Early Interview Week

Employer Manual

2013 Fall Recruitment Season
Greetings!

We welcome your participation in Georgetown University Law Center’s Fall 2013 Recruitment Program. At Georgetown Law, we strive to develop outstanding lawyers who practice law at the highest level and who are also dedicated, contributing members of their communities. Our faculty educates an exceptionally talented and diverse student body in a learning environment that combines academic excellence with thorough practical training in the practice of law. We are very proud of the extraordinary caliber of our students at Georgetown Law.

Our fall recruitment season includes an Early Interview Week (EIW) in August, a September Interview Program (SIP), off-campus regional interview programs, and online resume collections. In addition to the designated EIW, SIP and regional program dates, we can provide dates throughout September and October to better accommodate your schedules. Included in this manual are further details on Early Interview Week and how to register. For more information on EIW or other recruitment options, please feel free to contact me directly. I look forward to working with you this fall of 2013.

Sincerely,

Andrea Waters
Assistant Director of Recruitment Operations
202-662-9301
alw77@law.georgetown.edu
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Recruitment Options

Georgetown Law offers a variety of ways in which to recruit talented law students. Please read through all of the options available to your firm below. Most firms participate in the Early Interview Week program, and many do a combination of on-campus interviews and the resume collections. If you would like to discuss your options further, please call the Office of Career Services at 202-662-9300.

Early Interview Week (EIW) is Georgetown’s largest on-campus interview program and takes place prior to the start of the fall semester. This year, EIW will take place August 12-16, 2013. All interviews are held at the Washington Court Hotel, 525 New Jersey Avenue, NW, Washington, DC 20001. Employers are responsible for booking hotel rooms to be used as interview rooms. The program is 100% lottery-based.

September Interview Program (SIP) provides additional opportunities for employers to recruit on-campus. Interviews are held on-campus at GULC’s Office of Career Services. Interview space is limited and scheduled on a first-come, first-serve basis. SIP is a prescreened program and will be held on the following dates: September 5-6 and 9-13, 2013.

On Tour Interview Programs (OTIPs) are conducted in Atlanta, Chicago, Dallas, Houston, Los Angeles, Miami and San Francisco in a consortium with Duke University School of Law, Northwestern University Law School and University of Virginia School of Law. Student commitment to these areas is demonstrated by the fact that they travel to these programs at their own expense. All regional interview programs are prescreened. Dates for these programs are held in early August.

Request for Resumes (RFR) is a resume collection program that offers employers an additional opportunity to review resumes from Georgetown Law students. Resumes are collected from students on behalf of employers. Employers may screen and arrange interviews with candidates directly. Employers must register by July 29, 2013. Resumes will be available in Symplicity by August 5, 2013.

Diversity Resume Collection (DRC) is a resume collection program that is open to all students but is primarily advertised through Georgetown Law’s student diversity email listserv and student groups. This program is targeted to students who have diverse backgrounds. Employers must register by July 29, 2013. Resumes will be available in Symplicity by August 5, 2013.

Job Postings and Individual Resume Collections are available to employers throughout the year for any additional hiring needs that may arise.
Before registering for any of Georgetown Law’s fall recruitment options, please run through the checklist below to make sure you have all the details needed for registration.

1. **Symplicity Access** – Designate a recruitment team member at your firm to be the main Symplicity and OCI contact person for Georgetown Law. Make sure this person has a username and password in Symplicity. For assistance with this, call Andrea Waters at 202-662-9300.

2. **Updating Symplicity Profile & Contact Information** – Update your firm’s Symplicity profile and contact information in the Georgetown Symplicity system. Students have access to your firm’s profile page, so it is a good idea to make sure the information you have listed is accurate. We also need to have the correct contact information for the member(s) of your recruitment team to ensure that your firm receives important OCI-related updates.

3. **Multiple Office Locations** – If your firm is interviewing for more than one office location, please coordinate with all participating office locations to decide if one office will be registering on behalf of all other offices, or if each office will register separately. If registering for multiple offices under one registration, check with Andrea Waters to make sure that all office locations in Symplicity are linked to one another and that your recruitment contact person has multi-office access.

4. **IP/Patent Only Schedules** – If you are registering for an IP/Patent Only schedule, please confirm that we have a separate firm account for you in Symplicity that specifically says “IP ONLY” next to the firm name in the account. This will help distinguish your schedule from regular, non-IP schedules and ensure that IP students know which schedules to bid on. Similar to number 3 above, if your firm is interviewing for multiple office locations and one or all of them are IP, please let the Office of Career Services know so that we can make sure you have “IP ONLY” office accounts for each location and that they are linked properly to each other.

