



Northeastern University  
School of Law

## Co-op and Career Development

### 2022 NUSL Guide to Law Firm OCI & Resume Collections

Each year, law firms recruit NUSL students to participate in their Summer Associate programs. The law firms recruit through on-campus interviews (“OCI”), resume collections, participating in off-campus job fairs, including diversity job fairs and specialized practice area job fairs. The recruitment process is rigorous, typically involving two rounds of interviews, a short “screeener” interview, and if the “screeener” interview goes well, a series of “call-back” interviews. The Private Sector team in the Center for Co-op & Career Development will help you identify recruiting programs and resources for researching law firms, provide feedback and guidance on your application materials, and prepare you for screeener and call-back interviews.

#### NUSL Law Firm OCI & Resume Collections

Most of the law firms participating in OCI are large law firms with offices located in Boston, and there are several mid-sized and specialized law firms that also participate in OCI. This year, we will host OCI on **July 21, 22 & 25, 2022**.

All screeener interviews will be conducted virtually through **FloRecruit**. Participating firms will each make their own determination about whether call-back interviews will be held virtually or in person.

#### EMPLOYERS

In our OCI Program, there are three types of law firms: **Interviewing Law Firms, Resume Collect Law Firms, and Apply Direct Law Firms**. You may apply to as many employers as you desire.

- **Interviewing Law Firms**

Interviewing Law Firms are committed to receiving applications from and providing screeener interviews to NUSL students. Students apply for Interviewing Law Firms through Symplicity, and the Interviewing Law Firms notify the Center for Co-op & Career Development of the students they wish to interview for a screeener interview. The Center for Co-op & Career Development will then notify the selected students of their scheduled screening interview schedules, and the students will see their scheduled screening interviews on the Scheduling tab on Symplicity.

Students may begin submitting applications to Interviewing Law Firms by May 23, and the deadline to submit applications is **June 15 at 12pm (noon) EST**.

- **Resume Collect Law Firms**

Resume Collect Law Firms are interested in reviewing resumes from NUSL students prior to accepting full applications or conducting screeener interviews. Students who wish to apply to Resume

Collect Law Firms may submit their resumes on Symplicity. The Center for Co-op and Career Development will send students' resumes to the Resume Collect Law Firms, and law firms then contact students directly to submit full applications or to schedule a screener interview.

- Students may begin submitting applications to Interviewing Law Firms by May 23, and the deadline to submit applications is **June 15 at 12pm (noon) EST.**
  - **Apply Direct Law Firms**  
There are many law firms that do not participate in OCI at NUSL as an Interviewing Law Firm or as a Resume Collect Law Firm, but who accept applications from NUSL students. Students are encouraged to pursue opportunities at these law firms during their application process as well. Any legal employer with a Summer Associate program that requires interested students to apply directly, and not through Symplicity, are considered Apply Direct Employers. See the section below on “Researching Employers” for tips on identifying Apply Direct employers.
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## APPLICATION PROCESS

### Researching Employers:

A main tool for identifying and researching most of the employers who have Summer Associate programs is the **NALP Directory of Legal Employers**, on-line at <http://www.nalpdirectory.com>. The NALP Directory includes contact information, practice areas, hiring statistics, demographic information on partners and associates, schools at which the employer recruits, and other useful information.

Other helpful resources include **law firm websites** and the **Student Co-op Quality Questionnaires** (in Symplicity).

Please see the “Co-op & Career Development Resources” page of the Law Library at <http://lawlibraryguides.neu.edu/content.php?pid=667768&sid=5549431> for additional resources, including subscription-based resources such as **Vault** and **ChambersAssociate** (which aggregate data from partner and associate surveys). NUSL has purchased a subscription to Vault you can access anytime using your *my*Northeastern login name and password, and you can access ChambersAssociate content for free at: <https://www.chambers-associate.com/home>.

You can also review Researching Law Firms and Practice Areas guide on the Center for Co-op & Career Development’s website here: <https://nulawcareers.sites.northeastern.edu/resources/private-sector-information-announcements/researching-law-firms-and-practice-areas-for-oci/>

You should research employers to determine your interest in applying, and to tailor your cover letters. Further in-depth research is recommended if you are selected for an interview.

We recommend submitting your application materials to **Apply Direct Law Firms** on the same timeline as Interviewing Law Firms and Resume Collect Law Firms. Check each firm’s website to confirm the application deadline, but keep in mind that most hiring is done on a rolling basis. Apply early to maximize your chances of securing a screener interview.

### **Application Materials**

As with all application materials, you should review them carefully to ensure there are no typos, formatting errors, or other obvious errors prior to submitting your documents. Once submitted, they cannot be changed.

