

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL
WASHINGTON DC

**2010
PUBLIC SECTOR
RECRUITING PROGRAM**

Student Registration Materials

Sponsored by:

**The George Washington University Law School Career Development Office
&
Georgetown University Law Center Office of Public Interest & Community Service**

MEMORANDUM

DATE: December 2009

TO: Students Interested in Participating in the 2010 Public Sector Recruiting Program

FROM: Kathryn Parente, Recruitment Manager

RE: Program Registration

Welcome to the registration process for the 2010 Public Sector Recruiting Program sponsored by The George Washington University Law School and Georgetown University Law Center. This year's program will be held on **Saturday, January 30, 2010 at the GW Marvin Center, 800 21st Street, NW, on the 3rd Floor from 8:30 am to 5:30 pm.** The program is a great opportunity for students to interview with nonprofit organizations, government agencies and private public interest law firms for summer 2010 internships and permanent positions. In addition, employers that cannot participate in the program will be involved with resume/cover letter collections and/or table talk: an opportunity for students to speak informally with employers at the Marvin Center.

Both schools will be using the web-based Symplicity system to administer the program. ***Please note:** a separate Symplicity site is set up specifically for this joint program so that students from both schools can have access – you cannot access this interview program through GW's regular Symplicity site.* You will receive a username and password via email on December 18, 2009. In order to participate, you must research participating employers over the winter break, upload your resume and cover letters, and place up to 15 bids for interviewing employers by **Wednesday, January 6, 2010 at 5:00 pm, EST.** To gain access to the Public Sector Symplicity site, go to <https://law-pifair-csm.symplicity.com/students/>. Log in using the username and password specifically for this program. If you do not receive a password, please call or email the CDO at the contact information below. Bidding for employers begins **Friday, December 18, 2009** and ends **Wednesday, January 6, 2010 at 5:00 pm for interviewing employers** and **Wednesday, January 13, 2010 at 5:00 pm for the resume collection.** ***There are no exceptions to these deadlines.***

On Tuesday, January 19, 2010 at 9:00 am, you may begin checking Symplicity to see if you have received any interviews. The Symplicity system does not notify you by email each time you receive an interview, **so please log into Symplicity on a regular basis to check if you have any interviews.** You can then schedule an interview time. Detailed instructions and deadlines are included in this packet of information.

If you have technical or general questions about the program, please contact Kathryn Parente at kparente@law.gwu.edu or Liza Ramirez at lramirez@law.gwu.edu. If you have specific career counseling or resume/cover letter questions, please contact Tamara Dévieux-Adams, Public Interest Advisor, at tdadams@law.gwu.edu or Anna Marshall, Career Counselor and Government Liaison at amarshall@law.gwu.edu. You can also call the CDO at 202-994-7340. Good luck!

2010 Public Sector Recruiting Program

Important Dates*

Friday, December 18, 2009:	Students may begin to upload materials, research and bid for participating employers through Symplicity.
Wednesday, January 6, 2010 (by 5:00 pm):	<u>Bidding Deadline for Interviews:</u> All resumes and cover letters must be uploaded in Symplicity for interviewing employers. You may submit bids for up to 15 employers by 5:00 pm. Be sure you are using the Symplicity site specifically for the Public Sector Recruiting Program!
Wednesday, January 13, 2010 (by 5:00 pm):	<u>Bidding Deadline for Resume Collection:</u> All resumes and cover letters must be uploaded in Symplicity for Resume Collection employers by 5:00 pm. Students have an unlimited number of bids for resume collection employers.
Tuesday, January 19, 2010 (at 9:00 am):	Students may begin checking Symplicity for interview selections and scheduling interviews.
Tuesday, January 19- Friday, January 22, 2010 (by 10:00 am):	Students may schedule interview times in Symplicity by no later than 10:00 am, Friday, January 22nd.
Friday, January 22 (12:00 pm)- Monday, January 25 (by 5:00 pm), 2010:	Alternates may schedule interview times for any remaining time slots in the Public Sector Recruiting Program Symplicity site.
Saturday, January 30, 2010:	The George Washington & Georgetown Public Sector Recruiting Program takes place at: The GW Marvin Center (800 21st Street, NW, 3rd Floor)



*All participating students will be notified of late addition employers and employer changes through email. Please check your email often as some employers register very late! Also check the “Announcements” section in the Public Sector Symplicity site!

Frequently Asked Questions...

Q...What is the GW/Georgetown Public Sector Recruiting Program?

A...The Public Sector Recruiting Program is a joint effort between the CDO and Georgetown's Office of Public Interest and Community Service. Public interest and government employers will interview students from all class years for either permanent or summer positions at their organizations. Last year, over 70 employers interviewed at the program and several others asked to receive resumes from interested students. Employers included local public defender's offices, state attorney's offices, government agencies, legal services programs, private public interest law firms, and legal clinics.

Q...Are cover letters required when submitting applications?

A...Employers in this particular program do typically require cover letters, thus, it is important for students to include them in their applications. Both GW and Georgetown students will be required to submit cover letters with their bids. Each cover letter must be employer-specific.