5. **Hiring Criteria** – Confirm with all hiring committee members at your firm on which class years you are recruiting – 2E, 2L (3E) and/or 3L (4E). Making changes after the bidding period is over is difficult, so if at all possible, it is best to make sure you have the correct class years selected in the beginning. Also, we recommend being as detailed as possible with your hiring criteria when registering for your interview schedule or resume collection. This helps your firm attract the most relevant candidates possible.

6. **Interview Dates** – Please note that interview dates for EIW and SIP will be assigned on a first-come, first-served basis. Your first-choice date is not guaranteed, though we will do our best to accommodate your firm’s preferences. Please be ready to select more than one date option at registration.
Early Interview Week (EIW)

WHEN & WHERE

Georgetown Law’s Early Interview Week will be held from **August 12-16, 2013** at the Washington Court Hotel, 525 New Jersey Avenue, NW, Washington, DC 20001.

REGISTRATION FEES

Registration fees are as follows:

- $750 for the first schedule*
- $400 for the second schedule*
- $375 for each additional schedule*

**NOTE:** *These fees do not include the hotel rooms, which are used for interviewing. Employers are responsible for booking the appropriate number of hotel rooms directly with the hotel.*

Checks can be made out to Georgetown University Law Center and remitted to:

Andrea Waters  
Assistant Director of Recruitment Operations  
Office of Career Services  
Georgetown University Law Center  
600 New Jersey Avenue, NW, Suite 328  
Washington, DC 20001

**Payment must be received by May 24, 2013.**

*Cancellations received prior to June 1st will receive a 100% refund. Cancellations received after June 1st but prior to July 1st will receive a 50% refund. No refunds after July 1st.*
HOW TO REGISTER

Employers may register online via Symplicity (see link and instructions below) or via email by sending all contact information and hiring criteria to carsvcsrecruiting@law.georgetown.edu. The deadline to register is April 30, 2013.

To register via Symplicity:


2. Click on OCI and then “Schedule Request.” Click on the gray “Request Schedule” button.

3. A form will open up. Change the session using the drop-down menu to “2013 Early Interview Week.”

4. Fill out your hiring criteria, class years interviewing, preferred dates, office locations if registering multiple offices, and any other necessary details.

5. Click Submit. You will receive an automated email confirming receipt of your registration.

What to Expect After Registration:

Near the end of February, OCS will begin to confirm schedule requests. You will receive your date confirmation via e-mail confirming your scheduled interview date along with important hotel information. This confirmation will also include a summary of all of your hiring criteria, the class years you selected, and schedule details (i.e., interview length, number of schedules, etc.) At this time, we ask that you carefully review your confirmation for accuracy and notify OCS immediately with any changes before student bidding opens in May. An OCI registration invoice will follow shortly. Please keep in mind payments must be received by May 24, 2013.

Once you receive your confirmation, please proceed with reserving interview rooms at the Washington Court Hotel. See next page for more details.
BOOKING HOTEL ROOMS

All on-campus interviews for EIW will be held at The Washington Court Hotel, 525 New Jersey Ave, NW, Washington, DC 20001. The hotel’s phone number is (202) 628-2100. You may visit the hotel’s website at: http://www.washingtoncourthotel.com/.

Important Tips to Remember:

- Employers may not interview in their D.C. offices because student schedules will not permit travel time to D.C. offices.
- Employers are responsible for making hotel reservations and for all expenses at the Washington Court Hotel.
- Please make your room reservation(s) immediately upon receipt of confirmation of your interview date.
- Interviews will take place in the interviewer’s hotel room. Reserve one room for each interview schedule you plan to conduct.
- Please make reservations in the firm’s name and city — not in the recruitment coordinator’s name. Contrary to what your automated hotel confirmation may say, check-in at the hotel is 8:00 pm! Not at 3:00 pm! Check-out will be at 6:00 pm.
- Please e-mail your hotel reservation confirmation number within 15 days of receipt of your interview date. You may email this number to carsvcsrecruiting@law.georgetown.edu.
- Hotel check-in time is 8:00 pm for EIW. Check-out time is 6:00 pm.

INTERVIEW ROOMS

The Washington Court Hotel offers the following accommodations:

- Standard rooms have a king or two double beds, a desk with two chairs, three phones, and one oversized easy chair. ($289-$304/night)

- Executive King rooms have the same amenities as a standard plus either a couch or 2 chairs and a coffee table. ($339-$354/night)

- Capital Suites have a king size bed, two TVs, a couch, a coffee table, an oversized easy chair, a dining table with four chairs, a telephone, and built in workstation. ($439-$454/night)

Employers are encouraged to pre-pay upon making interview room reservations. To prepay, simply complete the "Credit Card Authorization" form provided by the hotel (or contact OCS at carsvcsrecruiting@law.georgetown.edu to have one emailed to you). Prepaying will allow for a quicker check-in upon arrival.
HOSPITALITY AND PARLOR SUITES

Many firms reserve additional hotel rooms or meeting rooms on the day of their interviews to be used as spaces for students to drop off resumes and speak with firm representatives.

