

# Virtual Interviews Program (VIP)

## Summer 2024

Formerly On-Campus Interviews (OCI)

## WHAT YOU NEED TO KNOW

### [1] WHAT IS THE VIRTUAL INTERVIEW PROGRAM?

There are two Virtual Interview Programs (VIP) each academic year – one in the summer/fall and one in the spring. The VIP are annual recruiting events for employers to interview law students for summer 2025 positions (but there are fall 2024 and spring 2025 opportunities as well). Employers conduct virtual 20 or 30 minute first round interviews with law students.

Virtual Interview Program Dates (there are two employer groups/sessions):

- Session 1: July 30 – August 1, 2024: **(the first and the largest group of employers)**  
Application deadline: Friday, June 21
- Session 2: August 6 - 8, 2024  
Application deadline: Friday, June 29

Following VIP, students could potentially receive a second round (or “call-back”) interview. The employer will reach out to you directly if you are selected for a call-back interview.

### [2] WHAT TYPES OF EMPLOYERS PARTICIPATE IN THE VIP?

- Private law firms who hire summer associates or law clerks, and positions generally begin the summer following your second year and are paid
- Federal, State and local agencies typically interview for school year and summer internships (may or may not be paid)
- Public interest organizations also typically interview for school year and summer internships (and are usually not paid)

### [3] HOW DO I PARTICIPATE?

- The entire process is paperless and will be conducted using 12Twenty
- Beginning May 28<sup>th</sup> students will be able to view participating employers on 12Twenty and will be able to upload their application materials and apply for interviews
- Employers will specify the materials they require on 12Twenty
- Typical materials requested: cover letter, resume, writing sample, unofficial transcript, list of references and sometimes letters of recommendation (very rarely)

## [4] TIPS FOR SUCCESS

### RESUME Tips:

- Be scrupulously honest
- Be sure your resume is error free, this is the first document they will see of yours
- Have a conventional legal resume (see the handout included in this packet or in your Planner)
- One page (unless you have extensive experience prior to law school)
- REMEMBER! Have your materials reviewed by the CSO (send them to [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu))

### COVER LETTER Tips:

- Know your audience and research the firm or agency
- Targeted and tailored
- Don't reiterate what is in your resume

### INTERVIEW Tips:

- Professional, conservative dress (stop by the Career Closet if you need professional clothing)
- PRACTICE! Go through the motions of an interview, memorize answers to common questions, and come prepared with thoughtful questions for your interviewer
  - The CSO can help you! Make an appointment for a mock interview with a Career Advisor

## [5] BEYOND VIP

- Most students get their jobs outside of the VIP process
- Frequently check 12Twenty for job postings. New jobs are posted DAILY
- Attend all job fairs on and off campus
- Be sure to network with the legal community and foster those connections
- Apply directly to firms you are interested in. (The CSO can help you with this!)
- Make an appointment with a Career Advisor to get more ideas on where to find the job you are looking for

To have your materials reviewed by the CSO, send them to: [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu).

Make an appointment with the Career Services Office here (select the Career Advising Session - JD/JSD Student & Alumni option): <https://sacsappointmentschedule.as.me/>

Make an appointment to further discuss the Summer Virtual Interview Program here (select the Virtual Interview Program (VIP) Questions (JD Students Only) option):

<https://sacsappointmentschedule.as.me/>

For all VIP questions, please contact Isabella Hannon, Director of Recruitment and Programming at [ihannon@pacific.edu](mailto:ihannon@pacific.edu).