Law firms will request students to submit one or more of the following materials, and each law firm will specify its own application criteria:

1. Resume
  2. Cover Letter
  3. Law School Transcript
  4. Writing Sample
  5. References
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1. Specific Notes about your Resume

Whether you're on Co-op during the Summer, or will start a Co-op in the Fall, you should include a description of your Co-op on your resume. For students starting Co-op in the Fall, include a description of your anticipated responsibilities and the anticipated dates of your Co-op. Remember, your resume is a snapshot of your academic and professional experience that law firms will use to quickly understand your experience so far, and should be kept to one page. Refer to the [Resume Guide](#) and [Cover Letter Guide](#) and make an appointment with a private sector advisor if you have questions.

## 2. Cover Letter

If a law firm requests a cover letter, you must prepare and submit one with your application materials. If you are applying to an Apply Direct Law Firm, and are unsure whether to submit a cover letter, prepare and submit one anyway. Remember, cover letters are meant to contextualize your experience, highlighting your specific skills, and convey your interest in the law firm you're applying to. You must carefully tailor each cover letter to each employer to maximize your chances of receiving a screener interview offer.

## 3. Law School Transcript

The Center for Co-op and Career Development will send a letter explaining both the Co-op Program and NUSL's evaluation system to all Interviewing Law Firms and Resume Collect Law Firms. And through Symplicity, students applying to Interviewing Law Firms and Resume Collect Law Firms submit their complete law school transcripts. A complete law school transcript includes:

1. **Unofficial Transcript** – This document lists all of your courses, the honorifics you earned, and the Co-op you are currently completing. Your unofficial transcript is available on *The Student Hub*, <https://about.me.northeastern.edu/>, **Resources>Academics, Classes & Registration>My Transcript>** choose **Transcript Level: Law** and **Transcript Type: Unofficial Web**, then print to PDF and save. Students must upload the document to Symplicity Documents as document type "Academic Evaluation." and label it an "Unofficial Transcript (2022)".
2. **Academic Evaluations** – This document is provided by the Office of Academic and Student Affairs, and all students receive these through Symplicity. Include one compiled PDF of all your Academic Evaluations. DO NOT include "Notes to Students".
3. **Co-op Evaluations** – Most students applying for Summer Associate positions will not have a Co-op evaluation ready to submit with their application materials and are not expected to. For students who have completed a Co-op and received their Co-op evaluation, include the Co-op evaluation in your transcript.

**Apply Direct Employers** - For employers not participating in our recruitment programs, submit the above documents and **Letter explaining NUSL grading system** (available on NUSL Symplicity under Resources).

If you are applying to any employers who request an **official** transcript (and will not accept an unofficial or copy of a transcript), you must obtain a copy from the Registrar's Office:

<https://registrar.northeastern.edu/article/transcript-requests/>.

In a few limited instances (generally limited to select law firms with specialized practice areas) an employer may also request your **undergraduate transcript**. To be prepared, we suggest obtaining a copy of your undergraduate transcript well in advance of submitting your application.

#### 4. Writing Sample

Writing samples may be requested upon initial application or during the call-back step of the interview process. Generally, your writing sample should be 5-10 pages long, double-spaced, and demonstrate legal analysis. Students should submit their best sample of writing from their LRW or LSSC classes, or a writing sample that was developed while on Co-op. If a student wishes to submit a document originally written for an employer, you must ask your supervisor for permission to use it as a writing sample, redacting any personally identifiable information or other information that may compromise confidentiality.

#### 5. References

In general, law firms will not ask for references prior to a screener interview. However, students should still be prepared with a list of at least three or four professional references who have had some experience with reviewing or supervising their professional or academic work. You may wish to include one or two law school professors as references if you do not have any prior professional references you can draw upon. Remember to request your potential references' permission prior to using their names and include their contact details in your list.

Please make an appointment with a private sector advisor if you have questions or concerns about your application materials.

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## INTERVIEW SELECTION PROCESS

**Interviewing Employers** will contact the Center for Co-op and Career Development and we will notify students via email. The interview notification will include instructions on scheduling interviews.

**Resume Collect Employers** and **Apply Direct Employers** will reach out directly to the students whom they would like to interview. Please note that many of these employers receive such a large number of applications that they do not acknowledge receipt or notify all candidates of the status of their applications. Speak with a private sector advisor if you have any questions.

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## PREPARING FOR INTERVIEWS

For NUSL's 2022 OCI program, all screener interviews will be conducted virtually.

### Mock Interviews

We encourage you to take advantage of a mock interview and/or an interview strategy discussion (or several) with a private sector advisor to prepare for OCI interviews.

### Screener Interviews

"Screener" interviews are brief, usually 20 - 30 minutes in length. The employer's main objective in the interview is to learn more about you and your achievements, to assess how well you would fit into a particular work environment, and to evaluate your ability to perform the responsibilities of the position to which you are applying.

