



COLLEGE OF LAW

Career Services Office
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Dear Employer:

We are excited to invite you to recruit University of Iowa College of Law students. Iowa students display their talent in a variety of areas and are eager to follow in the paths of graduates who have gone before them and enjoy careers of local, national, and international esteem.

Iowa has held its **Early Bird On-Campus Interview Program** for the last three years with great success. This year's Early Bird Interview program will take place **Monday, August 10 - Friday, August 14** on the third floor of the [University of Iowa's Pomerantz Career Center](#). The **Fall On-Campus Interview Program** will occur **Monday, September 14 - Friday, October 16, 2009** at the College of Law in the Boyd Law Building.

Iowa will again use the [Simplicity Career Services Management System](#) ("Simplicity") for registration for the Early Bird On-Campus Interview and Fall On-Campus Interview programs of 2009. All registration and scheduling will be done online through this program. Because March 1 falls on a Sunday, **Monday, March 2, 2009, 10 a.m. CST**, is the first opportunity to request an interview date for Iowa's on-campus interviewing programs. You may request interview dates in either program or both programs, however, interview dates are filled on a first-come, first-served basis.

Please review the following information to help you in your recruiting efforts:

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

Please remember that all fall interview dates are filled on a first-come, first-served basis, so we encourage you to submit your materials as early as possible.

If you have any questions, please do not hesitate to contact Craig Spitzer at (319) 335-6774 or via e-mail at craig-spitzer@uiowa.edu.

We look forward to seeing you this fall.

Regards,

Karen K. Klouda
Director of Career Services

IOWA'S ON-CAMPUS INTERVIEW PROGRAM DETAILS

1) Early Bird On-Campus Interview program

From August 10 to 14, 2009, an intensive interview schedule with approximately 135 employers conducting over 1700 interviews will be set up in the interview rooms of the [Pomerantz Career Center](#). Dates for this program will begin being scheduled Monday, March 2, 2009, 10 a.m. CST. The dates will be scheduled on a first-come, first-served basis. The College of Law has no registration deadline, nor is there a registration fee. Dates, however, fill up quickly so employers are encouraged to register as soon as possible after 10 a.m. CST on Monday, March 2, 2009 or thereafter. If no Early Bird dates are available at the time you register, you will be offered a date as part of our Fall On-Campus Interview Program (September 14-October 16, 2009).

The College of Law will confirm the employer's interview date by e-mail as soon as possible after its registration. Students will complete their bidding in mid-July, so employers are also encouraged to not only register for the program as soon as possible, but also to complete or update the Profile section in [Simplicity](#), so that students have an opportunity to consider your office before they begin bidding.

2) Fall On-Campus Interview Program

The Fall On-Campus Interview program is Monday, September 14-Friday, October 16, 2009. If you are interested in participating in this program, you will sign-up in the same manner as the Early Bird program beginning Monday, March 2, 2009, 10 a.m. CST. Again, there is no deadline for this registration process. However, dates fill up on a first-come, first-served basis, so early registration is encouraged.

3) A special note regarding Spring OCI

The Spring OCI program is in February and March, 2010. More detailed information will be sent in mid-December at which time you 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 of The University of Iowa College of Law greatly appreciates the support of employers who recruit on campus. In conjunction with the Early Bird program, presentations for students will be offered August 5, 6 and 7, 2009 to help them prepare for the fall recruiting season. Employers are invited to volunteer as mock interviewers as well as to coordinate with the Career Services Office to provide programs during those dates.

Employers who would like to promote their organization and are unable to participate in programs on August 5, 6 and 7, 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

Employers participating in our OCI programs are asked to complete their "Profile" on Symplicity by Wednesday, July 1, 2009. By doing so, it will ensure that students are properly informed of opportunities before they begin the bidding process for the OCI programs. The Employer Profile replaces the NALP forms and firm brochures of yesterday.

6) Information about Iowa students

Where our students find employment

On-campus interviewing is an important way that employers connect with and recruit Iowa students. Nearly 60 percent of Iowa students accept employment in private practice with 20 to 30 percent of those students accepting offers from fall 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, 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 DC 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. Due to the possibility of last minute changes, please note that any advance copy of the schedule may differ from the schedule 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 your office wants students to bring additional materials to their interviews (e.g., 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 Interview Packet.

The Law School Directory

On the day of the interview, you will be provided with a copy of our law school directory. This directory will provide you with photos of students as well as a link to their online contact information for your reference.

7) Requirements of Employers

The University of Iowa College of Law recommends that all employers be as detailed as possible regarding their hiring criteria. The College of Law does not allow employers to prescreen its students for interviews, so our students need as much information as possible to make informed selections during the interview season.

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
- [Black & Gold Cab Co.](#): 319-887-1976
- 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 provided at the Pomerantz Career Center. Employers will be provided with the entry code to the parking structure shortly before your Early Bird On-Campus Interview date.

For employers participating in the Fall On-Campus Interview Program, parking is on your own. You will be provided parking options shortly before your Fall On-Campus Interview date.

Follow-ups

While employers are not required to notify the Career Services regarding their hiring decisions, feedback is greatly appreciated. Not only do we benefit from your impressions of our students, but being informed of the students to whom you extend second interviews and to whom you ultimately extend offers helps Career Services provide our students with accurate information regarding the status of your recruiting.

Videoconferencing

If you are unable to visit campus and would like to interview Iowa students through a videoconference system we are happy to accommodate you. Please contact our office directly for more information.

INSTRUCTIONS FOR SYMPLICITY

Registering for Symplicity (may be completed at any time)

- 1) Log on at: <http://www.law.uiowa.edu/oci/firms.php> 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 <http://www.law.uiowa.edu/oci/firms.php>, and "sign in" to the system.

Scheduling for OCI Programs (beginning Monday, March 2, 2009, 10 a.m. CST)

- 1) Sign into the system at <http://www.law.uiowa.edu/oci/firms.php> 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)
- 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. *Hint: use the same password for all schools that use Symplicity to avoid having too many hard-to-remember passwords.*
- 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.

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.

Resume Collects

Every fall, the Career Services Office coordinates resume collects. If you are interested in receiving the resumes of Iowa students interested in employment opportunities with your office, please indicate "Resume Collect" as you complete the online schedule request in Symplicity.

Job Fairs

The College of Law participates in a number of job fairs, including:

- 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
- Lavender Law
- Midwest Public Interest Job Fair
- Minnesota Minority Recruitment Conference
- National BLSA Midwest Regional Recruitment Conference
- 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 Employment Bulletin. Listings are updated every two-weeks and are posted on our web site as well as through the *Intercollegiate Job Bank*. To utilize this service, please contact our office directly. This service is available at no charge.