INSTRUCTIONS ON HOW TO APPLY FOR OCI & RESUME COLLECT EMPLOYERS

OVERVIEW

OCI & Resume Collect applications will be managed through PEARSON. PEARSON allows you to view potential employers, upload your application materials, update conflict information that would prevent you from scheduling an interview, and view your interview schedule.

IMPORTANT NOTE ON HIRING CRITERIA: A student may only apply to interview with an employer if that student's credentials match an employer's required hiring criteria. For example, if an employer requires students to be in the top 15% of the class and you are ranked in the top 16%, unfortunately, you may not apply to that employer through the online PEARSON process. However, you may want to consider emailing the employer's recruiter a waiver request letter if you just fall outside the cut off. If an employer lists "preferred" hiring criteria, this indicates the employer will typically hire from within this class rank or just outside of it. To determine your eligibility, you must use your official GPA and class rank as of the completion of the Spring 2023 semester.

INSTRUCTIONS ON HOW TO APPLY TO OCI EMPLOYERS

Step 1: Log onto PEARSON

- Sign in to your PEARSON account with your Loyola email address and your PEARSON password.

Step 2: Upload Your Resume and Transcript

- Click on "Application Materials" on your PEARSON homepage.
- Click "Add New" under the appropriate document type heading and follow the prompts to upload your documents.
- Note: You are required to have your resume reviewed by your career counselor via email or zoom prior to uploading.
- Transcripts: Most employers will request an unofficial transcript. You can download an unofficial transcript from LOCUS. Start at the Enterprises Menu in LOCUS, and click on "Academics," then on "View Unofficial Transcript." Follow the prompts to download a PDF of your unofficial transcript that can be saved and uploaded to your PEARSON account. Please note that you may also request a hard copy of your official transcript from LOCUS.

Step 3: Apply to OCI Employers

1. Click on the **OCI and Job Listings** module on the left navigation panel.
2. Click on the **OCI Tab** at the top to sort for the OCI listings.
3. To the right of the Job Title and Employer's Name, you will see the employer's interview date.
4. Identify the employers you want to apply to interview with during OCI.
   - Click on the star icon to **favorite** a listing.
5. Click on the **Job Title** to see more information about an OCI opportunity.
   - View the date the employer will conduct interviews, their hiring criteria, and the application materials that are required to apply (i.e. resume, cover letter, transcript, writing sample, etc.)
6. Click the **Apply** button in the top right-hand corner to submit your application documents.
7. The next screen will remind you of the documents the employer has requested.
   - All required documents must be submitted in order to successfully apply for the OCI.
   - Select from any existing, pre-saved documents that you previously uploaded into your student profile, or choose a new document to upload. MAKE SURE YOU'RE SELECTING THE PROPER VERSION FOR EACH EMPLOYER.
8. After submitting the required documents, you will see a Congratulations screen.
   - You will receive a confirmation email from PEARSON with a direct link back to this OCI where you can edit your application materials until the Application Deadline.

Hiring Criteria: A student may only apply to interview with an employer if that student's credentials match an employer's required hiring criteria.

Waiver Letters: If your grade point falls just outside the GPA required by an employer to apply (for instance, the employer's required GPA is top 15% and your GPA places you at 17%), consider drafting a letter and emailing it along with your resume directly to the recruiter (do not upload to PEARSON) requesting a waiver of their hiring requirement for you and asking to meet with them when they come on campus for OCI. A template for a waiver letter can be found on our website. Please consider having your career counselor review any cover letter and/or waiver letter that you plan to send to a firm or other legal employer.

Step 4: Complete Your Applications by Friday, July 7ᵗʰ at 12:00 pm CST.

- Please check PEARSON to make sure that all of your applications are correct and that none have been cancelled or deleted by mistake. If you find any problems with your application submissions, please email law-oci@luc.edu

Step 5: Check the Status of Your OCI Applications

- After the application deadline, the employer will receive your application materials and decide which students they want to interview.
- If you are selected for an interview, you will receive an email notifying you of the interview time.
- You can check the status of your applications and interviews in the **Applied** tab of the **OCI and Job Listings** module.
- New employers may periodically be added to PEARSON. Students will be notified via email when this occurs.

Step 6: Cancellations

- Cancellations must be made 48 hours prior to the scheduled interview by email to law-oci@luc.edu.
- If you do not cancel 48 hours prior to the interview, you will be responsible for writing a personal letter of apology to the employer with whom you were scheduled to interview. All of your remaining interviews will be considered cancelled until one copy of this letter has been sent to the employer and another copy has been submitted to the Office of Career Services.

INSTRUCTIONS ON HOW TO APPLY TO RESUME COLLECT EMPLOYERS

Some employers choose not to conduct interviews as part of our formal OCI program but are interested in receiving applications from Loyola students. To accommodate these employers, we collect materials from interested students through PEARSON and forward them to the employers. The employers then contact students directly to schedule interviews.

1. Sign in to your PEARSON account with your Loyola email address and your PEARSON password.
2. Click on the **OCI and Job Listings** module on the left navigation panel.
3. Click on the **Job Listings Tab.**
4. To sort for Fall Resume Collect opportunities:
   - Click on the blue "Add Filter" button;
   - Click on "Resume Collect" under the "Job Postings - Job Details" heading;
   - Choose "Fall Resume Collect" from the dropdown box, then click on "Add Filter";
   - Click on "Get Results" to search.
5. Identify the employers to whom you would like to submit your materials.
   - Use the filters to search by location.
   - Click on the star icon to **favorite** a listing.

6. Click on the Job Title to see more information about a Resume Collect opportunity.
   - View the employer's hiring criteria, application deadlines, and the application materials that are required to apply (i.e. resume, cover letter, transcript, writing sample, etc.)
   - Click the **Apply** button in the top right-hand corner of the page to submit your application documents.
   - We urge you not to submit applications to employers if you do not fit their stated criteria.
7. The next screen will remind you of the documents the employer has requested.
   - All required documents must be submitted in order to successfully apply for a Resume Collect.
   - Select from any existing, pre-saved documents that you previously uploaded into your student profile, or choose a new document to upload. MAKE SURE YOU'RE SELECTING THE PROPER VERSION FOR EACH EMPLOYER.
8. After submitting the required documents, you will see a Congratulations screen.
   - You will receive a confirmation email from PEARSON with a direct link back to this Resume Collect where you can edit your application materials until the **Application Deadline.**
9. If a Resume Collect employer is interested in interviewing you, the employer will contact you directly.

It's important to check PEARSON frequently to see if any additional Resume Collect employers have posted opportunities.

GO BEYOND OCI – APPLY TO FIRMS NOT PARTICIPATING IN OCI
Please seriously consider applying to summer associate programs at large law firms that are not participating in OCI or Resume Collect. Many large law firms hire law students who contact them directly and show, in a well-written cover letter, a demonstrated interest in their firm. ***Make sure to do this in*** ***late June - early July*** ***when many employers begin determining who they will bring in for interviews.*** For a list of large firms in Chicago and throughout the country, please see the NALP Directory or PEARSON's Resource Library for the Chicago Area Law Firm List.

QUESTIONS OR PROBLEMS?
Should problems or questions arise, please email law-oci@luc.edu or your assigned career counselor.