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Dear Employers,

Greetings from NYU Law! **We look forward to your continued engagement with NYU Law students throughout the Spring Semester, and we have some exciting programming to offer.**

This memorandum covers the following:

I. Employer Feedback from Summer 2021 & EIW 2021  
II. 2022 Virtual Spring On-Campus Interview (OCI) Program for JD, Tax LLM & Int’l Tax LLM Students  
III. Spring 2022 1L Law Firm Events  
IV. 2022 Virtual 1L Law Firm Speed Networking Event (at capacity)  
V. 2022 Virtual NYU Global Networking Reception

As you engage with our students and look ahead towards virtual 2022 EIW, we encourage you to review our updated [Timing Guidelines and Policies](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__www.law.nyu.edu_sites_default_files_2021-2520NYU-2520School-2520of-2520Law-2520Timing-2520Guidelines-2520and-2520Policies-2520for-2520Employers-2520-2D-2520as-2520of-25209.22.21.pdf&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=wgrOjXYK5jPuVp1gtnt_URagl6nta7rrOeokExLKq60&e=). Our 2022 EIW dates have not yet been determined.  
  
**I. EMPLOYER FEEDBACK FROM SUMMER 2021 & EIW 2021 (see attached instructions - hyperlinked at the bottom of this message)**  
We hope you have had a successful recruiting season. Please inform us of the results of your firm’s 2021-2022 recruiting season at NYU Law by completing the feedback forms on [Symplicity](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__law-2Dnyu-2Dcsm.symplicity.com_employers&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=3DwWQj9xhvXtfPFDokihcK3dsiVw7lW4a-FeiTOc1B0&e=) by Friday, January 7, 2022 (see attached instructions).

**II. 2022 VIRTUAL SPRING OCI**  
We invite you to participate in 2022 Virtual Spring OCI, which has traditionally been an active recruitment program for 1Ls and Tax LLM students; however, you are welcome to recruit any of the class levels set forth below based on your hiring needs. **The 1L OCI recruiting process is an effective way to showcase your firm in advance of the 2L hiring season, as most of our 1L students will research and pay close attention to the firms that participate in Spring OCI.**

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**A. Interview Assignments and No Pre-Screening Policy:**   
• **For Spring OCI, interviews are assigned through a lottery, based on students’ ranked preferences.**

• Prior to the OCI interview, employers only will have access to students’ resumes (without Law School GPA information). Employers will receive access to students’ unofficial law school transcripts (as well as any other requested application materials) on the interview date, at the time of each student’s interview via the Flo Recruit platform. Additionally, once interviews have been concluded on the interview date, employers will be able to download all requested student materials via the Flo Recruit platform.

**B. Structure of Virtual Interviews:**   
• **Flo Recruit:** Flo Recruit will provide its own video software and auto-generate video links for OCI. **We will be providing additional instructions about Flo Recruit as we approach your interview date.**

• **Other Video Platforms:** We are happy to assist in arranging video interviews through an alternative platform of the employer’s choosing (e.g., Zoom, WebEx); please indicate this in your OCI registration on Symplicity.  
  
**C. Registration**

• **On-Line Registration currently is open.** **To interview on campus during Week 1 of Spring OCI (January 24-28), please register on Symplicity by Tuesday, December 14.** For all other weeks, please complete registration at least three weeks prior to your intended visit.

• See attached instructions (hyperlinked at the bottom of this message) and kindly complete registration at least three weeks prior to your intended visit. ***Dates are assigned on a first-come, first-serve basis.***

**D. NYU Fees:** **$200, which includes a $100 registration fee and a $100 schedule fee.** Should your organization have difficulty with the fee structure, please reach out to discuss.

**E. Accessing Interview Schedules:** You will be able to access a copy of your interview schedule(s) and student resumes via Symplicity approximately one week before your scheduled OCI date.

**F. LLM Students, Class of 2022:**  
LLM students in Taxation and International Taxation traditionally participate in Spring OCI, and employers interested in this population should register for on-campus interviews via the procedure outlined above and in the attached instructions. Other LLM specializations include:

1. Competition, Innovation and Information Law  
2. Corporation Law  
3. Environmental and Energy Law  
4. International Business Regulation, Litigation and Arbitration  
5. International Legal Studies  
6. Legal Theory

OCS creates two resume directories of LLM candidates: the Tax LLM Resume Directory (which includes students in the Tax and International Tax programs), and the Foreign-Trained LLM Resume Directory (including international students from all six specialized LLM programs as well as our Traditional LLM program). To be placed on the mailing list for either Resume Directory, please contact [Clara Solomon](mailto:clara.solomon@nyu.edu). Employers interested in receiving resumes from LLM candidates may also post a job listing, free of charge, via the Job Postings tab on CSM/Symplicity. Please feel free to contact [Clara Solomon](mailto:clara.solomon@nyu.edu) for more information.

