

GEORGETOWN LAW

Graduate Career and Professional Development

FAQ2: Taxation Interview Program (TIP) 2012

NOTE: Please see the [FAQ1](#) posted to the TIP website for more general information about TIP 2012.

Basics

1. How do I log in to the TIP Symplicity system?

To log in to the [TIP Symplicity system](#), please use your Georgetown Law User ID (not your full e-mail address) as the login, and the password that you use for your Georgetown Law e-mail as your password. If you are a U.S. Tax Court clerk, please refer to the separate e-mail that you received on January 6, 2012 containing your login information.

2. How do I view the TIP interview and resume collection sessions?

When you click on the “oci” tab, you will have two “Sessions” to select from in a drop-down menu.

a) Taxation Interview Program (TIP) 2012

The first of these is the “Taxation Interview Program (TIP) 2012” session. This is the session where you will see all of the employers requesting interview schedules, and where you will bid for interviews. Be sure to check back daily for new employers, as employer registration does not end until Friday, January 27, 2012.

b) 2012 Resume Collect Only

The second session, which you should be sure to review, is the “2012 Resume Collect Only” session. This session includes employers who are unable to attend the program on March 2, 2012, but who still wish to collect resumes from qualified applicants. You will be able to submit your resumes to these employers in the same manner that you submit bids to interviewing employers. Be sure to check back daily for new employers, as employer registration does not end until Friday, January 27, 2012. You will also have one additional week, until February 9, 2012, to submit bids to employers in the Resume Collect Only session.

Uploading Documents

3. How do I upload documents onto TIP Symplicity?

Even if you have already uploaded documents onto Georgetown Law’s main instance of Symplicity, you must upload them again into TIP Symplicity. The same file size limitation of 200 KB applies to the documents.

When logged into TIP Symplicity, you will see a banner at the top of the page that includes a “documents” tab. Clicking the “documents” tab reveals a list of documents the student has uploaded to TIP Symplicity. To upload a new document, click the “Add New” button on the lower left portion of the page. You will be asked to assign a “label” to the document (basically a file name), to select what kind of document is being uploaded (resume, cover letter, transcript,

etc.), and to select a document to upload. Use the “Browse” button to search for a file on a computer, locate the file to be uploaded and click “Submit.”

Once the document is uploaded, it will appear on the documents list and will automatically be converted into PDF format. Immediately after a document is uploaded, the word “converting” will appear in the “status” box for that document, and initially you will be able to view the document only in the format in which it was uploaded (for example, Word). When the document has been converted to PDF format, the status will change to “ready” and the PDF version of the document, as well as the document in its original format, will be available on the site. Depending on how busy the system is, conversion may take anywhere from a few seconds to one hour.

You may upload additional versions of your resume in order to tailor your resume to specific employers. If uploading multiple resumes, you must select a “default” resume. The default resume will automatically attach to any of your bids unless an alternate resume is selected.

4. When should I upload my documents to apply to posted positions?

You are now able to upload documents to the TIP Symplicity system, and the deadline for uploading all documents is Wednesday, February 1, 2012 at noon (12:00 p.m.). No exceptions or extensions will be granted for this deadline.

Please note that when you upload documents to TIP Symplicity, they will be converted into PDF format. Be sure to review the newly converted documents in PDF for formatting issues. Document conversion can take up to an hour during peak times, so we advise against waiting until the document upload deadline on Wednesday, February 1, 2012 to upload your application materials. Writing samples may not be uploaded through TIP Symplicity but must be brought to interviews when requested.

5. Some firms have requested cover letters or transcripts in addition to resumes. Should I upload documents other than my resume on TIP Symplicity?

Yes. You must upload onto TIP Symplicity any and all documents requested by employers. Even if you have already uploaded these documents into Georgetown Law’s main instance of Symplicity, you must upload them again into TIP Symplicity. If an employer requests a particular document, and you do not provide it, you will not be able to apply to the position. Similarly, you will not be able to provide documents to employers that were not requested.

6. Is there a limit on the number of documents I can keep in the TIP Symplicity system?

Yes. As in the main instance of Georgetown Law’s Symplicity, you are limited to having 15 documents uploaded into the system. If you are approaching this limit, you can delete documents with which you have already submitted bids (e.g., cover letters) without impacting those submitted bids. We recommend giving your documents “labels” that make sense to you (e.g., Cover Letter for ABC Law Firm) so that you are clear about what you are deleting and what you are retaining. Employers do not see the “labels” that you give your documents.

