

Guide to Fall Public Sector* OCI 2022

Every fall, public interest organizations, government offices, and public interest firms visit Columbia to interview 2Ls/3Ls for summer/postgraduate jobs. Students apply in advance; from these applications, employers select who they want to interview on their OCI date. This year, interviews will take place online rather than in person.

The deadline to apply for Public Sector OCI is August 8.

**For Private Sector OCI, watch for emails from the Office of Career Services; dates and instructions differ from those of Public Sector OCI.*

How to Apply for Public Sector OCI

Note: you must [complete your summer internship evaluation](#) before you can access OCI.

1. In [Symplicity](#), select "Interview Programs (OCI)" in the left-hand sidebar, then "Scheduling."
2. Scroll down to the "Sessions" menu and choose "2022 Virtual Public Sector OCI."
3. You will see a list of employers and their OCI dates. Review job descriptions of interest. When you are ready to apply to an employer, upload the requested materials to your "Documents" library (see the left-hand sidebar), then return to OCI to select the appropriate resume and cover letter. If applicable, complete the "Preferred Location" field.
4. Finally, rank each employer you applied to by order of preference using the drop-down. *This data will be used for scheduling purposes only. It will NOT be shared with employers.* Once you have entered your order of preference, you are finished!

Public Sector OCI Timeline

August 8	Deadline to apply for interviews
August 17 at 12 p.m.	Most application results available on Symplicity (Occasionally an employer needs more time to make selections)
Cancellation Period	You can cancel an interview on Symplicity up until noon the day before the interview (or noon the Friday before for Monday interviews)
August 23-October 3	OCI interviews take place on the employers' assigned dates

Frequently Asked Questions About Public Sector OCI

Symplicity says I need to complete my summer employment survey first. How do I do that?

- Log into [Symplicity](#).
- Go to the "My Account" tab in the left-hand sidebar.
- Select "Evaluations," then "Add New."

When and where do the actual interviews take place?

Each employer has been assigned a date between August 23 and October 3. You can see the dates on Symplicity. Interviews will take place online via Flo Recruit. If you are selected to interview, you will receive information on Flo Recruit.

When do I need to apply by?

The student application deadline is August 8.

What materials do I need to apply?

Each application will consist of your resume and, in most cases, a cover letter for that employer. Some employers may ask you to also submit your materials on their website; read carefully.

When will I find out if I got selected to interview and, if I did, what time the interview will be?

We will have most employer decisions by August 17. (Occasionally employers request additional time to make their selections.) Those who are selected to interview will receive a time slot at that time.

Can I schedule the interview around my classes/job?

When you are in the OCI module, use the "Class Schedules/Conflicts" tab to block off periods during which you are *not* available. *You should make yourself as available as possible, however, since interview slots are limited.*

I logged into Symplicity but can't see the OCI module/it won't let me apply.

Did you complete your summer internship evaluation? Please review the instructions above. If you are still having trouble, please email Rebecca Hinde at rh2523@columbia.edu.

Do employers read applications as they come in? Should I rush to apply?

Employers cannot see the materials until August 9, so it doesn't matter when within the application period you apply. But you should apply by August 8!

What if I get an OCI interview but then accept another offer before the interview date?

You can cancel on Symplicity until noon the day before or, for Monday interviews, noon the previous Friday.

I need help with my materials/interviewing skills/deciding what to apply for...

[SJI advisers](#) can review materials, do mock interviews, and more. Reach out!

Questions?

Rebecca Hinde (she/her)

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Questions about Private Sector OCI should be directed to the Office of Career Services at careerservices@law.columbia.edu.