

To: Students Participating in the 2009 Loyola Patent Law Interview Program

From: Loyola Patent Program Staff

Subject: Program Information and Symplicity Instructions

Date: April 21, 2009

You are receiving this email because you registered for the 2009 Loyola Patent Law Interview Program. We have many great employers coming to Chicago who are eager and excited to meet and interview Patent Law students from across the country.

This year's program is scheduled for **Thursday, July 30** and **Friday, July 31** at the **Embassy Suites Chicago Downtown-Lakefront at 511 N. Columbus Drive**. If you participated in the program last year, please note this location change.

SYMPPLICITY

This email confirms your registration for this year's program, but you will not be scheduled for interviews at the program without following the instructions in this email to apply for interview slots with your preferred employers. All interviews are scheduled through the Patent Symplicity online system at <http://law-patent-csm.symplicity.com/students> (note that this is a separate system from any Symplicity system your law school may use, and you will have a different username and password for this system). **You will receive your Symplicity username and password by email tomorrow, April 22.** Symplicity will allow you to view information about participating employers, upload your resume, apply for the employers with whom you would like to interview, and update conflict information that would prevent you from scheduling an interview. Once the participating employers have chosen the students they wish to interview, all interview schedules will be available on Symplicity as well. Last year, more than half of the registered students received at least one interview, with many students receiving multiple interviews.

TRAVEL PLANS & ON-SITE REGISTRATION

Do not make any travel plans until you know whether and when you have been scheduled for interviews. Final interview schedules will be available on Symplicity on June 24. Please do not make travel plans until this date, as interview schedules are subject to change until that time.

Once you know your interview schedule, make sure your travel plans allow time for you to register at the Embassy Suites hotel either the night before or the morning of your interviews. Students who do not register at the Embassy Suites Hotel the night before or the morning of their interviews will forfeit their interview slots for the entire day. Students need only register once on-site to be considered registered for interviews on both days. **Students who have not registered by 8:30 am on Thursday, July 30 will**

have all of their Thursday slots given to alternates; students who still have not registered by 8:30 am on Friday, July 31 will have all of their Friday interview slots given to alternates.

Registration for Thursday interviews will be held at the interview hotel on **Wednesday, July 29 from 4:00 pm to 7:00 pm and Thursday, July 30 from 7:30 am to 8:30 am.** Registration for Friday interviews will be held at the interview hotel on **Thursday, July 30 from 7:00 pm to 9:00 pm and Friday, July 31 from 7:30 am to 8:30 am.**

Registration must be made in person, by the interviewee, and no exceptions to the registration requirement will be made.

If you are chosen as an alternate by any employer, you will also want to your travel plans to allow you to be present in the registration room at 8:30 am each interview day for alternate scheduling. If any interview slots open up as a result of no-shows on the day of the interviews (which often happens), we will call out the names of the alternates chosen by those employers until we find an available student to fill the slot. To be eligible to be scheduled for the interview slots resulting from no-shows, you must be 1) selected by the employer as an alternate, and 2) present in the registration room at 8:30 am on the day of the interviews to accept the open interview time. Please arrange your travel plans accordingly.

IMPORTANT DATES AND DEADLINES

April 22: Students may log into Symplicity to view employers and their hiring criteria, and to bid on the employers with whom they would like to interview

May 11: Deadline for students to bid for interviews

June 16: Initial interview schedules will be available on Symplicity

June 16-June 21: Interview cancellation period

June 24: Final interview schedules will be available in Symplicity with alternate students scheduled into open interview slots

INSTRUCTIONS FOR USING THE PATENT SYMPPLICITY SYSTEM

LOGGING IN TO SYMPPLICITY

To login to Symplicity:

1. Go to <http://law-patent-csm.symplicity.com/students>

2. Enter the username and password you receive by email on April 22.

UPDATING YOUR PROFILE

Before you can view and bid on employers, you must update your profile. To update your profile:

1. Click on the **Profile** tab at the top of the page.
2. A new set of tabs will appear below the first set. Click on the **Personal Information** tab and confirm that all of your contact information is correct. Please enter gender and ethnicity information on this tab as well. This information will not be shared with the employers. Rather, it is for research purposes for the program organizers, and will be used in the aggregate only.
3. Click on the **Academic Information** tab. Update the Technical Background field with the substantive area that most closely matches your undergraduate and graduate degrees. Again, this information will not be shared with the employers. Rather, it is for research purposes for the program organizers, and will be used in the aggregate only.

Note: If you are graduating in May/June 2011 or December 2010/January 2011, you will be categorized as a 2L for the Patent Law Interview Program. If you are graduating in May/June 2010 or December 2009/January 2010, you will be categorized as a 3L for the Patent Law Interview Program.

4. If you choose to do so, you are now able to change your password under the **Password/Preferences** tab.

UPLOADING YOUR RESUME

Once you have updated your profile, you will be able to view the employers available for bidding under the Patent Program tab. However, the "Apply" button that allows you to bid on interviews will not appear until you have uploaded at least one resume to the documents tab. To upload your resume:

1. Click on the **Documents** tab.
2. Click on **Add New** in order to upload a new document.
3. Give the document a label (i.e. Jones, Bob Resume).
4. Click the **Browse** button, and find the document that you wish to upload. Double click on the file name so that it appears in the blank field. You can upload Word documents and Symplicity will convert them to pdf format, or you can upload a document that you have already converted to a pdf on your own.

