

SAVE THE DATE – MOCK INTERVIEW MARATHON
FRIDAY AND SATURDAY, FEBRUARY 5TH AND 6TH

Who: All students are encouraged to participate. As part of continuing Career & Professional Development Orientation, 1Ls will automatically be assigned a time in a future email and must opt-*out* of being assigned by emailing Stachia at sullmann01@hamline.edu by January 8 if they *are not able* to participate.¹ 2Ls and 3L/4Ls may interview if enough volunteers are available, and slots will be filled on a first-applied-first-granted basis. Interested 2Ls and 3L/4Ls must opt-*in* by submitting an application in Symplicity (see attached instructions) by January 22 if they *do* want to participate.²

What: This is an opportunity to participate in a 20-minute “interview” for a fake job with a real attorney who will then provide 10 minutes of immediate feedback. If desired, 2Ls and 3L/4Ls (only) also have the opportunity to pair up with an attorney as a passive co-interviewer of 1Ls, providing a unique perspective on interviewing from the other side of the table. 2Ls and 3L/4Ls interested in “shadow interviewing” should contact Stachia at sullmann01@hamline.edu by January 22. (You need not have a mock interview to shadow.)

Where: Interviews take place in the Kay Fredericks Ballroom (3rd floor) in Klas Center on campus.

Why: Some people have (luckily enough) never had to formally interview for a job and like to know what to expect. Others haven’t interviewed for a long time and want to go through the motions again or need to dust off that suit. Regardless, most have never interviewed for a legally-related job and benefit from the opportunity to practice articulating interests, skills, and qualifications as they pertain to legal employers. (As an added benefit, it’s networking!)

When: All weekday 1Ls will automatically be assigned times around their class schedules on Friday, February 5th. (Assignments will be between 9:30-3:30 – stay tuned for specifics)

Weekend 1Ls will automatically be assigned times between 11:30-1:00 on Sat., February 6th.

Upon request and depending on availability, 2Ls and 3L/4Ls who apply by January 22 will be granted and assigned interview times on a first-come, first-served, as-available, basis.

Upon request by January 22, 2Ls and 3L/4Ls may participate as co-interviewers either day.

Any student (1L, 2L or 3L/4L) participating must apply for the desired mock interview position in Symplicity by January 22. (See separate instructions on applying.)

How: 1Ls, 2Ls, and 3L/4Ls interested in participating must apply in Symplicity (see separate instructions) no later than January 22 to be interviewed.

1Ls who are *not available* to participate at any time on February 5th or 6th, or who already have gainful post-graduate employment, must email Stachia at sullmann01@hamline.edu any time between now and January 8 (sooner is better) to opt out or make alternate arrangements.

2Ls and 3L/4Ls interested in co-interviewing a 1L must email Stachia at sullmann01@hamline.edu by January 22.

¹ For obvious professionalism reasons, any 1L who does *not* opt-out by the deadline will be expected to attend his or her assigned interview time barring unforeseen emergencies.

² We hope to recruit enough volunteers that every interested student gets a mock interview on these days. If we are not able to do so, however, all 1Ls will first be assigned times and 2Ls and 3L/4Ls will be signed up first-come, first-served. In the event an interested 2L or 3L/4L is not able to be matched up on February 5th or 6th, the CSO will make other arrangements to ensure the student has a mock interview opportunity at a different date and time. The CSO will *not*, however, be able to guarantee mock interviews to those on the 5th or 6th but simply opting to interview at other times as this volunteer recruitment and matching is a major undertaking and we therefore hope all will take advantage during the whirlwind marathon!

FREQUENTLY ASKED QUESTIONS

How should I dress? You will be expected to prepare and participate as you would for a real interview, meaning you will want to wear appropriate interviewing attire. This is most commonly a suit. If you do not own a suit, this may be a good time to look into buying one (so you're not doing it at the last minute before a *real* interview). If that's not possible, business attire will be acceptable.

Will I be interviewing for a particular kind of mock job? There are seven mock job descriptions in Symplicity (taken from actual postings) for which you will "apply". This will provide some common foundation for both you and your interviewer and will allow you to tailor this interviewing experience to your interest. (The interviewer will not necessarily work in the given area, however.)

