December 2020 2L and 3L OCI Program
Remote Interviewing Instructions

All interviews scheduled through the December 2020 2L and 3L OCI program will be held remotely. Please see below for further information on remote interviewing expectations, the Flo Recruit Employer Guide, and recommendations for troubleshooting technical issues. If you have not yet confirmed the interview method you plan to use, please contact Melissa Warner at melissaw1@uchicago.edu. If we do not receive confirmation of your preferred interview platform by Friday, December 4, we will coordinate your interview schedule in Flo Recruit.

Remote Interviewing

- If you plan to interview through the Flo Recruit platform, and have not yet done so, we strongly encourage you to set up a quick 10-minute test call with Flo Recruit to ensure that your attorneys can connect to their software on your scheduled interview day as a part of our 2L and 3L OCI program. You can book a test call with them directly at: https://cal.mixmax.com/courtneyodonnell/testflorecruit.
- For interviews held in Flo Recruit: Please see the Flo Recruit Employer Guide for detailed instructions for accessing and interviewing through Flo Recruit.
- For interviews held outside of Flo Recruit: If you are planning to conduct interviews with a platform other than Flo Recruit, those instructions and, if applicable, a video conference link for joining each of your interviews must be added to the Virtual Interview Information field in your Symplicity interview schedule.
- For phone interviews: If you are conducting phone interviews, and you would like for students to dial in to a conference call line, those instructions must be added to the Virtual Interview Information field in your Symplicity interview schedule. Otherwise, we expect that the interviewer will call the student at the phone number listed on their resume.

What To Do If You Get Disconnected

- If you are interviewing in Flo Recruit and experience technical difficulties, please contact the Flo Recruit Help Desk using the Chat feature in the bottom left hand side of your screen. Flo Recruit support staff will be on hand throughout OCI to help troubleshoot any technical difficulties.
- If you are interviewing through another platform and your video conference call is disconnected during an interview (i.e., due to a power or internet outage for you or the interviewer) and you are unable to reconnect with the student, “Plan B” is that the interviewer will call the student at the phone number listed on their resume.
- If you are disconnected during a phone interview, dial back in to the conference call line or call the student back at the phone number listed on their resume.
- If you are unable to reconnect with the student before the end of the scheduled interview time slot, contact Melissa Warner at melissaw1@uchicago.edu to report the disconnection issue.

Day-Of Questions

Please contact Melissa Warner at melissaw1@uchicago.edu or 773-834-7579 for questions that arise during OCI.