**G. Job Postings**  
As an alternative to OCI, please notify us of your part-time, summer, entry-level or lateral job openings, and we will gladly post these positions free of charge; for more information, please [visit our website](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__www.law.nyu.edu_careerservices_foremployers&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=K8Y4ZQmGu2RMCJICt8l3aWd_-F6LrtSfg050oVFiM-U&e=).

**III. SPRING 2022 1L LAW FIRM EVENTS**

Per NYU’s current policy, visitors are not permitted on campus. At this point, all OCS events will be held virtually for Spring 2022. If firms are hosting 1L events, either virtually or in-person, we are happy to share the event information regarding your event with our students in the following ways below. Please let us know the details of the event and we will share accordingly:

(1) post your event invitation on Symplicity for student viewing; and  
(2) circulate information about firms’ events in The Docket, NYU Law’s weekly student newsletter.

As always, we encourage students to adhere to the University’s Covid Policies and Protocols with regard to events: [https://](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__www.nyu.edu_life_safety-2Dhealth-2Dwellness_coronavirus-2Dinformation_campus-2Dlife_meetings.html&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=qOkkIeraKLtJTwKPpQV4hwnT8_TLVA-nxdY5vCLfO0k&e=)[www.nyu.edu/life/safety-health-wellness/coronavirus-information/campus-life/meetings.html](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttp-3A__www.nyu.edu_life_safety-2Dhealth-2Dwellness_coronavirus-2Dinformation_campus-2Dlife_meetings.html&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=PbNn1a3jg0yc0XEMs5j7ct7IsBTD9eET0XBkeKLwkkA&e=)

**Because many firms are opting to continue with virtual programming, our office will not be assigning dates for events.** ***Also, to increase student turnout, we strongly encourage firms to host events for students across multiple schools – both for virtual and in-person events, since attendance has been lower at many events in recent years despite our best efforts.*** For this reason, we encourage firms to cast the net wide and pull in students from multiple schools. We are confident that NYU 1L students would not mind “sharing” a firm event with students from other schools.

**The Spring semester begins on Tuesday, January 18 and ends on Tuesday, April 26, 2022; the reading period is April 27-May 1, and exams take place from May 2-May 13, 2022 (see Academic Calendar** [**here**](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__www.law.nyu.edu_academicservices_academiccalendar_2021-2D2022-2Dacademic-2Dcalendar&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=eDpCa_1j4OkC_zMqXofR9Rcif_QFvUMQ9LpeehooRqA&e=)**).** For planning purposes, NYU 1L students are not always available during lunchtime (12:00-2:00 p.m.); they complete their classes by 4:30 p.m. on Mondays, Tuesdays, Wednesdays and Fridays; on Thursdays, NYU 1L students complete their classes by 5:00 p.m.

Below is a list of dates that may present a conflict for NYU 1L students. We will be sure to inform firms of additional conflicting dates as they arise:

• February 10 (NYU Law’s 1L Law Firm Speed Networking Event)  
• February 21 (President’s Day)  
• March 3 (1L assignment is due on March 4)  
• March 14-18 (Spring Break)

**Finally, we encourage you to regularly check NYU Law’s** [**public event calendar**](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__its.law.nyu.edu_eventcalendar_&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=mv1GaiEk-Rxej4XfLB1i2nZecLW5JjTtPX6YpXC2S68&e=) **to determine whether Law School or other firm events have been scheduled and try to avoid those dates/times.** If you have any questions about any potential conflicts, please contact [Cassandre Stump](mailto:cassandre.stump@nyu.edu).

**IV. 2022 1L VIRTUAL LAW FIRM SPEED NETWORKING EVENT FOR NY OFFICES –THURSDAY, FEBRUARY 10, 2022, 6:00-7:30 P.M. EST** – At Capacity  
***\*Employer RSVPs will be accommodated*** [***via email***](mailto:sara.mcdonough@nyu.edu) ***on a first-come, first-served basis through January 14, 2022***

NOTE:  We are oversubscribed and at capacity for this event.  We are maintaining a wait-list, however we do not anticipate adding additional firms.

Format  
Approximately 20 EIW NY offices participate in this event with the goal of helping to prepare 1Ls for the summer 2023 2L recruiting season and introduce them to firms. Each participating firm will host one virtual chat room/“Session” (staffed by two attorneys) via the Flo Recruit platform to network with students in fifteen-minute increments. We will be limiting 3 NYU students to each room at a given time to keep the conversation intimate; students will sign up for a fifteen-minute networking Session with a firm in advance of the event. This is not an event where students share resumes or transcripts, it is purely networking.

To ensure that students meet with a variety of firms, **STUDENTS WILL NOT KNOW THE IDENTITY OF THE FIRMS WITH WHOM THEY ARE MEETING UNTIL THE DAY OF THE EVENT.** When signing up for a session, the firm name will remain hidden from students and each firm will be identified by a letter, i.e., “Firm A,” “Firm B,” “Firm C,” etc.

Employer Registration  
To be added to the waitlist, email [Sara McDonough](mailto:sm10432@mercury.law.nyu.edu).  Our office will be registering on Flo Recruit on firms’ behalf and will provide firms with their final schedule and links prior to the event.

