

# HARVARD LAW SCHOOL

## Office of Career Services

Dear Recruiter,

With EIP just a month away, I write with information to consider as you plan your visit to Cambridge. Please share this information with members of your recruiting team as necessary.

### **Summer Employment Evaluations**

One of the most effective ways to enhance your recruitment efforts at HLS is to encourage Harvard students in your summer program to complete an evaluation of their summer employment experience. Our students rely on the information provided by their peers when researching firms in advance of bidding for EIP. They also use this information when evaluating offers for summer and permanent positions. A copy of our [summer evaluation](#) is available for your review. We appreciate your assistance in reminding students to complete the evaluation. Students should be directed to the [Symplicity Student Login](#) webpage to complete the survey.

### **Preparing For Your Interview Day**

There are many moving parts that encompass your interview day with HLS. Helpful information is provided on our [Preparing For Your Interview Day webpage](#), including the following topics:

- Schedule Information - start / end times; when to expect your resumes & interview schedules.
- At The Charles Hotel - check-in, room keys, breakfast & lunch.
- Hospitality Suites - important decision regarding student check-in for employers that will host a hospitality suite.
- Directions & Parking
- Deliveries - sending materials to the hotel in advance of your interview date.

### **Callback Interviews & HLS Recruiting Policies**

All employers participating in Harvard Law School (HLS) recruitment programs, including the Early Interview Program (EIP), are expected to comply with [HLS Recruiting Policies & Timing Guidelines](#). Callback interviews should not be scheduled to take place during the week of EIP (August 8 - 12), but rather during the three weeks following EIP (August 15 - September 2). Also, please keep in mind that recruiting policies prohibit pre-screening and interviewing second-year students in advance of EIP.

### **Key Dates - EIP 2016**

Detailed below are key dates to keep in mind as you plan for the upcoming recruiting season. In particular, please note the **Employer Bid Review Period** (more details below), which takes place from July 25 to 27.

Date(s)	Time	Event
July 15 - 25	12 noon to 12 noon EST	<b>Student bidding/application period</b>
July 25 – 27	12 noon to 12 noon EST	<b>Employer Bid Review Period</b> <i>-Review the number of students who bid on your EIP schedule(s)</i> <i>-Make final adjustments to the # of your schedules</i> <i>-Report the names of your interviewers</i>
August 1	~ 2 pm	<b>Interview schedules and student resumes released</b> <i>-OCS will publish interview schedules and student resumes in <u>Symlicity</u>.</i>
August 8 -12	9 am – 5:20 pm	<b>EIP Interviews take place at The Charles Hotel</b>
August 15 – September 2	-	<b>Callback Interview Period</b> <i>-Please do not schedule callback interviews to take place before the end of EIP (August 12) or after September 2.</i>
September 6	-	<b>First Day of Fall Classes for 2Ls &amp; 3Ls</b>

Thanks for your attention to these matters. We look forward to seeing you in a few weeks. Please contact us if you have any questions or requests in the meantime.

Sincerely,  
Lisa Terrasi

Assistant Director and Director of Recruitment & Operations  
Harvard Law School | Office of Career Services  
617-495-2922 | [lterrasi@law.harvard.edu](mailto:lterrasi@law.harvard.edu)