These interviews differ from Co-op interviews because the law firm's primary goal is to evaluate each applicant in terms of whether they would be successful as a first-year associate at the firm. Your interviewer may ask you questions about experiences listed on your resume, or behavioral questions (where you will be asked to describe past behavior in particular situations to predict future performance, i.e., "Tell me about a time when you experienced conflict in the workplace and how you dealt with it"), or a combination of both. You can review a common list of interview questions that law firm interviewers may ask by clicking [here](#).

Your goal is to engage in a conversation with your interviewer in which you are actively engaged in listening, responding, and asking appropriate questions. Some interviews will be conducted by one interviewer, others may be conducted by two or more interviewers. If interviews are in person, you should always have extra copies of your resume and other application materials on hand. You are not obligated to submit these materials if the interviewer does not ask for them, but this way you are prepared should you be asked to provide them.

### Cancellation Policy

Students must attend every interview for which they have signed up. If an **exceptional circumstance** arises and you are unable to keep your interview appointment, you must inform the Center for Co-op & Career Development immediately by e-mailing [lawcoop@northeastern.edu](mailto:lawcoop@northeastern.edu) and by calling our office at (617) 373 - 3002. A change of interest in an employer or geographic area, interview burnout, too much to do in one day, etc. do not constitute exceptional circumstances.

If, however, you accept an offer of employment for either a summer or post-graduate position and therefore no longer wish to interview with any of the employers to whom you have applied, please notify the Center for Co-op & Career Development immediately. We will help advise you on how to cancel any scheduled interviews with law firms and how to communicate with other law firms interested in your candidacy that you are withdrawing from the application process.

Students who miss an interview without good cause will be asked to write a letter of apology to the law firm and to "cc" the letter to [c.mcpherson@northeastern.edu](mailto:c.mcpherson@northeastern.edu) (Cynthia Tow McPherson, the Director of the Private Sector).

***If you miss an interview and do not inform the Center for Co-op & Career Development in advance, you may be precluded from interviewing in the OCI and/or other recruitment programs for the remainder of the recruitment season.*** Remember the importance of developing a strong professional reputation.

### Second Interviews or "Call-Backs"

After a screener interview, most employers will contact you by phone or e-mail to inform you as to whether you have been selected for a call-back interview. Some employers, however, only contact those students whom they wish to interview further and do not send other students an official rejection letter.

If you receive an invitation for a call-back interview, it generally means that you have met the basic hiring criteria and that the interviewer who conducted the screening interview felt that you would fit well into the culture of the firm/organization. The call-back interview typically involves visiting the firm/organization to meet with several other attorneys, some of whom are likely to be members of the Hiring Committee.

The call-back interview process is more in-depth than the screening process. It usually consists of a series of interviews and the entire process may last several hours without breaks. A call-back interview will provide you with an opportunity to obtain additional information about the firm/organization and to assess the culture of the office as well as the people who work there. You should use the interview process as an opportunity to highlight your strengths and to gather this information.

Depending on public health guidelines, students should be prepared for the possibility that call-back interviews may take place virtually or in-person, at the law firm's discretion. Speak with a private sector advisor to strategize and prepare accordingly.

### Interview Attire

We advise students to wear business attire (i.e., a suit) for all interviews – virtual and/or in-person.

Generally speaking, try to avoid the extremes (too short, low, tight or colorful). Speak with a private sector advisor if you have any questions.

### Thank You Notes

Within 24 hours of your interview (both screeners and call-backs), you should send a brief and cordial, error-free thank you note to your interviewer and the coordinator of your interview (in the call-back phase). During the call-back process you will likely meet with many attorneys. In that case, it is appropriate to send one email to the group of attorneys with whom you interviewed (i.e., you do not need to send a separate thank you note to every lawyer with whom you spoke).

If you do choose to send each interviewer a note, keep in mind that each correspondence should be different. E-mail is preferred given the speed in which decisions are made. Proof-read all correspondence carefully to avoid typos.

## **SYMPPLICITY SITES & PROGRAMS & DEADLINES**

### **NUSL SYMPPLICITY SITE:**

<https://law-neu-csm.symplicity.com/students>

Employers participating in NUSL OCI Program will be viewable under the OCI tab. We'll have one session set up on NUSL Symplicity:

### **2022 NUSL Law Firm OCI & Resume Collection**

**Bidding Deadline: June 15, 2022, at NOON**

We will add more Sessions with later deadlines, if necessary.

Watch the "Co-op Minute" and your email for essential information regarding Law Firm OCI.

**We encourage you to meet early in this process with a private sector advisor. Use Symplicity to set up a meeting. We look forward to working with you!**