Do I need to turn in any materials? You must successfully apply in Symplicity by January 22.

When will I find out my exact interview time? We hope to email all 1Ls with their tentatively arranged time in the coming weeks. 2Ls and 3L/4Ls will receive confirmation as slots are available and confirmed on a rolling basis and at the latest by January 29. Students not able to be paired up at that point will be waitlisted and notified if and when slots become available up until the week of mock interviews. We may request changes in times, as schedules often fluctuate up to the last minute. Flexibility, when possible, is greatly appreciated!

What if I'm a 1L and cannot be available outside of class between 9:30-3:30 (weekday) or 11:30-1:00 (weekend) on February 5th and 6th, respectively? If not available during any time on the stated dates but wish to arrange a mock interview at another time, please notify Stachia at sullmann01@hamline.edu that you opt out and specify why. We will do our best to make alternate arrangements.

What's the benefit to a 2L or 3L/4L of interviewing a 1L? There's so much you learn about interviewing by being an interviewer: You see that people rarely do anything "wrong"; it's just that some people present themselves better, or differently, than others. By noticing these subtleties, it often helps you become a better interviewee. Students who have done this in the past have found the experience invaluable and shared that they learned things they only could have from "doing" as opposed to reading. We will pair all students interested in sitting on the interviewer side of the table with an attorney interviewer, so you don't need to worry if you've never conducted interviews, or interviews specifically for a legal job, before. You will simply observe from that point of view. We ask that you please allow enough time to conduct at least 2 interviews (1 hour), and ideally 4 (2 hours), to get the maximum benefit.

HOW TO APPLY IN SYMPPLICITY

Step 1:
PREREQUISITE
Create a Resume:

Make sure you have a resume uploaded and “approved” by CSO in Symplicity. To do so, create a *legal* resume by reviewing the CSO’s resume handout *and by doing a first-round self-edit* using the CSO’s legal resume checklist. Both of these documents can be found in Symplicity, under the “Documents” tab and then the sub-tab “Document Library.” (Contact the CSO at csso@hamline.edu if you need login and/or password for Symplicity.) After refining and proofing your resume, log in to Symplicity again, go to the “Documents” tab, and follow the upload prompts to choose your resume for submission. CSO will automatically be prompted to review the resume. Initial review normally takes 1-2 business days, depending on volume. You may then be asked to make changes. Once approved, access to the job bank will be turned on. ***You should do this well before January 22 so you have time to make any changes required prior to approval and so you have time to view and choose from the mock postings (which are in the job bank) before the January 22 deadline.***

Step 2
View the Postings:

To view the mock postings for which you will “apply” for purposes of your mock interview, log in to Symplicity and go to the “Jobs” tab.

In the drop-down menu called “Position Type” choose “Mock Posting – Mock Interview Marathon.” This will display the 7 options. Review each posting and decide for which you’d like to mock interview. (Note, these are based on actual postings. Therefore, if you’re not perfectly qualified, make your best “pitch” as you would in a real situation. Also note your interviewer will not necessarily work in a setting related to the posting. We do our best to make the most “authentic” matches, but in the end that is not always possible. Therefore, the posting is mainly intended to ground the interview; it gives both sides a starting point and frame of reference.)

Step 3
Apply by Jan. 22:

The minimum requirement to apply is a resume. To apply, pull up the desired posting under “Jobs.” Within the posting there will be drop-down screens on the right. From the drop-down, choose the resume you wish to use for this application (you must first upload a resume in “Documents”).

You will have the option to also upload and choose from a writing sample, cover letter, list of references, and transcript. ***You do not need to upload these additional documents*** but ***may*** if you would like to go through the motions for the sake of practice and familiarity with Symplicity. If you upload and select a cover letter, be sure to tailor it to the opportunity. You will receive feedback after a review by the CSO to help you with future letters (although you may not receive this feedback until after the marathon).

Once you’ve selected the desired documents, click “submit.”

Step 4
Wait:

After January 22 we will review the information we have, follow up with students on housekeeping details, work on tweaking matches, and fine-tune schedules. We expect that by Friday January 29 you will receive your specific time assignment (if you haven’t heard yet) or a confirmation of your time slot and details.