interview program starts on Monday, September 12 and ends on Friday, October 28, 2016. If an employer is interested in participating in this program, they will sign-up in the same manner as the Early Bird program beginning Tuesday, March 1, 2016, 10 a.m. CST. There is no urgent deadline for this registration process. However, dates fill up on a first-come, first-served basis, so we encourage early registration.

3) A special note regarding Spring OCI

The Spring OCI program is in February and March, 2017. More detailed information will be sent in mid-December at which time an employer may register for this program. Dates for this program are also scheduled on a first-come, first-served basis.

4) Employer Marketing Opportunities

The Career Services Office greatly appreciates the support of employers who recruit on campus. To help students prepare for the fall recruiting season the Career Services Office will offer professional development presentations on August 11 and 12, 2016. Employers are invited to conduct mock interviews and contribute to presentations.

Employers who would like to promote their organization and are unable to participate in programs on August 11 and 12 may contact the Career Services Office to explore other options including organizing receptions or sponsoring programs for students during the Early Bird program.
5) General Office Promotion

We ask employers participating in our OCI programs to complete their “Profile” on Symplicity by June 1, 2016 to ensure that students are properly informed of opportunities before they begin the bidding process for the OCI programs. The Employer Profile replaces the prior NALP forms and firm brochures.

6) Information about Iowa students

Where our students find employment

On-campus interviewing allows employers to connect with and recruit Iowa students. Nearly 60 percent of Iowa students accept employment in private practice with 15 to 20 percent of those students accepting offers from on-campus interviews. Following in the footsteps of Iowa alumni, our students are eager to explore employment opportunities in every state as well as internationally. While a majority of our students accept employment in the Midwest, especially in major Midwest metropolitan areas (Chicago, Milwaukee, Minneapolis, Omaha, Kansas City, and St. Louis), many of our students also accept positions on both coasts in San Diego, Los Angeles, San Francisco, Portland, Seattle, New York, Boston, and Washington, D.C. as well as Atlanta, Houston, and Phoenix.

Receiving student materials through Symplicity

Through Symplicity, students’ résumés and the interview schedules will be available to download by employers in advance of the interview day. Last minute changes are possible so please note that any advance copy of the schedule may differ from the schedule presented to your interviewer(s) on the interview day.

Iowa’s Grading Scale

The University of Iowa College of Law uses a 4.3-point grading scale. For more information, see our Grading Policy.

Requesting Additional Information

If students are required to bring additional materials to their interviews (i.e., transcripts, writing samples, references), then please make that request under the “Special Scheduling Requests” section of the OCI registration. Students will make such materials available by uploading them onto Symplicity for inclusion in your OCI Résumé Packet.

The Law School Photo Directory

On the day of the interview, employers will be provided with a copy of our law school photo directory. This directory will provide photos of students – a great resource for remembering students after your return to the office.
7) Requirements of Employers

The College of Law requires all employers who use its services to assent to its Equal Employment Opportunity policy, which is included as part of the OCI registration.

8) Additional information

Airports and Transportation

The nearest airport is the Eastern Iowa Airport in Cedar Rapids (CID), located approximately 20 miles from Iowa City. Rental car companies are available at the airport. For more information, please see the airport web site: www.crairport.org.

The next nearest airport is the Quad City International Airport in Moline, IL (MLI), located approximately 65 miles from Iowa City. Rental car companies are available at the airport. For more information, please see the airport web site: www.qcairport.com.

Additional transportation options from the Eastern Iowa Airport in Cedar Rapids include:

- **Airport Shuttle Service**: 319-337-2340 or 800-725-8460
- **Airport Express/Airport Super Shuttle**: 319-358-8000, 319-626-5466 or 800-383-2219
- **Yellow Cab of Iowa City**: 319-338-9777 (must pre-pay)

Parking

For employers participating in the Early Bird On-Campus Interview Program, limited parking is available and employers will be provided with parking details shortly before your Early Bird On-Campus Interview date.

For employers participating in the Fall On-Campus Interview Program, parking is available near the Boyd Law Building. Parking options will be provided shortly before the Fall On-Campus Interview date.

