

Georgetown University Law Center
Office of Public Interest & Community Service

2009 GOVERNMENT INTERVIEW PROGRAM (GIP)
INFORMATION & INSTRUCTIONS

- GIP is one of the largest government recruitment programs sponsored by an individual law school. Over 30 federal, state and local agencies will be interviewing for **paid summer and post-graduate positions**.
- The interviews will take place on **September 2, 15 & 16** at the Washington Court Hotel, 525 New Jersey Avenue NW, Washington, DC, 20001. *Please note:* There are several alternate interview dates (September 18 & 30) when interviews will take place at the Law Center (rooms tbd).
- Unlike other fall recruiting programs, GIP is a “pre-screened” program, which means that participating employers review candidates’ **resumes and cover letters** in order to select the students they wish to interview.
- Employer research and bidding, resume/cover letter upload, interview selection notification, and interview scheduling will be conducted online via Symplicity.
- GIP interviews will be conducted ballroom style, which means the interviews will be conducted at cocktail tables in one large meeting room rather than in private hotel rooms.

DATES & DEADLINES:

Monday, July 27 at 12:00 pm (noon) - Symplicity opens for bidding:

Monday, August 10 at 6:00 pm - Bidding and resume/cover letter upload deadline

Monday, August 24 – Tuesday, August 25 - Students selected for 9/2 interviews schedule interviews in Symplicity

Wednesday, August 26 – Thursday, August 27 - Alternate sign-ups for 9/2 interview date

Monday, August 31 – Monday, September 7 - Students selected for all other interview dates schedule interviews in Symplicity

Tuesday, September 8 – Wednesday, September 9 at 6:00 pm – Alternate sign-ups for remaining interview slots.

GEORGETOWN UNIVERSITY LAW CENTER RECRUITMENT AND CANCELLATION POLICIES

By participating in GIP, you agree to review and comply with all Georgetown University Law Center policies, procedures, and deadlines.

If you bid for an employer and are selected for an interview, but you no longer want to meet with that employer, do not sign up for an interview slot and you will be automatically canceled from consideration.

Please note: If you are selected for an interview and do not sign up for a slot by the designated deadline, **you have forfeited your right to that interview.**

If you need to cancel an interview for which you signed up, you must send an e-mail including your name and phone number, your GOcard number for identification purposes, the name of the employer you are canceling, and the time and date of the interview, to cancelinterview@law.georgetown.edu by the applicable deadline, which is generally at 9:00 am three (3) business days prior to the interview day. **See the last page of this document for specific dates.**

SYMPPLICITY INSTRUCTIONS:

Step 1. Log onto Symplicity

You can access Symplicity from the OPICS Website at <http://www.law.georgetown.edu/opics/>

Your user name is: your Georgetown net ID

Your password is: the password you use to access your Georgetown e-mail account

Step 2. Update Your Student Profile:

Click on "Profile" on the top tool bar and then on "academic information" to make sure your YEAR IN SCHOOL and CLASS YEAR are correct in Symplicity. It is especially important for joint degree students as well as evening students who have switched to the day division to make sure the student year is correct. You may only bid for employers who are interviewing your class year. Your class year, as a general rule, should be based on when you will graduate. 3Es, for instance, graduate the same year as current 2Ls. 4Es will graduate at the same time as 3Ls. If you are a joint degree student and are in your third year of the program but your second year of law school, you should change your class year back to 2L.

Step 3. Review Participating Employers Profiles and Hiring Criteria:

Choose "OCI" on the top tool bar and then the "Employers Bidding" tab.

There are two sessions for the participating employers 1) "**2009 Government Interview Program - Early**" and 2) "**2009 Government Interview Program.**" In the "Search Filters" field, select a session to view the employers that are recruiting students from your class year. Be sure to look at both sessions.

Click on the "Review" button on the far left to review selected employer information, hiring criteria and any additional materials requested for the interview (i.e., application, writing sample, etc.). (Note that any additional materials should be brought to the interview, *not* uploaded onto Symplicity. See below.) In addition, click on the "Office Name" in the bid details box, on the far right side of the page, for agency practice areas, website, etc.

Step 4. Ranking Your Bids: (Your resume and cover letter will be sent to all employers on which you bid. If you do not bid on an employer, that employer *will not* see your materials.)

Click on "OCI" on the top tool bar. Select the employers with which you would like to interview (you can place an unlimited number of bids). **Please Note:** *Disregard references to interview length and times, slot availability and class year percentages.* They are of no consequence.

Use the "Bidding" column on the far right to rank your bids (1, 2, 3, etc.). **Please Note: Ranking is a system requirement.** Because this is a pre-screened program, all employers on which you place a bid (and a rank) will receive your materials. *Employers will not know how you ranked them.* It is merely a Symplicity requirement.

If you wish to delete or change your bids, scroll to the top of the drop down box and clear your bid(s) **prior to the deadline of Monday, August 10 at 6:00 pm.**

Print a copy of your bids for your records.

We strongly encourage you to complete your bidding and document upload as early as possible. If you wait until the last minute, you will encounter heavy traffic on the website, which may greatly increase the amount of time it takes to submit your bids and upload documents.

Step 5. Upload Your Resume & Cover Letters:

If you have previously uploaded a resume, the system will automatically use that resume for GIP. However, you can choose to replace it with a government-tailored resume.

