

GEORGETOWN LAW

Office of Public Interest & Community Service

2011 GOVERNMENT INTERVIEW PROGRAM (GIP) INFORMATION & INSTRUCTIONS

- GIP is one of the largest government recruitment programs sponsored by an individual law school. More than 20 federal, state and local agencies will be interviewing for paid summer and post-graduate positions.
- There will be three GIP Sessions: **GIP I – August 22 (Washington Court Hotel)**, **GIP II – September 22 (Washington Court Hotel)**, **GIP III – October 12 (Georgetown Law, Gewirtz 12)**. Please note: There are several alternate interview dates when interviews will take place at the Law Center.
- Unlike EIW, GIP is a “**pre-screened**” program. Students must submit both **resumes and cover letters** when bidding on employers. Employers review these materials and select whom to interview based upon them.
- Employer research, bidding, resume and cover letter upload, interview selection notification, and interview scheduling will be conducted via Symplicity.
- GIP interviews will be conducted ballroom style, which means that students will be interviewed at cocktail tables in one large meeting room rather than in private hotel rooms.

DATES & DEADLINES

GIP I – August 22 (Washington Court)

Friday, June 24 at 12:00 pm – Bidding Open
Friday, July 15 at 6:00 pm – Bidding Closed
Tuesday, August 2 – Pre-select sign-up period begins
Tuesday, August 9 – Pre-select sign-up period ends
Wednesday, August 10 – Alternate sign-up period begins
Friday, August 12 – Alternate sign-up period ends

GIP II – September 22 (Washington Court)

Friday, August 5 – Bidding Open
Thursday, August 25 – Bidding Closed
Monday, September 12 – Pre-select sign-up period begins
Wednesday, September 15 – Pre-select sign-up period ends
Friday, September 16 – Alternate sign-up period begins
Monday, September 19 – Alternate sign-up period ends

GIP III – October 12 (Georgetown Law, Gewirtz 12)

Friday, September 9 – Bidding Open
Wednesday, September 21 – Bidding Closed

Tuesday, October 4 – Pre-select sign-up period begins
Thursday, October 6 – Pre-select sign-up period ends
Thursday, October 6 – Alternate sign-up period begins
Friday, October 7 – Alternate sign-up period ends

GEORGETOWN LAW RECRUITMENT & CANCELLATION POLICIES

By participating in GIP, every student agrees to review and comply with all Georgetown University Law Center policies, procedures, and deadlines.

If you are selected for an interview with an employer but no longer wish to interview with that employer, do not sign up for an interview slot -- you will not be assigned an interview time and no further action is required on your part. Please note: If you are selected for an interview and do not sign up for a slot by the designated deadline, you forfeit your right to that interview.

If you select an interview time and subsequently need to cancel that interview, you must send an e-mail including your name, your telephone number, your GOCard number, the name of the employer with which you are scheduled to interview, and the time and date of the interview, to cancelinterview@law.georgetown.edu by the applicable deadline (listed below). Interviews on days other than those listed below must be canceled by 9:00 am three business in advance. Thus, as illustrated below, a Wednesday interview must be canceled by 9:00 am on the preceding Friday. Please note: Alternates cannot cancel interviews.

An alternate, or a preselected student who has missed the cancellation deadline, will be permitted to cancel an interview **only** if it is determined, after review by an OPICS counselor, that the student has presented a compelling reason. If an emergency arises at the last minute that will cause you to miss an interview, please e-mail opics@law.georgetown.edu with the same information listed above and the reason for your late cancellation **before** your scheduled interview time, if it all possible. In the case of a last-minute cancellation, an OPICS counselor will retrospectively review your reason for canceling.

INTERVIEWS ON:	MUST BE CANCELED BY:
Monday, August 22	Friday, August 12 at 9:00 am
Thursday, September 22	Friday, September 16 at 9:00 am
Wednesday, October 12	TBA

SYMPPLICITY INSTRUCTIONS

Step 1: Login to Symplicity

Access [Symplicity](#) using your Georgetown NetID as your username and the password that you use to access your Georgetown Law e-mail account as your password.

Step 2: Update Your Student Profile

Click on “profile” on the top tool bar and then on “Academic Information” to make sure that your “Year in school” and “Graduation Date” are correct in Symplicity. It is especially important that joint degree students and evening students who switched to the day division verify that their “Year in school” and “Graduation Date” are correct, as it is only possible to bid on employers that are interviewing students of your year. Your class year, as a general rule, should be based on when you will graduate. 3Es, for instance, graduate the same year as 2Ls, and 4Es graduate the same year as 3Ls. If you believe that your class year is incorrect, please contact the Registrar’s office -- if a change is needed, they will contact the Office of Career Services and have it made.