Fees  
The fee to participate is $200 and includes your firm’s virtual Flo Recruit Session (chat room) from 6:00-7:30 p.m. EST, staffed by 2 attorneys. You will receive an invoice via email, which will also be posted in your [Symplicity](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__law-2Dnyu-2Dcsm.symplicity.com_employers&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=3DwWQj9xhvXtfPFDokihcK3dsiVw7lW4a-FeiTOc1B0&e=) account.

**V. MARCH/APRIL 2022: VIRTUAL NYU GLOBAL NETWORKING RECEPTION – THURSDAY APRIL 7, 2022, 6:00-7:30 p.m.**

We invite your firm to participate in the Spring 2022 NYU Law Global Reception. This premiere event is highly publicized as a mandatory event for 1L students who will interview at EIW for cities outside of NYC. We are also partnering with our regional student groups such as the West Coast Connection, the Midwestern Law Society, the Law & Government Society (DC), the Texas Club, the International Law Society and more. Participating in NYU Global is the best way to meet our 1L students with ties to different regions who are committed to working in different geographic regions. Additionally, the list of attending firms and attorneys will be available in our online resources for students to access for years to come.

Format  
The event will take the form of a “virtual career fair” where students will sign up for 15-minute time slots with firms’ offices - with no more than four students in a “room” at the same time. Attorneys and students will receive the FloRecruit “room” link in advance. There is no formal presentation, and no attorney preparation is required. Firms may provide a maximum of 2 attorneys per “room” (associates or partners). Similar to the 1L Law Firm Speed Networking Event, this is not an event where students share resumes or transcripts, it is purely networking. Please plan to register attorneys who currently work in the office they represent – not NYC. We recommend sending your very best ambassadors who are comfortable interacting with students, regardless of their level (NYU Law alumni whenever possible). Attorneys can offer their email info for student follow-up and maintain a list of the students they meet. (We also understand that you may need to staff your “table” in different time zones with attorneys locally.)

Employer Registration and Fees  
Please be on the lookout for an email regarding registration and other details by January. Please plan to register for each **state or country** separately.

• Early Registration will be $425 (per firm, per state or country).  
• Late Registration will be $495 (per firm, per state or country).

Thank you for your patience. We will send a dedicated email regarding NYU Global registration in the coming weeks.  
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If you have any additional questions, please contact one of us directly. We look forward to assisting you with your hiring needs and appreciate your interest in NYU Law!

[Sara McDonough](mailto:sara.mcdonough@nyu.edu) (she/her/hers), Senior Placement Assistant  
Spring 2022 On-Campus Interview Program – Registration and Technical Inquiries Relating to Symplicity  
1L Law Firm Speed Networking Event

[Clara Solomon](mailto:clara.solomon@nyu.edu) (she/her/hers), Director, Graduate Division  
Effectively Recruiting and Communicating with LLM Students (Tax, International, Other)  
Creation of Job Postings (LLM Students)

[Cassandre Charles Stump Esq.](mailto:cassandre.stump@nyu.edu) (she/her/hers), Associate Director, Recruitment and Marketing  
Spring 2022 On-Campus Interview Program  
1L Law Firm Speed Networking Event   
Creation of Job Postings (for 1Ls, 2Ls, 3Ls, and Recent JD Graduates)  
Effectively Recruiting and Communicating with JD Students

[Wendy Siegel](mailto:wendy.siegel@nyu.edu) (she/her/hers), Director, Recruitment and Marketing  
Creation of Job Postings (for 1Ls, 2Ls, 3Ls, and Recent JD Graduates)  
NYU Global Networking Event  
Effectively Recruiting and Communicating with JD and JD/MBA Students  
Recruiting for Alternative Legal Positions and Non-Legal Positions

NYU School of Law Non-Discrimination Policy   
New York University School of Law is committed to a policy prohibiting discrimination in employment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, partnership status, pregnancy or child birth (including related medical conditions), genetic information, marital or parental status, alienage or citizenship status, domestic violence victim status, unemployment status, or on any other legally protected basis. The Law School reserves the right to deny use of its facilities to employers that violate this policy.

Attachments: [2022\_Spring\_OCI\_Invitation\_-\_Symplicity\_Instructions.pdf](https://urldefense.proofpoint.com/v2/url?u=https-3A__law-2Dnyu-2Dcsm.symplicity.com_track_fe020f330e8ab69edf81e1a86460bfd9_1849791270_realurl-3Dhttps-3A__law-2Dnyu-2Dcsm.symplicity.com_u_PBdsepha&d=DwMFaQ&c=slrrB7dE8n7gBJbeO0g-IQ&r=pTahsA2-SOCbKRsUf6sYupWCTlmwvm5Ji77yWUItTYk&m=vKjvvBH2rfivVPkM33iP2UDepHlB1Nv0r_0Hkp52C_t1kER3Gif6bZIeR-OOdUwC&s=ZIiTot4t1iPHw7PKZ7L_Rv_HwYts8kpgMDB5T3i5ITU&e=)