Greetings!

We welcome your participation in Georgetown University Law Center’s 2015 Early Interview Week (EIW). 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.

Included in this manual are details on Early Interview Week and how to register. For more information and or questions, please feel free to contact me or Sabrina directly. We look forward to working with you this recruitment season.

Sincerely,

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Before You Register

Before registering for Early Interview Week or any fall recruitment program, 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.

2. **Updating Symplicity Profile & Contact Information** – Update your firm’s Symplicity profile and contact information. Students have access to your firm’s Symplicity 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 the Recruitment Team 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 Recruitment Team 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 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. This helps your firm attract the most relevant candidates possible.

6. **Interview Dates** – Please note that interview dates for EIW 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 10-13, 2015** at the **Hyatt Regency Washington on Capitol Hill**

#### 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.

Invoices will be sent sometime in April.

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

- c/o Sabrina James
- Manager of Legal Recruitment
- Office of Career Services
- Georgetown University Law Center
- 600 New Jersey Avenue, NW, Suite 328
- Washington, DC 20001

**Payment must be received by May 22, 2015.**

*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. The deadline to register is May 1, 2015.

To register:
1. Log into Symplicity.
2. Click on the OCI tab.
3. Click on the gray “Request Schedule” button.
4. A form will open up. Change the session using the drop-down menu to “2015 Early Interview Week.”
5. Fill out your hiring criteria, class years interviewing, preferred dates, office locations if registering multiple offices, and any other necessary details.
6. Click Submit. You will receive an automated email confirming receipt of your registration.

What to Expect After Registration:

At the end of February, the Recruitment Team 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 us immediately with any changes before students can view participating employers in May.

Once you receive your confirmation, please proceed with reserving interview rooms at the Hyatt Regency Washington on Capitol Hill.
BOOKING HOTEL ROOMS

All interviews for EIW will be held at **Hyatt Regency Washington on Capitol Hill**.

**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 Hyatt Regency.
- 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.
- All rooms are reserved through the guest room reservation website found in your EIW date confirmation email or on our [website](#).
- After you receive your hotel confirmation email you **MUST** complete the **Interview Room Confirmation form** and **Credit Card Authorization form** and email them to Devon Thurmond at devon.thurmond@hyatt.com. These forms can also be found on our [website](#).
- Hotel check-in time is **8:00 pm**. Check-out time is **6:00 pm**.
- Hotel reservations MUST be made by **July 13, 2015**.

INTERVIEW ROOMS

The **Hyatt Regency Washington on Capitol Hill** offers wonderful accommodations to please everyone. Standard rooms start at $295/night and suites range from $354-$504/night.

HOSPITALITY AND GUEST ROOM 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.

**Suite Options:**

- **Hospitality Suites** are meeting spaces located on the second floor of the hotel. ($250-$350/day plus catering needs). To reserve please contact Kelli Roessler, Catering/Convention Services Manager at kelli.roessler@hyatt.com or (202) 719-8404. Reservations MUST be made by **July 9, 2015**.

- **Guest Room Suites** are spacious guest rooms with a separate living area. Available in three floor plans; Executive Suite, Capitol Suite, or Regency Suite. These rooms can be reserved through the guest room reservation website found in your EIW date confirmation email or on our [website](#).

**IMPORTANT:** When reserving catering needs, please contact Kelli Roessler, Catering/Convention Services Manager at kelli.roessler@hyatt.com or (202) 719-8404.
<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>January 30</td>
<td>EIW Registration Open</td>
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<tr>
<td>February 25</td>
<td>Employers notified of assigned on-campus interview dates</td>
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<tr>
<td>May 1</td>
<td>EIW Registration Deadline</td>
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<tr>
<td>May 22</td>
<td>Fees due for EIW</td>
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<tr>
<td>May 22</td>
<td>Employers viewable to students</td>
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<tr>
<td>June 24 – July 8</td>
<td>Student bidding period</td>
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<tr>
<td>June 1</td>
<td>EIW Cancellations received by June 1 will receive a 100% refund</td>
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<tr>
<td>July 1</td>
<td>EIW Cancellations received by July 1 will receive a 50% refund.</td>
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<td></td>
<td>No refunds after July 1</td>
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<tr>
<td>July 10</td>
<td>Bid/Resume packets available to employers</td>
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<tr>
<td>July 17</td>
<td>Candidate selections due</td>
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<tr>
<td>July 27</td>
<td>Preliminary interview schedules available in Symplicity</td>
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<tr>
<td>August 8 – 13</td>
<td>Employers must pull updated schedules from Symplicity prior to their interview date!</td>
</tr>
<tr>
<td>August 10 – 13</td>
<td>Early Interview Week at the Hyatt Regency</td>
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<tr>
<td>October-November 2015</td>
<td>Submit Summer Associate Outcome and OCI Feedback</td>
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RETRIEVING BID PACKETS

EIW bid/resume packets will be available via Symplicity on July 10th. To retrieve your bid/resume packet(s), follow the instructions below:

1. Log into Symplicity
2. Click on the OCI tab
3. Click on Applicants/Waitlists
4. Select “2015 Early Interview Week” from the Sessions drop down menu
5. Click Search. A list of applicants will appear.
6. Select all applicants by clicking the “+” symbol at the top of the column with the check boxes on the left.
7. Click “Generate Resume/Applicant Packet”
8. A form will open up where you can give your packet a name. Click Submit. Within a few minutes your resume packet will be available under the Resume/Schedule Packets tab.
9. Click on the PDF icon to open and view resumes. We recommend saving your resume packet(s) to your computer.