Step 3: Review Participating Employers Profiles and Hiring Criteria

Choose “OCI” on the top tool bar.

In the “Search Filters” field, there is a drop-down menu with three sessions for GIP: 1) “2011 Government Interview Program (Session I)”, 2) “2011 Government Interview Program (Session II)” and “2011 Government Interview Program (Session III)”. The first session contains employers that will be interviewing in August, the second session contains employers who are interviewing in September, and the third session contains employers who are interviewing in October. Select each session to view the participating employers that are recruiting students from your class year.

Click on the “Review” button on the far left side of the screen to review selected employer information, hiring criteria and any additional materials requested for the interview (i.e., application form, writing sample, etc.). Please note: any additional materials should be brought to the interview, **not** uploaded onto Symplicity. You may also click on “Office Name” in the “Bid Details” box, on the far right side of the page, to review agency practice areas, website, etc.

Step 4: Indicating with Which Employers You Wish to Interview

For each session, indicate the employers with which you wish to interview by placing a “bid” on each of them. This is done by selecting a distinct number from the drop-down menu next each employer with whom you wish to interview. Please note: With respect to GIP, the Symplicity bidding process is solely a way to select the employers with which you wish to interview -- the number that you assign to each employer is of no consequence. References to interview length and times, slot availability and class year percentages are also immaterial.

Your resume and cover letter will be sent to all employers for which you bid. If you do not bid on an employer, that employer will not see your materials. If you wish to delete or change your bids, you may do so prior to the session bidding deadlines.

Please print a copy of your bids for your records.

We strongly encourage you to complete your bidding and document upload process as early as possible. In the days and hours immediately preceding the bidding deadline, the process often becomes exceedingly slow; in fact, students who until the last day or two to complete this process are sometimes unable to do so.

Step 5: Upload Your Resume & Cover Letters

Please note: You cannot have more than 15 documents uploaded in Symplicity at a time. Students may accommodate for this limitation by deleting cover letters (and/or other documents) after they use them to place bids. For example, if you place a bid on the Federal Trade Commission and attach the relevant cover letter, you can then delete that cover letter from your list of documents and upload a cover letter for a different employer.

If you have previously uploaded a resume, the system will automatically attach that resume to all of your bids; however, you can choose to replace it with a government-tailored resume if you wish to do so.

Resume Upload: Click on “Documents” on the top tool bar. Then click on “Add New” to upload a new resume. Please be sure to label each resume that you upload in an easily identifiable way, and to select “Resume” as the “Document Type.” After you upload the resume, you may make it your default resume by clicking “Make Default.”

Resume Changes: When you place a bid, your default resume attaches to it. If you wish to change the resume that is associated with any placed bid, you must upload the new version of the resume **and** switch the one that is already associated with the bid out with it. If you wish to replace the resume associated with every bid you have placed with a single other resume, you may do so by using the “Update All” button located in the “Default OCI Resume” section of the “Employers/Bidding” tab. If you wish to selectively replace resumes, you must do so on an individual basis by clicking on the “Review” button immediately to the left of every employer and making the necessary change.

Cover Letter Upload: Cover letters are uploaded in the same manner as resumes, except that the appropriate “Document Type” to select when uploading them is “Cover Letter.” There are two ways to attach cover letters to your bids. If you upload your cover letters before you place your bids, you can assign them to the appropriate employers when you place your bids. If you place your bids before uploading your cover letters, you must attach them to the appropriate bids by clicking on the “review” button immediately to the left of each relevant employer, selecting the appropriate cover letter from the drop down menu, and clicking “Apply.” Remember: Each employer should receive a cover letter tailored specifically to that employer.

Cover Letter Changes: If you need to change a cover letter for an employer for which you have already placed a bid, you must upload the new cover letter and then replace the cover letter that is already associated with the bid for that employer by using the “review” button.

Please note: Do not upload a writing sample, transcript or list of references. Instead, bring these materials with you to your interview(s).

Step 6: Scheduling Interviews

Interview Notification:

For interviews on August 22: Interview selections will be visible in Symplicity on Tuesday, August 2.

For interviews on September 22: Interview selections will be visible in Symplicity on Monday, September 12.

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

Interview Scheduling: To schedule an interview, click on the “Accept/Preselect” button. Select one of the available times by clicking on it. After clicking the “Review” button from the “Employers/Applications” screen, review schedule details under the “OCI Schedule” heading. Please note: The sooner that you login to schedule your interview times, the more choices you will have. Be particularly mindful of scheduling interview times early-on in the process if you have multiple interviews on one day or other anticipated time conflicts, as you may be left with a single option that you cannot take if you wait too long, and thereby miss out on an interview entirely.

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

OPICS CONTACT INFORMATION

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