### Important Dates and Deadlines

#### OCI Session 1
- **Bidding Opens:** July 5
- **Bidding Ends:** July 20 at 11:59pm
- **Employer Review:** July 21 – July 27
- **Invitation Display:** July 29
- **Final Schedules:** August 1
- **Interview Dates:** August 8-12

#### OCI Session 2
- **Bidding Opens:** August 15
- **Bidding Ends:** August 25 at 11:59pm
- **Employer Review:** August 26 – August 31
- **Invitation Display:** September 2
- **Final Schedules:** September 5
- **Interview Dates:** September 12-16

#### NLSC
- **Access Information for NLSC Symplicity Distributed:** May 23
- **Bidding opens:** June 1 at 8:00 a.m.
- **Bidding ends:** July 17 at 11:59 p.m. (New York, DC & Chicago) July 30 at 11:59pm (Miami & Houston)
- **Employer review:** July 18 – 20 (New York, DC & Chicago) August 1 - 8 (Miami & Houston)
- **Invitation Display:** July 21 (New York, DC & Chicago) August 9 (Miami & Houston)
- **Interview Dates:**
  - August 2 (New York), August 3 (DC), August 19 (Chicago), August 26 (Miami)
  - *Houston is a Resume Collect*

### Step By Step Guide to Bidding

1. **Upload application materials** under the “Documents” Tab
   - **PRO TIPS:**
     - Include the employer’s name in the name of your documents so you know you’re uploading the correct documents to the correct employers
     - Check each document after you’ve uploaded it to make sure that the formatting is still correct

2. **Navigate to the “OCI” Tab** and choose the correct Session Name from the “Session” Dropdown Menu

3. **To bid** you can either click “Review” by the employer’s name or choose a bid number from the drop down menu, either way you will be taken to the employer’s OCI Schedule where you’ll choose which application materials will go to that employer (from those that you previously uploaded in the “Documents” tab). Only the materials that the employer is requesting will appear on their schedule, and you must submit all materials to complete your bid.

4. **Click “Apply”** to submit your bid. Note: The “Apply” button will only appear when you have chosen an option from ALL of the drop down menus under Bid Details.

* A detailed guide to preparing for the OCI Process is available on Symplicity in the Document Library (under the “Resources” Tab). It is entitled “How OCI Works” and will give you an idea of what the process looks like and how you can be best prepared.
* If you need a refresher on the technical specifics of bidding check out the “Guide to Symplicity;” also in the Document Library on Symplicity.
OCI Checklist

** This is a general timing guideline; you should monitor Symplicity throughout the recruitment season for new and changing OCI employers and deadlines

May
___ Participate in the journal write on competition
___ Update your resume with spring semester grades and your summer work experience

June
___ Meet with your career advisor to have your application materials reviewed and discuss bidding strategy

July
___ Bid for OCI opportunities by posted deadlines
___ Send letters to large law firms that are not participating in OCI
___ If you are seeking an out-of-state position, review job fairs and resume collections on Symplicity and use NALP Directory to identify law firms by city. Also apply for opportunities through the National Law School Consortium (NLSC) programs.
___ Research and target small and medium-sized firms that do not participate in OCI. Hiring timelines are typically later for these employers, but begin networking.
___ ** Review the NALP Guidelines for Law Placement and Recruiting Activities**

August
___ Prepare for your interviews by:
    ___ Thoroughly researching firms with which you have accepted interviews to generate topics of conversation and questions for your interviews.
    ___ Talking to your classmates who have gone through the OCI process, a list of willing students and where they have worked is available on the SBA TWEN page.
    ___ Doing a mock interview with your career advisor.
    ___ Reviewing the Successful Interviewing section of the Career Services Website (attire advice, questions to prepare for, information on call backs, and more).
___ Send thank you notes to your interviewers
___ Make timely decisions on offers when you receive them, ask you advisor for help navigating timing of acceptances
___ Remember that OCI is not the end of your employment opportunities! If you do not secure a position through OCI (as most students do not) know that there are still many opportunities available to you. Meet with your career advisor to re-strategize your job search.

How the Class of 2015 Got Their Jobs

Timing of Offer Acceptance