Resume Upload: Choose “Documents” from the top tool bar. Click on “Add New” and make sure to label it with an easy to identify label (i.e., government resume) and select the “Document Type.” Click on the “Browse” button, select a file to upload, click “Open” and then click “Submit.” After you hit “Submit,” click on the “Make Default” tab in the options box. The new resume will be your automatic default option for GIP.

Resume Changes: If you need to change your resume after you have placed your bids, you must upload the new version of the document and then make sure to change it for every bid you placed, by using the Update All button located in the Default OCI Resume section of the Employers/Bidding tab. *Please note:* if you make a change to an employer specific resume, you need to make sure that you attach the updated version to the corresponding bid.

Cover Letter Upload: Choose “Documents” from the top tool bar. Click on “Add New” and make sure to label it with an easy to identify label (i.e., SEC or EPA) and select the “Document Type.” Click on the “Browse” button, select a file to upload, click “Open” and then click “Submit.” After uploading your cover letters go into “OCI,” then click the Employers/Bidding tab and attach the appropriate cover letter to each bid by using the review button, next to the employer listing.

Cover Letter Changes: If you need to change a cover letter for an employer for which you have already bid, you will need to upload the new cover letter and then re-attach it to the bid by using the review button, next to the employer listing in the Employers/Bidding tab.

Do not upload a writing sample, transcript or list of references. Instead, bring these materials with you to the interview.

**ALL CHANGES TO BIDS AND RESUME/COVER LETTERS MUST BE MADE BY
MONDAY, AUGUST 10 AT 6:00 PM.**

Step 6. Scheduling Interviews:

Interview Notification:

For 9/2 interview selections will be released in Symplicity on Monday, August 24. For all other interview dates, interview selections will be released in Symplicity on Monday, August 31.

To check whether you have been selected for an interview, click on “OCI” and then the “Employer/Bidding” tab. If you have been selected there will be an (Accept/Preselect) button in the Invitations column. If the employer has not made selections yet, the Invitations column will state “Pending.”

Interview Scheduling: To schedule an interview, click on the (Accept/Preselect) button, and the dates and times that are available for that employer will appear. You can select a time by clicking on your preferred time. After clicking the (Review) button from the Employers/Applications screen, review schedule details under the OCI Schedule heading.

At any point in the process, you can review your scheduled interviews by clicking on the “Scheduled Interviews” tab, which will list all scheduled interviews.

Please note: If you do not sign up for an interview by the designated deadline, you have forfeited that interview and an alternate candidate will be notified.

Step 7. Researching Employers and Interview Preparation:

Researching Employers:

As discussed above, you must write an employer-specific cover letter for each employer you bid on. The employers select who they wish to interview based on applicants' resume and cover letters, so you should research the employers thoroughly and articulate clearly in your letters your interest in their work and the skills you would contribute.

To research employers:

1. See the **employers' website**. Most GIP employer profiles include a website link.
2. Utilize the **Westlaw [Federal Careers for Attorneys](#)** database, which allows searches by agency, practice area, or location.
3. Check out the **Summer Job Evaluations** (link from your Symplicity homepage) to see what other students report about their employers.

For more information on government employers, including information on criminal law, see the OPICS [Federal, State, and Local Government & Capitol Hill](#) page. Click [here](#) for sample public interest cover letters and resumes.

Interview Preparation:

As in your cover letters, discuss your interest in the specific employer and its work. You should also **prepare additional materials for your interview**. Bring sufficient copies of your transcripts, writing samples, and professional references for all employers with which you will be interviewing, regardless of whether an employer has requested these materials.

Writing Sample: Your writing sample should highlight your ability to analyze clearly and write concisely. If you use work product, you must receive permission from the employer and follow the employer's guidance on redacting confidential information.

References: Contact your references to notify them that you will be interviewing with government employers and ensure they will provide strong recommendations regarding your potential for public sector legal work.

Transcript: Obtain an official copy of your transcript from the registrar. You can make copies of the official transcript for most GIP employers, though a few may request official copies. Check the Employer Schedule section in Symplicity.

Application: A few employers requested that each candidate completes an application, to be brought to the interview or submitted online. Please check the Employer Profile to determine whether the employers with which you are scheduled to interview have requested that candidates complete an application. Whenever possible, we will provide a link to the application in Symplicity or have a hard copy available in OPICS.

Click [here](#) for additional information on these materials and sample interview questions.

CANCELLATION INSTRUCTIONS:

INTERVIEWS ON:	MUST BE CANCELED BY:
Wednesday, September 2	Friday, August 28 at 9:00 am
Tuesday, September 15	Thursday, September 10 at 9:00 am
Wednesday, September 16	Friday, September 11 at 9:00 am
Friday, September 18	Monday, September 14 at 9:00 am
Wednesday, September 30	Friday, September 25 at 9:00 am

(Note: Alternates cannot cancel interviews.)

In the event of an unforeseen emergency on the day of the interview, please send an email to opics@law.georgetown.edu with the same information listed above and the reason for your late cancellation.

No Show Policy

A student will be allowed to cancel an interview after the cancellation deadline only if it is determined, after review by an OPICS counselor, that the student has presented a compelling reason. If an emergency arises that causes you to miss an interview, an OPICS counselor will retrospectively review your reason for missing the interview.

We encourage students to consider their GIP bids as there are limited interview opportunities through this program. **Under no circumstances may you just "skip" an interview.**

OPICS CONTACT INFORMATION

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