



## COLLEGE OF LAW

Career Services Office  
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Dear Employer:

The University of Iowa College of Law invites you to recruit students for summer and full-time positions during our Spring On-Campus Interview (OCI) Program. The College of Law's diverse student body is made up of bright and creative students who are noted for their integrity and work ethic.

This year we have changed our pre-selection policy: ***Employers may now pre-select 50% of the students they interview.*** After pre-selection, the remaining 50% of the schedule is filled by lottery. This replaces our previous policy of 100% lottery.

This spring we will continue to use a computerized sign-up procedure through [Simplicity](#). To facilitate this electronic sign-up administratively, we will do a single sign-up session. This requires your attention to the following spring interviewing dates and procedures:

**Interview Dates:** Fridays only, February 4, 11, 18, 25, March 4, 11, 25

**Deadline to Register:** Friday, January 14, 2011

**Registration:** Please register in [Simplicity](#) to access our online recruiting system and reserve a spring interviewing date.

**Questions:** Please call Craig Spitzer at (319) 335-6774 or Karen Klouda at (319) 335-6552 with any questions about dates for OCI, resume collections or videoconference interviews.

We are pleased to tell you that all of our Spring 2011 interviews will be held on Fridays at the [Pomerantz Center](#). The [Pomerantz Center](#) is a state-of-the-art building offering easy access, parking, wireless internet service, and interview rooms specifically designed to meet your needs as a recruiter. We are eager to host you in this world-class facility and offer you a voucher for lunch at the [Burge Market Place](#).

If you are unable to visit our campus and wish to solicit resumes, this option is also available. You may also wish to take advantage of our IP-to-IP video interview system. Please contact me for more information about our videoconferencing services.

Thank you for your time and consideration. As always, we are here to help you identify and hire the best talent for your organization.

Sincerely,

Craig E. Spitzer  
Employment Programs Coordinator

Karen K. Klouda  
Director of Career Services

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

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

## IOWA'S ON-CAMPUS INTERVIEW PROGRAM DETAILS

### 1) 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 as many as 30 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.

#### Receiving student materials through Simplicity

Through [Simplicity](#), students' résumés and the interview schedules may be downloaded by employers in advance of the interview day. Due to the possibility of last minute changes, please note that the advance copy of the schedule may differ from the schedule on the interview day.

#### Iowa's Grading Scale

For more information, see our [Grading Policy](#).

#### 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 to help remember faces after you return home to the office.

### 2) 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.

### 3) 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](http://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](http://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

Parking for employers is provided on a limited basis at the Pomerantz Career Center. Employers will be provided with the entry code to the parking lot shortly before the interview program begins.

#### Follow-ups

While employers are not required to notify the Career Services Office 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 an IP-to-IP videoconference system we are happy to accommodate you. Please contact our office directly for more information.

## INSTRUCTIONS FOR SYMPLICITY

### Registering for Symplicity (if you are new to Iowa's Symplicity)

- 1) Log on at: <http://www.law.uiowa.edu/oci/firms.php>.
- 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.

### Requesting a Spring OCI Date

- 1) Sign into the system at <http://www.law.uiowa.edu/oci/firms.php> and 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.
  - c. Class years to interview and class allocations (you will need to select the percentage of each class you are requesting to interview; if you select L1s, 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 bring to the interview (e.g., transcript, writing sample); 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 tab.

### 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 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 complete a schedule request and indicate Resume Collect mode rather than Interview mode.

### Job Fairs

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

- Boston Lawyers Group
- CLEO Diversity Job Fair
- Cook County Minority Student Job Fair
- Delaware Minority Student Job Fair
- Equal Justice Works Career Fair
- Heartland Diversity Legal Job Fair (HDLJF)
- Hispanic National Bar Association Job Fair
- IMPACT Career Fair for Law Students and Attorneys with Disabilities
- Iowa Public Interest Spring Job Fair
- Lavender Law Conference and Career Fair
- Midwest Public Interest Law Career Conference
- Minnesota Minority Recruitment Conference
- National BLSA Mid-Atlantic Recruitment Conference
- National BLSA Midwest Regional Recruitment Conference
- National BLSA Recruitment Conference
- National BLSA Rocky Mountain Recruitment Conference
- National BLSA Southern Region Recruitment Conference
- National BLSA Western Region Recruitment Conference
- New York/Northeast Consortium (coordinated through the University of Minnesota)
- Northwest Minority Job Fair
- Patent Law Interview Program
- Rocky Mountain Diversity Legal Career 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 “job postings” in [Simplicity](#) which are subsequently listed in our Alumni Employment Bulletin. The bulletin is updated every two weeks and posted on our web site as well as through the Intercollegiate Job Bank. For questions about this service, please contact our office directly. This service is available at no charge.