If you have more than one office location, there will be another drop-down menu below the session drop-down for office location. Select the “office” drop-down menu and change the option to whichever city you are pulling resumes for. Then click search and repeat the instructions above.

For assistance, please contact Andrea Waters at 202-662-9301.

ENTERING CANDIDATE SELECTIONS

You will have from Friday July 10 through Friday, July 17 by 5:00pm to review and submit your selections. To enter your candidate selections, log into Symplicity and click on OCI. Click on the “Applicants/Waitlists” tab. Change the session to “2015 Early Interview Week” and click Search.

Thirty percent of each schedule will be filled with preselects (employers choice). The remaining 70% of the schedule will be filled through the lottery. If you are registered for a full day of 20-min interviews, which is a total of 21 interview slots, you can select roughly 6 students per schedule. This number may vary if you are registered for 30 minute interviews or for a half-day schedule. You can select a maximum of 12 alternates across ALL schedules. Please select at least 3-5 alternates.

EXAMPLE - If you are registered for 5 full day 20 minute interview schedules, which is a total of 105 interview slots, you will be able to select 31 preselects. Thirty percent of 105 is 31.5 (Symplicity rounds down). We ask that you distribute your preselects by interview schedule, which again is roughly 6 preselects per schedule and the remaining student(s) are your choice.

IMPORTANT: You MUST enter in your selections by 5:00pm on Friday, July 17. If no selections have been made your entire interview schedule will be filled through the lottery.
Under the “Invitation” column, you can indicate “preselect,” “alternate” or “not selected” for each student. *TIP* To save time, you can select more than one student by checking off the empty square boxes in the far left column and changing those students to the same status simultaneously. Once you have checked off the students you want, go to where it says “Change Status To,” open the drop down menu and select whichever status you wish to change the students’ invitation to. Example: If you have 6 “preselect” students, check off those 6 students using the check boxes in the far left column, go to “Change Status To” and change their status to “preselect” all at the same time.

Be sure to “uncheck” the students you just worked on before moving onto the next set of selections. You can do this all at once by clicking on the minus “-” sign at the top of the check box column.

To verify that your preselect and alternate selections have gone through, at the top right-hand corner of your “Applicants/Waitlist” tab where it says “Invited Students,” you will see the count of your preselects and alternates displayed. For example, for a 20-minute interview schedule that allows for 6 students, if you only selected 4 students as preselects, your count will show "4/6" for preselects and if you only selected 8 students as alternates, your count will show"8/12" for alternates. These numbers will be different for each employer based on number of selections and the time frame of each schedule (half-day or full-day).

IMPORTANT: Please change all remaining students who are not preselects or alternates to “Not Selected.” Do NOT leave them as “pending.”

**RETRIEVING INTERVIEW SCHEDULES**

Preliminary EIW interview schedules will become available on July 27th. To retrieve your interview schedule(s), log on to Symplicity and click on OCI. Click on the Confirmed Schedules tab. Change the session to “2015 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:** Students will be able to see their interview schedules on July 29th. Please let us know if you do want to interview them for the following reason(s):

- 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.

After July 29th you will need to reach out to the student(s) directly and ask them to cancel their interview in Symplicity. 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.

1. Log into Symplicity and click on OCI
2. Click on the Confirmed Schedules tab
3. Change session to “2015 Early Interview Week” and click Search
4. Click on the underlined interview date (i.e. “Aug12th”) to open the schedule details.
5. 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.”

DAY-OF LOGISTICS

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, hotel check-in time is at 8:00 pm!)**

3. After checking into the hotel, please proceed to the Georgetown Law employer check-in table 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 employer 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. Please let us 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 a daily rate ranging from $25-$48 or $48 for overnight parking.
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. There is a service charge of $11.00 per box. If you need return shipping please use FedEx located in the hotel lobby. All packages should be addressed to:

   The Hyatt Regency Washington on Capitol Hill
   Catering/Convention Services
   400 New Jersey Avenue, NW
   Washington, DC 20001
   **Attn:** [NAME OF GUEST, YOUR FIRM NAME and INTERVIEW DATE – Georgetown Law]
Grading Policy

*Please note – the cutoffs below represent students completing their first year in 2013-2014 (Class of 2016). Please visit the Registrar’s website over the summer for updated Academic Honors and Cutoffs for the Class of 2017.

Georgetown University Law Center’s Grading Policy 2013-2014

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 650 students and is divided into five sections of 130 students each. Academic Honors for the 2013-2014 first-year sections are as follows:

### 2013-2014 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>
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<tr>
<td>Section 1</td>
<td>3.67</td>
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<td>Section 5</td>
<td>3.70</td>
<td>3.63</td>
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<tr>
<td>Section 7</td>
<td>3.74</td>
<td>3.67</td>
<td>3.49</td>
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</tbody>
</table>

### 2012-2013 Upperclass Honors and Cutoffs

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

**Dean’s List**
(top third based on annual GPA) - 3.58

**Top 10%**
(based on cumulative GPA) - 3.70

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.