



Campbell Law School On-Campus Interview (OCI) Process

Selecting Interview Date/Setting up in Symplicity

When an employer seeks to conduct interviews on the campus of Campbell Law School, the employer will either make the request through logging into Symplicity or by accessing our new online form [here](#) and completing the section entitled *To Request On-Campus Interviewing*. The employer will indicate the preferred dates for interviewing on campus. Once the specific interview date has been finalized, the Career Center sets up the interview session and the following timeline begins:

OCI Process

Week 1 – “Applying” (also known as **Bid** week) – interested students have from Sunday at noon to Friday at noon of Week 1 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, 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.

Week 2 - “Employer Selection” week – by noon on Friday of Week 2, the employer can either login to Symplicity and make selections or email the list of students selected to interview to Sherry McLamb, 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 5pm on Wednesday of Week 3 to log in and make their time slot selections. At the latest by 5pm that Friday afternoon of Week 3, 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, a private interview room in the Career Center will be reserved for use by the employer representatives to conduct the interviews.

If an employer is interested in participating in on-campus interviewing, they 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.

Sherry McLamb, Recruiting Coordinator, 919-865-5898, smclamb@campbell.edu, (fax) 919-865-5993