7. I have now received my fall semester grades, and I want to update the documents affiliated with my bids. How can I do that?

There are two ways that you can do this. Under “oci” and “Employers/Bidding,” you can click through all of your submitted bids and choose the “Withdraw” button to the right of each bid. You can then go back through and bid again with new documents (See question #15 below about submitting bids.) Or, if you only need to update the resume affiliated with each bid, and no other documents, under “oci” and “Employers/Bidding,” there is a section in the middle of the screen that shows the default resume you have selected. You can choose a different resume from the drop-down box and then choose “Update default” below it, which will update your resume for all of the bids in which you used your default resume. You can also select “Update all” to update the resume affiliated with all of your bids, even the ones for which you did not initially use the default resume. Again, the second approach should only be used if you only need to update your resume but all other documents affiliated with the bid remain the same.

If you do not follow these steps, your bid will contain the previous versions of the documents that you had uploaded.

8. What if I still have not received all of my grades by the bidding deadline?

If you do not have full fall semester grades by the bidding deadline, it is appropriate to list your GPA and write in parentheses next to it, “4 out of 5 grades reported” or to simply list the fall courses followed by the grades received in each one.

9. How should I obtain and provide copies of my Georgetown Law transcripts if they are requested?

We recommend that you obtain an unofficial transcript from MyAccess and have it electronically scanned to conform with the 200 KB file size limitation. See [FAQI](#) for further information on scanning transcripts.

If you prefer to upload official transcripts (though it is not necessary), official J.D. and LL.M. transcripts are available from the Office of the Registrar for a fee of \$5.00 each. All transcripts must be requested either in person, by fax, or by mail, as a signature is required. (Transcripts cannot be requested by phone.) All transcripts should be requested from the Registrar at least 24 hours in advance of the date needed. Transcript Request Forms and further information are available at the [Registrar’s Web site](#).

We recommend obtaining one copy of your official transcript to bring with you on interview day, as well as bringing copies of your unofficial transcripts for all employers who requested transcripts.

10. How should I obtain and provide copies of my J.D. transcripts if they are requested?

The process for requesting your J.D. transcript will vary by where you attended law school. Consult your law school’s Registrar to determine how to obtain official and unofficial copies of your transcript. You will then need to upload your transcript to TIP Symplicity, ensuring that it meets the 200 KB file size limitation. Again, unofficial transcripts are sufficient for submitting your bids, but we recommend having at least one official copy of your J.D. transcript with you for your interviews.

11. What if an employer requests resumes only from candidates with a certain class rank?

As the Georgetown Law LL.M. program does not rank its students, if employers in their “Hiring Criteria” request applicants with a certain rank (e.g., from the top third of the class), you can refer to last year’s GPA cutoffs for different levels of honors, which can be found on the [Registrar’s Web site](#) to get an idea of where in the class your GPA might rank you. You should, however, disclose this method of ranking by indicating “based upon last year’s ranking.”

Submitting Bids and Resumes

12. How can I find out what an employer is seeking in a candidate – their hiring criteria, specific needs, positions available, etc.?

You should learn all you can about the employers and your interviewers. Many firms have provided Hiring Criteria and Job Description information in TIP Symplicity. Under “oci” and “Employers/Bidding,” click the “Review” button to the left of each employer’s posting to access this information. In some instances, where noted, the organization has included additional information in the “Document Library” section of TIP Symplicity. You can access the Document Library under the “Resources” tab of TIP Symplicity. Before bidding for an interview, you should always consult each employer’s posting to see any specific information the firm has provided regarding specific areas of practice, academic standards, work experience, journal experience, etc.

You should also visit the firm’s Web site and check out the “Careers” or “Employment Opportunities” sections, as firms will often indicate their standard requirements and current needs in these sections. Other valuable resources for information on employers include the Legal Times, NALP’s Directory of Legal Employers, Vault and Martindale-Hubbell.

13. How do I find out what documents an employer requires?

Under “oci” and “Employers/Bidding,” click the “Review” button to the left of each employer’s posting to see what documents an employer requires. On the right-hand side of the page there is also a box entitled “Bid Details.” This box lists all of the document types requested by the employer. If an employer requests a cover letter, it is important that you tailor the cover letter to the employer’s particular requirements.