5. Click **Submit**. A pop-up box will tell you that the file is uploading, and the pop-up box will disappear when the file has been successfully uploaded. **This can take some time - especially if many students are logged on to the system. Please be patient and wait for the upload to finish.**

6. Once the resume has uploaded, you will see a pdf icon for the resume in the **View** column. Click on this icon to view the resume as uploaded. **Be sure that your resume converted to pdf and/or uploaded correctly before you associate it with any bids!**

You may upload multiple resumes. Every resume you upload will be available to submit when you apply for interviews. **Some employers have requested cover pages on the resume.** For these employers, you will want to create a two page document with the cover page first and your resume as the second page. Be sure to name each resume something unique so that you can tell your resumes apart when bidding.

All students should include their GPA and/or Class Rank (if available) for both their law school and undergraduate/graduate institutions on their resume. Employers are very interested in this information; if you fail to provide it, employers may assume that your grades were too poor to include.

APPLYING FOR INTERVIEWS

Applying for interviews (also called bidding on interviews) is simple. To apply for interviews:

1. Click on the **Patent Program** tab.
2. In this section, you will see a list of all registered employers interviewing your class year, the office locations for which they are hiring, and their interview date(s). **If an employer is not interviewing students from your class year, they will not appear as an available employer for you on the Patent Program tab. Currently, there are 175 bidding options for 2Ls, 40 bidding options for 3Ls and 9 bidding options for LLMs. These numbers may change as employers and office locations are added to the program.**
3. **You have 32 bids.** Note that some firms have separate bidding options for different offices of the same firm. When you see a firm listed three times as Firm Name (New York, NY), Firm Name (DC), and Firm Name (Chicago), each of these is a separate bidding option, and each will use one of your 32 available bids. You can bid for more than one office of the same firm, and should bid for all offices in which you are interested.
4. Each bidding option will have a **Review** button in the left hand column. Click on the Review button in order to obtain more information about the potential employer

including their hiring criteria and/or what documents you should bring with you if you are selected for an interview with them. **Please note that different offices of the same firm may have different hiring criteria and request different documents. Be sure to check the information in the Review section for every office you intend to bid on.**

5. Once you have clicked on the Review button, you will be able choose the resume you wish to submit to this employer, and click on the **Apply** button to bid on an interview.

6. Once you have entered a bid, the employer/office you have bid on will move to the top of your list, with a **Withdraw button** in the **Bidding column** rather than an **Apply button**. If you wish to remove a bid you have made, click on the Withdraw button.

If you participated in the Patent Law Interview Program last year, please note the changes in this year's program:

- 1) Each student will have **32 bids** this year;
- 2) **Bids for different offices of the same law firm will count as separate bids.**

ENTERING CONFLICTS

If you will not be available for interviews during the entire program (9:30 am to 5:15 pm on July 30 & 31) you can enter any conflicts preventing you from interviewing at certain times on the Class Schedules/Conflicts tab. To enter Conflicts:

1. Click on the **Patent Program** tab.
2. Click on the **Class Schedules/Conflicts** tab.
3. In this section, you will be able to indicate times in which you will be unable to interview. To block out a period of time, click on the box corresponding with the time during which you are unavailable. For example, if you will only be attending the program on Thursday, please block out Friday completely from 9:00 am to 6:00 pm.

NOTE: We strongly advise that you make yourself available for the entire program. Students **without conflicts** receive **priority** in the scheduling process.

INTERVIEW SCHEDULING & CANCELLATIONS

Once the employers have selected the students they wish to interview, and the alternate students they want on their waitlist, interview schedules will be created on Symplicity.

On **June 16**, you will be able to see which (if any) employers have selected you for interviews, and which (if any) employers have selected you as an alternate. If, for any reason, you do not want any of the interviews you have been selected for, you can cancel some or all of your interviews. The **interview cancellation period** begins on **June 16, 2009** and lasts until 5:00 pm (central time) on **June 21, 2009**. **You are responsible for making all of your cancellations during this time period.**

If, after viewing your interviews and alternate selections on Symplicity, you decide not to participate in the interview program at all, please send an email to Law-PatentProgram@luc.edu withdrawing from the program. It is important that you send us this email rather than simply cancelling all of your interviews. If you do not notify us of your intention to withdraw from the program, you might be scheduled for additional interviews if you have been selected as an alternate by any employer.

After the cancellation period, the Loyola Patent Program Staff will fill in the canceled interview slots with students from the respective firms' alternate lists. On June 24, 2009, students selected for interviews will be able to view their final interview schedule online under the **Scheduled Interviews** tab. These final interview schedules will include any interviews you have received as an alternate.

RESUME COLLECTS

You may notice that there is a Resume Collect tab on the Patent Symplicity system, but that it does not currently have any resume collect options listed. Every year, certain employers choose to collect student materials through a resume collect, rather than participating in the interview program itself. There are not currently any resume collect options listed - **when and if there are resume collect options for your class year, you will receive an email with instructions on how to submit materials when those resume collects have been created.** Until then, please ignore the Resume Collect tab.

FURTHER QUESTIONS

For more information about the program, you can check out our website at http://www.luc.edu/law/career/Patent_Program_-_Stu.html. If you have any questions about the program not answered on our website, please contact the Patent Program Liaison in your school's career services office. If your Patent Program Liaison is unable to answer the question for you, please ask them to contact us directly for more information.