W&M Law School On- and Off-Campus Interview Program Attendance Policies

The interview policies described in this document apply to William & Mary Law School’s spring and fall on-campus interview programs (OCI) and the following off-campus interview programs: the Government and Public Interest Interview Program (GPIIP) in Richmond, the Spring Interview Program (SIP) in Richmond, the Texas Interview Program (SLIP-TX) in Dallas, the Greater Washington DC Interview Program (GWDCIP), the Northeast Interview Program (NIP) in New York, the Georgia Interview Program (SLIP-GA) in Atlanta and the New England Interview Program (NEIP) in Boston.

These policies do not pertain to applications collected through a William & Mary Law School Resume Forward program where students submit application materials through an OCI session in Symplicity and the employer contacts students directly to mutually agree on a date for an interview. These policies also do not apply to off-campus interview programs not listed above; for any such program, please refer to and abide by the attendance policy for that program.

We are excited to provide you with a wide range of potential interview opportunities through these interview programs, and we encourage you to apply broadly (taking into account both an employer’s specified hiring criteria and your own employer type, practice area and geographic preferences). Attracting employers to participate in these interview programs to provide this wide range of opportunities requires that we do our utmost to meet employer expectations that each student submitting materials is ready and willing to interview if selected. Student cancellations reflect poorly on the Law School, and in extreme cases may cause an employer to withdraw from a program, depriving other students of valuable opportunities. Consequently, we have adopted – and expect your full compliance with – these attendance policies.

W&M Law School On-Campus Interview Program Attendance Policy

By applying ("bidding") for interviews in any William & Mary Law School On-Campus Interview Program, you are accepting and will abide by the following attendance policy:

1) **DO NOT BID** if you know you will not be available to interview on the William & Mary Law School campus on the specified interview date. If you are not available but are interested in applying to any of the participating employers, contact your OCS Dean Advisor for guidance. 
   NOTE: some employers that have registered for our on-campus interview programs will be collecting applications through a Resume Forward and will not be interviewing at the William & Mary campus. You may bid for interviews with these employers.
2) You must accept or decline an invitation for an on-campus interview during the Symplicity "Student Pre-Select" period, which is generally a 36-hour window occurring 9 days after bidding for each OCI session ends. For any interview you accept during the pre-select period, you will be obligated to attend that interview. If you do not accept or decline an invitation to interview during the pre-select period, you risk losing the interview invitation.

3) Once you have scheduled an interview time, **you may not change or switch your interview time without prior approval** from the OCS Recruiting Services Manager (acspencer@wm.edu). If an employer selects you as an alternate interviewee, the Recruiting Services Manager will contact you if an interview slot becomes available.

4) A missed on-campus interview will be considered an act of non-compliance with this policy.

   To view the sanctions, please read “On-Campus Interview Programs: Sanctions for Non-Compliance” below.

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**W&M Law School Off-Campus Interview Program Attendance Policy**

By applying ("bidding") for interviews in any William & Mary Law School Off-Campus Interview Program, you are accepting and will abide by the following attendance policy:

1) **DO NOT BID** if you know you will not be available to interview at the interview program location on the specified interview date. If you are not available but are interested in applying to any of the participating employers, contact your OCS Dean Advisor for guidance.

   NOTE: some employers that have registered for our off-campus interview programs will be collecting applications through a Resume Forward and will not be interviewing at the off-campus program location. You may bid for interviews with these employers.

2) Interviews will be scheduled to take place between 9:00 a.m. and 5:00 p.m. You should only bid if you will be available for the full interview period.

3) **If you are selected for 1 or more interviews in an off-campus interview program, you will not have an opportunity to decline these interviews.** Therefore, you are **unconditionally obligated** to attend and must appear for every interview offered to you in that program.

4) **If you are selected for more than 10 interviews in a program,** you are permitted (but not required) to decline interviews in excess of 10.

5) A missed off-campus interview will be considered an act of non-compliance with this policy.

   To view the sanctions, please read "Off-Campus Interview Programs: Sanctions for Non-Compliance" below.
Limited Ability to Cancel an Interview

For on-campus interviews, you may not cancel an interview unless:

- you have accepted an employment offer; or
- you have received an offer that you would accept over the interview you want to cancel; or
- an employer with whom you have previously interviewed requires you to participate in a callback interview that conflicts with your on-campus interview. If an employer offers you a choice of dates for your callback interview, choose a date that avoids a conflict.

For off-campus interviews, you may not cancel an interview unless you have accepted an employment offer.

When canceling an interview under these permitted circumstances, you must notify OCS by completing the “On- and Off-Campus Interview Program: Pre-Select Interview Decline Form” as soon as possible but no later than 9:00 a.m. (ET) two business days prior to your scheduled interview.

We recognize that on rare occasions there may be extenuating circumstances (e.g., sudden illness, an emergency, accepting a job offer) that prevent your giving us notice by 9:00 a.m. (ET) two business days before your interview. **In the event of an emergency** that prevents you from attending your interview and providing two days advance notice of cancelation, provide the Recruiting Services Manager with as much notice as possible. In this situation, you are obligated – as soon as possible - to both call (757-221-7414) and email (acspencer@wm.edu, with a copy to lawocs@wm.edu) the Recruiting Services Manager to notify OCS of your need to cancel an interview and to provide a brief explanation of the reason why you are canceling.

On-Campus Interview Programs: Sanctions for Non-Compliance

Non-compliance with the On-Campus Interview Program Attendance Policy will result in the following sanctions:

If you miss 2 on-campus interviews:

1) You will lose your ability to bid in all William & Mary Law School off-campus interview programs, on-campus interview programs and resume forwards for 4 months from the date of the 2nd missed interview.

2) The Recruiting Services Manager will direct you to email an apology to the appropriate person at the employer for each of the interviews you missed.
Off-Campus Interview Programs: Sanctions for Non-Compliance

Non-compliance with the Off-Campus Interview Program Attendance Policy will result in the following sanctions:

If you miss an off-campus interview:

1) You will lose your ability to bid in all William & Mary Law School off-campus interview programs, on-campus interview programs and resume forwards for 4 months from the date of the missed interview.

2) The Recruiting Services Manager will direct you to email an apology to the appropriate person at the employer.

Below are examples of non-compliance that will trigger these sanctions:

Hypothetical 1
You are selected to participate in 1 interview at SLIP-TX in Dallas and you choose not to attend your interview. You are in non-compliance with the policy because SLIP-TX requires you to attend the program if you are selected for 1 or more interviews.

Hypothetical 2
You are selected to participate in 2 interviews at NEIP in Boston, and you attend 1 of your interviews but not the other. You are in non-compliance with the policy because NEIP requires you to attend all interviews if you are selected for 1 or more interviews.

Hypothetical 3
You will be abroad for a summer internship until mid-August and in July you bid for interviews at GWDCIP. You are selected for 1 interview at GWDCIP but choose not to attend because you are out of the country. You are in non-compliance with the policy because GWDCIP requires you to attend the program if you are selected for 1 or more interviews.

Please contact the Office of Career Services at lawocs@wm.edu or (757) 221-3805 if you have any questions about these policies.