14. How do I select employers to bid for?

You should review each employer’s hiring criteria and document requests before bidding. Employers will not select students who do not meet their stated criteria, or who do not provide the requested documents. Please note that some employers may only state “Tax Associate” for their criteria; those students who are pursuing Certificates related to tax may also apply to these employers.

You should not bid for an interview with an employer unless you are interested in working for that firm or organization. You should pay close attention to what the employer does, where the position is located and what types of applicants the employer is seeking.

15. How do I bid for interviews on TIP Symplicity?

Click on the “oci” tab on the top banner of your page and then “Employers/Bidding” to see all of the firms and organizations that you can bid for (Resume Collect Only firms are listed separately under the “Resume Collect Only” session tab). Before you can bid for an interview with a particular employer, you must have uploaded each of the documents requested by that employer. (See question #3 above about uploading documents.)

You should always remember to click the “Review” button and read the information posted before applying. Clicking this button reveals more detailed information about the employer, including participating office locations and hiring criteria. On the right-hand side of the page will be a box entitled “Bid Details.” This box will list all of the document types requested by the employer, with a drop-down menu next to each document type. You must choose documents of each requested type in order to place your bids. Simply select the appropriate documents from the drop-down menus, confirm that the document selected is the one that you want to use for the particular posting, and click “Apply” to submit a bid.

**Note: Some firms and organizations will list multiple offices that require separate applications. These firms and organizations may or may not allow you to interview with more than one office.*

16. How many bids will I have, and are the bids ranked?

Each student will have 100 total bids, which exceeds the total number of opportunities that will be posted. When you submit a bid in either the interview session or the resume collection session, you will be told that you have used one of your 100 bids, but the bids will not be ranked or numbered in the system. Employers pre-select candidates based on their qualifications alone.

17. When should I submit my bids?

Note that, while we encourage you to upload your LL.M. transcripts as soon as you receive any grades, there is no advantage to bidding early. If you do not have the majority of your grades yet, you should wait to submit your bids until closer to the deadline. Do not, however, wait until the last minute, as the TIP Symplicity system can freeze when it is overloaded and cause you to lose your bid. Bidding remains open until noon (12:00 p.m.) on Thursday, February 2, 2012. No exceptions or extensions will be granted for this deadline.

If you bid using uploaded documents and then wish to replace those documents, please follow the steps outlined in question #7 above.

18. Can I withdraw a bid?

Yes. You may withdraw bids at any time prior to the bidding deadline by clicking the “Withdraw” button on the main bidding page. Employers will have no record of bids submitted and withdrawn prior to the bidding deadline.

Bidding will end promptly at noon (12:00 p.m.) on Thursday, February 2, 2012. You should not wait until the last minute to do all of your bidding. TIP Symplicity speed is likely to slow substantially as the bidding deadline approaches and you may not be able to place all of your bids if you wait until the final hours before the deadline. Additionally, bids could be delayed past the bidding deadline if all students wait until the last day to do their bidding.

19. When, where and how should I submit my resume for employers that are listed as “Resume Collect Only” participants?

Some employers will sign up to collect resumes through TIP but will not be coming to interview at the Embassy Suites Hotel. You will be able to bid for Resume Collect Only firms in the same fashion as you would bid for interviewing firms, and your resume uploaded on TIP Symplicity will be sent to those firms.

To see a list of Resume Collect Only employers, click the “oci” tab on the top banner, and select “2012 Resume Collect Only” under “Session” in “Search Filters.” From there, follow the same process for submitting resumes as you would follow to bid for interviews. Please note that you have until noon (12:00 p.m.) on Thursday, February 9, 2012 to submit your resumes to Resume Collect Only employers, and we encourage you to pursue this option.

If the firm subsequently wishes to arrange an interview or collect additional materials, they will contact you directly.

20. How can I tell if I have successfully submitted bids and resumes?

Under “oci” and “Employers/Bidding,” the “Apply” button becomes a “Withdraw” button once you have successfully submitted a bid to an employer. Also, under the “profile” section, under “Activity Summary,” you can see what application materials you have submitted and when, as well as the documents affiliated with those bids. Please note that this summary can take a few minutes to update.

21. How can I find out if new employers register to participate in TIP after bidding begins?

To determine if new employers have registered since January 11, 2012, you should regularly check the “oci” tab of TIP Symplicity and select “Show All” from the drop-down menu for both the TIP 2012 and 2012 Resume Collect Only sessions. Employers can register until noon (12:00 p.m.) on January 27, 2012, and many employers will wait until that date is closer, so we recommend doing a final check on or after January 27.