The Office of Career Services is delighted to provide you with information regarding our annual summer off-campus interview programs in Dallas; Washington, DC; New York; Atlanta; and Boston (collectively, the “Interview Programs”).

THIS EMAIL CONTAINS CRITICAL INFORMATION ABOUT BIDDING FOR AND ATTENDANCE AT THESE PROGRAMS. PLEASE READ THIS DOCUMENT THOROUGHLY AND CAREFULLY.

What are the dates and locations of the Off-Campus Interview Programs?

- The Texas Interview Program (TIP): July 31, 2017; Magnolia Hotel, Dallas, TX
- The Greater Washington, DC Interview Program (GWDCIP): August 2, 2017; Regus Office Suites, Washington, DC
- The Northeast Interview Program (NIP): August 4, 2017; Regus Office Suites, New York, NY
- The Georgia Interview Program (GIP): August 7, 2017; Regus Office Suites, Atlanta, GA
- The New England Interview Program (NEIP): August 11, 2017; Regus Office Suites, Boston, MA

What are the attendance policies for the Interview Programs?

Before you bid, review the W&M Law School On- and Off-Campus Interview Program Attendance Policies.

By applying (“bidding”) for any interview in the Interview Programs, you are accepting and will abide by these policies.

Attending an off-campus interview program involves a significant personal investment of time and potentially hundreds of dollars for travel, meals, and lodging. Please research the associated costs and review your finances before bidding because all of the W&M Law School-sponsored Interview Programs REQUIRE YOU TO ATTEND even if you are selected for only one interview.

When can I see which employers are participating in the Interview Programs?

Now! To view the list of participating employers, log into Symplicity and click on the Job Fairs/ OCI/ ResFwd tab. Use the dropdown box to select the session for the Interview Program you are interested in attending:

- For the Texas Interview Program (Dallas), select the session “TIP 2017.”
- For the Greater Washington, DC Interview Program, select the session “GWDCIP 2017.”
- For the Northeast Interview Program (New York), select the session “NIP 2017.”
- For the Georgia Interview Program (Atlanta), select the session “GIP 2017.”
- For the New England Interview Program (Boston), select the session “NEIP 2017.”

Scroll down and click the "Review" button next to each employer for important information about the employers who are participating in the Interview Programs. You will only see employers who are interviewing students in your class year. Check back often! Employers continue to register through late June.

When can I bid (apply) for interviews with employers in the Interview Programs?

For GWDCIP, NIP and NEIP, bidding will take place in William & Mary’s Symplicity system and will open on Monday, June 26, 2017. The deadline for submitting your applications online in Symplicity for these programs is 11:59 p.m. ET on Monday, July 3, 2017.
For students who have pre-registered to participate in TIP and GIP, bidding will take place in the Southern Legal Interview Program (SLIP) Symplicity system and will open on Monday, July 3, 2017. The deadline for submitting your applications online in the SLIP Symplicity system for these programs is 11:59 p.m. ET on Sunday, July 9, 2017. There are no exceptions to these deadlines.

What application materials are required?

All employers will require you to submit a resume to apply. Some employers will also require you to submit a cover letter or other documents such as a transcript or writing sample.

NOTE: FOLLOW THE EMPLOYER’S SPECIFIC APPLICATION INSTRUCTIONS AND PROVIDE ONLY THE DOCUMENTS REQUESTED. You should also carefully review the employer’s information because some employers will require you to bring other materials to your interviews.

When will I find out if I have been selected for an interview?

It depends on the program for which you are bidding. Employers who are attending an Interview Program will review applications and tell OCS which students they have selected for interviews. OCS will notify students selected for interviews via Symplicity. Click on the links below for the specific interview selection timelines for each of the interview programs:

- Texas (Dallas)
- Greater Washington, DC
- Northeast (New York)
- Georgia (Atlanta)
- New England (Boston)

How are interviews scheduled?

For GWDCIP, NIP and NEIP, students cannot select or schedule their own interviews. For GIP and TIP, after interview selections are made by employers, you will receive further instruction for scheduling interviews.

Three helpful tips as you prepare to participate in Interview Programs:

1. Begin investigating the participating employers that interest you by conducting research and networking.
2. If an employer requires you to submit a cover letter, do not wait until the last minute to prepare this letter. It is critically important that you put appropriate time and effort into your application materials. Begin preparing your materials, and have them reviewed by your OCS Advisor, as far in advance as possible.

Please contact your OCS Advisor if you have any questions regarding the Interview Programs and to request a resume and/or cover letter review.