Hospitality Suite Options:

- **Hospitality Suites** are meeting spaces located on the Mezzanine and Lower Levels of the Hotel. (~$700)

- **Parlor Suites** have a living room atmosphere and adjoin a standard guest room. Adjoining rooms are individually priced. Furnishings include a desk with two chairs, a couch, a coffee table, two oversized easy chairs, and three phones. (~$389/night – *in addition to standard guest room charge*)

*Please Note: We will conduct a lottery to ensure an equitable distribution of Parlor Suites. If you are interested in a Parlor Suite, please click [HERE](#) to complete the entry form. Participants in the Parlor Suite lottery will be notified of their status by the end of April.*

When reserving a hospitality suite, or if you have won a parlor suite, please contact Adrian Webb, Director of Catering/Convention Services at the Washington Court Hotel at 202-879-7936 to make appropriate arrangements.
# EIW Timeline & Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, 2013</td>
<td>EIW Registration Open</td>
</tr>
<tr>
<td>February 28, 2013</td>
<td>Employers notified of assigned on-campus interview dates</td>
</tr>
<tr>
<td>April 15, 2013</td>
<td>Parlor Suite Lottery</td>
</tr>
<tr>
<td>April 30, 2013</td>
<td>EIW Registration Deadline</td>
</tr>
<tr>
<td>May 24, 2013</td>
<td>Fees due for EIW</td>
</tr>
<tr>
<td>May 24-July 17, 2013</td>
<td>Student Bidding Period</td>
</tr>
<tr>
<td>June 1, 2013</td>
<td>EIW Cancellations received by June 1 will receive a 100% refund</td>
</tr>
<tr>
<td>July 1, 2013</td>
<td>EIW Cancellations received by July 1 will receive a 50% refund. No refunds after July 1.</td>
</tr>
<tr>
<td>July 22-25, 2013</td>
<td>EIW schedules released – employer review period – <strong>no schedule changes after this review period!</strong></td>
</tr>
<tr>
<td>July 29, 2013</td>
<td>EIW schedules released to students</td>
</tr>
<tr>
<td>July 29-August 10, 2013</td>
<td>Student cancellation/open sign-up period</td>
</tr>
<tr>
<td>August 9-16, 2013</td>
<td>Employers must pull updated schedules from Symplicity prior to their interview date!</td>
</tr>
<tr>
<td>August 12-16, 2013</td>
<td>Early Interview Week at the Washington Court Hotel</td>
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<tr>
<td>October-November 2013</td>
<td>Submit Summer Associate Outcome and OCI Feedback</td>
</tr>
</tbody>
</table>
RETRIEVING INTERVIEW SCHEDULES

EIW interview schedules will become available on July 22nd. To retrieve your interview schedule(s), log on to https://law-georgetown-csm.symplicity.com/employers and click on OCI. Click on the Confirmed Schedules tab. Change the session to “2013 Early Interview Week” and then click “Search.” Select the check box to the left of the schedule(s) you want to generate. Click on “Generate Resume/Applicant Packet.” A form will open up where you can give your schedule packet a name (i.e. “DC Office-Schedule Packet”). Click Submit. Within a few minutes, your schedule packet will appear under the “Resume/Schedule Packets” tab under OCI. Click on the PDF icon to view and download your packet.

IMPORTANT: Employers have until close of business on July 25 to review preliminary schedules and resolve any issues. After this time, students will be able to see their schedules and changes can no longer be made. Please remember, students cannot be removed from a schedule unless they fall under one of the following scenarios:

- You have an IP-only schedule and one or more students do not have a technical background.
- Your firm has already met with one or more of the students on the schedule.
- There is a conflict of interest with a student on the schedule.

Any gaps on your interview schedule will be filled by students during the open sign-up period. We ask that you refrain from filling any open time slots and check back the day before your interview schedule for updates.

*PLEASE REMEMBER TO PULL AN UPDATED SCHEDULE ONE DAY PRIOR TO YOUR INTERVIEW SCHEDULE.

ENTERING YOUR INTERVIEWER’S NAME

It is very helpful for students to know the name of your interviewer(s) prior to the interview date. If you have this information ahead of time, please enter the name(s) of your interviewer(s) into Symplicity. You can do so by logging in at https://law-georgetown-csm.symplicity.com/employers and clicking on OCI. Click on the Confirmed Schedules tab. Change the session to “2013 Early Interview Week” and click Search. Click on the underlined interview date (i.e. “Aug 14th”) to open the schedule details. Scroll down to where it says “Tentative Interviewer(s):” and enter the name or names of your interviewer(s). For multiple interviewers, you may use a semicolon to separate names, or click on the button to the right that says “Add Name.”
Please remember the following for your interview day:

1. Please arrive early to ensure enough time for check-in and to get situated before the first interview.

2. Interviewers or recruiters checking in on behalf of interviewers should check in with the hotel FIRST in order to obtain interview room keys and room numbers. **(Please remember, if arriving the evening before your interview day, check-in time is at 8:00 pm!)**

3. After checking into the hotel, please proceed to the Georgetown Law check-in table located in the lobby of the hotel to obtain interview packets and to provide your interview room numbers to make available to all interviewees.