Follow-ups

While employers are not required to notify the Career Services Office regarding their hiring decisions, we greatly appreciate feedback. Not only do we benefit from an employer’s impressions of our students, but knowing who receives second interviews and offers helps Career Services provide students with accurate information regarding the status of an employer’s recruiting.

Videoconferencing

If an employer is unable to visit campus we are happy to accommodate requests to interview Iowa students through a videoconference system. Please contact our office directly for more information.
OTHER WAYS TO RECRUIT IOWA STUDENTS

If you are unable to participate in our on campus recruiting programs and are still interested in considering Iowa students, we have other options that may better work with your needs.

Résumé Collects

Every fall, the Career Services Office coordinates résumé collects. If an employer is interested in receiving the résumés of Iowa students, please indicate “Résumé Collect” when completing the online schedule request in Symplicity.

Job Fairs

The College of Law participates in a number of job fairs, including but not limited to:

- BLSA Southern Regional Job Fair
- BLSA Mid-Atlantic Job Fair
- Boston Lawyers Group
- Cook County Minority Student Job Fair
- Delaware Minority Student Job Fair
- Equal Justice Works Career Fair
- National LGBT Bar Association Career Fair Conference (Lavender Law)
- Midwest Public Interest Law Career Conference
- Minnesota Minority Recruitment Conference
- National BLSA Midwest Regional Recruitment Conference
- National Law School Consortium Walk-Around Career Fairs (Atlanta, Houston, and Miami)
- New York/Northeast Consortium (coordinated through the University of Minnesota)
- Northwest Minority Job Fair
- Patent Law Interview Program
- Rocky Mountain Diversity Job Fair
- Washington D.C. Consortium (coordinated through the University of Minnesota)
- West Coast Consortium (coordinated through the University of Minnesota)

Hiring our alumni

Employers may also post listings for lateral openings through our Career Services Alumni Employment Bulletin. Listings are updated every two weeks and are posted through the Intercollegiate Job Bank. To use this service, please contact our office directly. This is a free service.
INSTRUCTIONS FOR SYMPLICITY

Registering for Symplicity (may be completed at any time)

1) Log on at: https://law-iowa-csm.symplicity.com/employers/ and bookmark this page.
2) Click on the Register tab and complete the required information.
3) Once your registration is accepted, you will receive an e-mail confirmation with a password. Once received, return to https://law-iowa-csm.symplicity.com/employers/, and “sign in” to the system.

Scheduling for OCI Programs (beginning Tuesday, March 1, 2016, 10 a.m. CST)

1) Sign into the system at https://law-iowa-csm.symplicity.com/employers/ and bookmark this page, then click on the OCI tab and make a schedule request.
2) To complete your OCI schedule request, you will need to provide the following information:
   a. Days required (number of days you need to conduct interviews).
   b. Preferred dates (dates are filled on a first-come, first-served basis).
   c. Class years to interview and class allocations (you will need to select the percentage of each class you are requesting to interview (hold the CTRL key down to select multiple class years; if you select L2s and L3s the percentages must total 100 percent).
   d. Interview length.
   e. Rooms (#) (indicate the number of schedules you want).
   f. Time Slot (indicate your preference for a morning, an afternoon or a full day of interviews; hold the CTRL key down to select times manually)
3) You will also be able to indicate other requirements you have such as locations for which you will be interviewing; documents you would like the student to provide (e.g., transcript, writing sample); detailed hiring criteria; and scheduling notes.
4) You will then be required to assent to The University of Iowa College of Law’s Policy on Equality of Opportunity in Recruiting and Employment. Only after you have assented to this policy will you be able to submit your registration.
5) Click on the submit registration button.

Additional features

1) The Personal Profile tab in the Account section allows you to manage your account and keep your contact information current as well as allowing you to change your password.
2) The Profile tab allows you to market your organization to our students. Whatever information you include in this Profile will be available to our students and will help them as they evaluate interview opportunities. If you use Symplicity with other schools, you can simply auto-fill your information.

Hint: use the same password for all schools that use Symplicity to avoid having too many hard-to-remember passwords.