

## 2008 FALL MOCK INTERVIEW PARTICIPATION AND CANCELLATION POLICY

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### I. Mock Interview Program – Frequently Asked Questions

**What is it?** 2Ls, 3Ls, and 4Ls participate in a simulated legal interview with an alumnus, attorney volunteer, or Career Advisor.

**When and where is it?** Mock interviews will take place from 10 a.m. to noon Tuesday, August 19 through Friday, August 22. You will be able to select your interview date and time. You will check in five minutes before your mock interview in Career Services, and will be directed to your interview in Warren Hall.

**What happens at a Mock Interview?** The whole process lasts about thirty minutes. You should prepare as if you were going on a real interview: you will have practiced answering common interview questions, brought extra copies of your resume, and dressed in a suit. For twenty minutes, the interviewer will ask you interview questions, of a general nature, that he or she actually uses or has used in interviewing. Then, the interviewer will give you five to ten minutes of constructive feedback about your interview, from your resume to your handshake to how well you responded to questions.

**Why Should I Participate?** This is a great opportunity for you to practice your legal interviewing skills and become comfortable speaking with lawyers, right in time for the busy fall recruiting season. If you are going to be in San Diego between August 19 and 22, you should participate, regardless of how much legal or non-legal interviewing you have done, whether you have participated in previous mock interview programs, or if you have had a mock interview with a Career Advisor.

**What are the Deadlines?** In order to participate in a mock interview, you must:

1. Register for Symplicity, upload your resume, and “apply” for the “2008 Fall Mock Interview Employer” by **5 p.m. Wednesday, August 13, the same day as the 2008 USD Fall Recruiting Program upload deadline.**
2. Select your interview date and time via Symplicity by **8 a.m. on Monday, August 18.** By selecting an interview time, you are agreeing to follow this Participation and Cancellation Policy in full.

### II. How To Participate in the 2008 Fall Mock Interview Program

#### A. Register Yourself on Symplicity.

The 2008 Fall Mock Interview Program, as well as USD Fall Recruiting, including “USD in LA” Interview Day, and are run through Symplicity. You must register with Symplicity to take advantage of these and many other career resources all year. The [2008 Fall Recruiting Guide](#) contains complete instructions.

Note: you must use your USD email account to register for Symplicity. Career Services will only communicate with you regarding the 2008 Fall Mock Interview Program through Symplicity, which, in turn,

will use your USD account. Therefore, you are responsible for (and will benefit greatly from) checking your USD email account regularly and always ensuring that it has enough room to receive emails!

## **B. Use Symplicity for the 2008 Fall Mock Interview Program**

i. **Upload your Resume by Wednesday, August 13 at 5 p.m.:** Click the tab entitled “Documents.” Click “Add New.” You will then arrive at a new page where you must name the resume (where it says “Label”), indicate the document type as prompted, and click “Browse” to select the document you wish to upload. If you subsequently alter your resume, remove the old resume and upload the revised resume to Symplicity.

ii. **“Apply” to the “2008 Fall Mock Interview Employer” by Wednesday, August 13 at 5 p.m.:** First, click the tab entitled “OCI.” The first time you visit this tab, whether to participate in the 2008 Fall Mock Interview Program or to review USD Fall Recruiting employers, you will be prompted to complete the Summer Survey online. You must complete this survey to be able to upload your resume and other application materials. You must also carefully review the Interview Attendance and Cancellation Policy, the Representations in Job Materials Application Policy, and Recruiting Release and indicate that you agree to each of these policies by checking off the applicable boxes.

Thereafter, if you are not automatically routed back to the “OCI” tab, return to it. Then, select from the “Session” scroll-down menu “2008 Fall Mock Interviews.” One “employer” will be listed: “2008 Fall Mock Interview Employer.” Click “Apply” on the right. If you only have one document uploaded, the button to the right will indicate that you have applied. If you have multiple documents uploaded, you will be brought to a separate review page on which you will select the particular resume you wish to use for your mock interview from the right hand side of your screen.

iii. **Select your Mock Interview Date and Time by Monday, August 18 at 8 a.m.:** You will receive an email to the USD email address on record with Symplicity as soon as you are able to sign up for an interview time. The notice will come after the August 13, 5 p.m., application deadline, likely early that evening. The email will instruct you to log on to Symplicity to select an interview date and time. The email will also prompt you to carefully review this 2008 Fall Mock Interview Program Participation and Cancellation Policy, and will notify you that by selecting a mock interview date and time, you are agreeing that you have carefully read and agreed in full to this policy. You must agree to this policy to participate in the program.

