

Selecting Interview Date/Setting up in Symplicity

When an employer seeks to conduct interviews at Campbell Law School, the employer will either make the request through logging into Symplicity or by accessing the OCI/RC Recruiting Request Form. The employer will indicate the preferred dates for virtual on-campus interviews. Once the specific interview date has been finalized, the Career Center sets up the interview session and the following timeline begins:

OCI/RC* Process

Week 1 – “Applying” (also known as **Bid week**) – interested students have from **Monday at noon to Friday at noon** to bid (or apply) for an interview by submitting resumes and any other materials required by the employer (such as cover letter, transcript, writing sample, or reference list). After 12pm on Friday, students will no longer be able to apply. By 5pm the same day, we will generate an application packet that includes all the resumes/materials submitted by interested students and email this packet to the specified employer contact for review.

*This is the end of the Resume Collect process. Once employers receive the resume packet, they will coordinate directly with students to set up interviews.

Week 2 – “Employer Selection” week – **by noon on Wednesday**, the employer can either login to Symplicity and make selections or email the list of students selected to interview to Katherine Manus, Recruiting Coordinator. We email all applicants indicating the employer has made their interview selections. This signals the students to log in and see whether or not they have been pre-selected for an interview. If yes, they accept the selection. At that time, a list of available interview time slots will appear that have been established by the employer. The student selects one of these time slots, and that is how the interview schedule is built.

Week 3 – “Scheduling” week - The students have **until noon on Friday** to log in and make their time slot selections. At the latest by **5pm that following Monday afternoon** we generate the final interview packet (which includes their resumes and the other materials the employer has asked them to supply) along with the finalized interview schedule with time slots and email it to each employer.

Week 4 – “Interviewing” week - On the actual interview date selected by the employer, students will conduct the virtual interview either in our interview room in the Career Center or remotely.

Employers interested in participating in virtual on-campus interviewing should contact the Career Center to begin this process **no fewer than four weeks in advance** of their desired interview date. There are additional ways to recruit here at Campbell Law School, including job postings and resume collections. To explore all recruiting options, please contact us.

Katherine Manus, Recruiting Coordinator, 919-865-5898, kmanus@campbell.edu