   **SUPER IMPORTANT:** If your interviewer is checking in the night prior to your interview date, please remind him/her to stop by the Georgetown Law check-in table the morning of the interview schedule to pick up the interview packet and inform us of your interview room number.

4. Coffee will be available in the hotel lobby until 10:00 am. Ice water will be available in the lobby throughout the day.

5. Lunch will be available to all interviewers and on-site recruiters between 12:00 and 2:00 pm in the lower level Ballroom of the hotel. Please let Andrea Waters know how many interviewers and recruiters will be attending lunch.

6. Hotel check-out time is 6:00 pm. Please be sure that all interviews conclude prior to 6:00 pm.

7. Valet parking is available at the hotel for $30 for day-time parking or $43 for overnight parking. (These rates are subject to change.)

8. **SENDING PACKAGES TO THE HOTEL:** If you are sending packages to the hotel, please make sure they arrive no earlier than 48 hours prior to your interview day. Due to the volume of packages handled, please notify the hotel’s Catering/Convention Services Manager prior to all deliveries. The Hotel Staff will have packages ready to pick up near the Georgetown Law check-in table upon your arrival and delivery to your interview room can be arranged. There is a $1.50 per package service charge that will be applied to your hotel folio. If you need return shipping, arrangements should be made directly with the Concierge Department. All packages should be addressed to:

   The Washington Court Hotel on Capitol Hill
   Catering/Convention Services Department
   525 New Jersey Avenue, NW
   Washington, DC 20001
   Attn: [YOUR FIRM NAME and INTERVIEW DATE – Georgetown Law]
Grading Policy

*Please note – the cutoffs below represent students completing their first year in 2011-2012 (Class of 2014). Please visit the Registrar’s website over the summer for updated Academic Honors and Cutoffs for the Class of 2015: http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/Academic-Honors-and-Cutoffs.cfm

Georgetown University Law Center’s Grading Policy 2011-2012

The following is some information to help you evaluate our students’ resumes:

Georgetown University Law Center does not rank students individually. After the first year, however, the Law Center designates the top 10%, 15%, and top one-third cutoffs. After the second year – and third year for part-time students – the Law Center releases the cutoff for the top third of the class (Dean’s List) for that academic year and the cutoff for the top 10% of upper division students, based upon their cumulative grade point averages.

The first-year class consists of approximately 600 students and is divided into five sections of 120 students each. Academic Honors for the 2011-2012 first-year sections are as follows:

### 2011-2012 First Year Honors and Cutoffs

<table>
<thead>
<tr>
<th>Section</th>
<th>Top 10%</th>
<th>Top 15%</th>
<th>Top Third/Dean's List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>3.67</td>
<td>3.62</td>
<td>3.42</td>
</tr>
<tr>
<td>Section 2</td>
<td>3.71</td>
<td>3.59</td>
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</tr>
<tr>
<td>Section 3</td>
<td>3.71</td>
<td>3.62</td>
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<td>Section 4</td>
<td>3.76</td>
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<tr>
<td>Section 5</td>
<td>3.66</td>
<td>3.60</td>
<td>3.48</td>
</tr>
<tr>
<td>Section 7</td>
<td>3.79</td>
<td>3.67</td>
<td>3.47</td>
</tr>
</tbody>
</table>

### 2011-2012 Upperclass Honors and Cutoffs

(Includes second year day and second and third year evening)

Dean’s List: 3.56 (top 1/3 based on annual GPA)

Top 10%: 3.69 (based on cumulative GPA)

The Law Center instituted a traditional four-point grade scale beginning with the 1998-1999 first-year class. The following numerical equivalents are assigned to each letter grade:

- A 4.00
- A- 3.67
- B+ 3.33
- B 3.00
- B- 2.67
- C+ 2.33
- C 2.00
- C- 1.67
- D 1.00
- F 0.00
Non-discrimination Policy

The policy of Georgetown University Law Center is to provide equal opportunity in its programs, activities, and employment practices; to prohibit discrimination and harassment in education and employment because of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation, personal appearance, family responsibility, gender identity or expression, genetic information, marital status, political affiliation, veteran’s status or any other factor prohibited by law; and to promote the realization of equality of opportunity in education and employment throughout the Law Center in accordance with the policy expressed in the University-wide Affirmative Action Plan.