To select an interview date and time, return to the “OCI” tab. Select from the “Session” scroll-down menu “2008 Fall Mock Interviews.” Click “Accept Pre-select,” next to the “2008 Fall Mock Interview Employer.” A listing of the four mornings of mock interviews will appear. By clicking into each one, you will see the list of available interview times for that morning. Check on a time and then the “Sign Up” button. If you do not select an interview by **August 18 at 8 a.m.**, you may forfeit your opportunity to participate.

Some things to keep in mind when selecting an interview time:

- Sign up for only one mock interview.
- Mock interview slots will be filled on a first-come, first-served basis. Log on to Symplicity as soon as possible to ensure the greatest selection of interview times.
- As a courtesy to our interviewers and fellow students, please select the earliest available time that you can make, so as to prevent gaps in the interview schedule.

- Select an interview time from those available, even if not your first choice. The weeks preceding the fall recruiting season are extremely busy for attorneys involved in hiring and for Career Services. Mock interviews with a Career Advisor in August and September may be limited.
- If you do not see any available times, it means demand for mock interviews has exceeded the scheduled number of interviews. If this happens, Career Services will make every effort to secure additional interviewers. You will be emailed as new times become available.

After you select a mock interview date and time, you may not change it. You will receive an email from Symplicity confirming your mock interview date and time twenty four hours before your mock interview. If you need to review your mock interview time and location in the meantime, click “OCI,” then click on the “Scheduled Interviews” tab. Your interview date will appear. Click on it, and you should see your time.

### III. Participation and Cancellation Policy Agreement

Because this program relies on the generosity and good will of local attorneys, there are simple rules and procedures that you must follow. Specifically, you must read fully and agree to the following:

I have read, carefully and in full, this 2008 Fall Mock Interview Participation and Cancellation Policy and agree with all the instructions, requirements, and policies therein.

I will be notified via email of a mock interview time and location. Once I select and am assigned an interview, I am not permitted to cancel my interview except in an emergency. I will arrive five minutes prior to the start time of my interview. In the event that an emergency arises that precludes me from attending, I must seek permission from Margie Cartwright, Associate Director for Advising and Programs, to cancel my interview. I will not contact the interviewing alumni. My circumstances will be evaluated on an individual basis. If Ms. Cartwright does agree to excuse me from my interview, I must write a letter of apology and explanation to the interviewer and submit a copy of this letter to Career Services within 48 hours of the scheduled interview.

Any misrepresentation in my resume (including the rounding up of my GPA or class rank) is considered a violation of Section 3.02 of the Honor Code of the University of San Diego School of Law. Such misrepresentation may result in serious sanctions from the School of Law. Furthermore, Career Services will not submit my resume to an interviewer if Career Services is aware of any misrepresentation.

It is my responsibility to ensure that my resume accurately states my class rank, GPA, extracurricular activities, awards, and all other material information before I submit them for the 2008 Fall Mock Interview Program.

If you do not comply with this Policy, you may not be permitted to participate in subsequent job interviews for the fall semester, or other appropriate action may be taken, at the sole discretion of Ms. Cartwright.

### IV. Preparation

In every respect, treat this as a real interview. Prepare an error-free resume describing your experience in an engaging manner. Meet with a Career Services Advisor for suggestions. Have an objective third-party review your resume for typos and mistakes. Consult the [Career Services Resume Guide](#) .

Dress professionally: a conservative suit (e.g., black, dark gray), shirt (e.g., white, blue) and tie (e.g., red, navy) for men and a suit and accessories for women. We suggest you dress, groom, and accessorize **exactly as you will for fall recruiting season interviews** to obtain feedback on your professional presentation.

Practice answering common interview questions out loud in front of a mirror, with a friend, or with a Career Advisor. The [Career Services Interviewing Guide](#) contains pointers and common legal interview questions. The [Career Services Legal Professionalism Guide](#) advises on interacting with attorneys in interviews.

Many students ask if thank you letters are required after mock interviews. While this is not mandatory, it is a courtesy that your interviewer will appreciate and a smart way to network and keep contact. Remember to take a business card from your interviewer and review the [Career Services Job Search Correspondence Guide](#) for sample thank you letters.

Finally, take confidence from knowing you have taken a positive, affirmative step in your professional development! Relax, and enjoy meeting members of your chosen profession and the USD community.