Q... When my friend logs onto Symplicity he sees many employers, but when I log onto the system I do not see the same number of employers and many of them are different. Why?

A...You will only be able to view employers who are recruiting your class year. For example, if you are listed as a 3L in Symplicity, you will only be able to view employers searching for 3Ls. Employers that list 1Ls only in their hiring criteria will only show up for 1Ls and so on. Please make sure that your academic information is correct in Symplicity by going to your Profile and clicking on Academic Information. This will ensure that you are applying to the employers that you are eligible to apply for.

Q...If an employer requests a copy of my transcript, can I use the copy that is in my GWeb account online?

*A...NO! Your GWeb account transcript does not show your name for security purposes, thus, using this for your transcript will not be acceptable. You must obtain a copy of your transcript (unofficial is fine) from the GW Registrar's Office. You can visit the Registrar's website for more information on obtaining your transcript at: <http://www.gwu.edu/~regweb/web-content/index.html> or stop by their office at the ground floor of the Marvin Center, 800 21st Street, NW. **NOTE: For 1Ls, transcripts may not be available until early February. Employers are aware of this and may request transcripts after the interview process is over. 2Ls & 3Ls may provide the most recent transcript available.***

Q...Can I upload my writing sample if an employer asks for one in their hiring criteria?

A...No. Writing samples are too large to upload into Symplicity and will slow the system down in the process. If an employer requests other materials such as references or a writing sample, it will be noted as "Additional Requests," which means that you may bring these materials to the interview.

Q...What if I have technical difficulties with the Symplicity system?

*A...Please contact the CDO at 202-994-7340 or email Kathryn Parente, at kparente@law.gwu.edu. There is also a "comments/feedback" section on the home page when you log into Symplicity, and those comments are routed to Kathryn Parente. If you are experiencing a problem, **do NOT wait until the deadline to get it fixed.** Call us as early as possible!*

Symplicity Resume Upload & Bidding Instructions

FILLING OUT YOUR PROFILE

1. Using only Internet Explorer, go to <https://law-pifair-csm.symplicity.com/students/>. This is **separate** from the GW Symplicity site.
2. Log in with the username and password emailed to you specifically for the Public Sector Recruiting Program. *These are different than the ones you received in October of your first year.* **IMPORTANT:** Your username is the prefix of your email (i.e., “jsmith” ONLY and not jsmith@law.gwu.edu). If you did not receive a username and password, please contact the CDO.
3. It is critical that your class year is listed correctly in Symplicity. Check your class year designation for the spring of 2010 (1L, 2L, 3L, 2E etc.). In the Public Sector Symplicity site, click on the **Profile** tab, and then the **Academic Information** tab. Where it says “Year in school,” update the information if your class year is listed incorrectly and click on **Save Changes** at the bottom of the screen. Please be advised, your class year determines which employers you are able to apply for.

RESEARCH PARTICIPATING EMPLOYERS

1. To begin researching employers, click on the **Public Sector Program** tab on the top navigation bar in Symplicity and look at the far left box under Search Filters.
2. There are two options to explore:
 - a) Under “Session,” select the **“Public Sector Interview Option 2010”** to view the list of employers who will be interviewing students. *(Note: there may be more than one page, so be sure to click on Next at the bottom of the page to view all employers.)*
 - b) Under “Session,” select the **“Public Sector Resume Collection Option 2010”** to view the list of employers that are ONLY collecting resume/cover letters from students in your class year. These employers are not scheduling interviews at the Marvin Center. They will contact students directly to arrange phone or in-person interviews.
3. Click on the **Review** tabs on the far left of each employer to review hiring information (employer website, class years interviewing, salary, hiring criteria, etc.)

Do not use too many search filters when searching for employers. You may miss out on employers by doing so. Many employers do not give us a complete list of their information. We suggest that you take the time to review employer websites for additional information.

RESUME & COVER LETTER UPLOAD

All applicants are required to upload one default resume (that will be used for all employer bids) and a separate cover letter for EACH employer. It is also possible to upload employer specific resumes. See instructions below. (Note: Your resume and cover letters should be created in Microsoft Word. Avoid software with resume templates.)

1. To upload your resume or cover letter, click on the **Documents** tab. Click the **Add New** button to upload your resume and employer specific cover letters. The system will convert your Word document into PDF documents.

2. Type in a name for your document in the Label box (i.e. cover letter Bread for the City). Select the type of document, i.e., Resume or Cover Letter, and then click the **Browse** button and select your document from the appropriate location on your computer. Click **Open** and then click the **Submit** button. If adding more than one resume, the **Make Default** button will appear and this will designate a main resume that will be the default option for all employers (unless you designate a specific resume version to attach for specific employer bids). You will be able to view your resume or cover letter within minutes, depending on system traffic. If it is taking too long to upload and convert your documents, delete and try again, or log back in when system traffic is slower (for example, early in the morning).

3. To view your uploaded materials, click the Adobe Acrobat icon under the View column. ***Please note: DO NOT wait until the last minute to upload your resume and cover letters! Be sure to print the PDF version after the conversion is complete. It is your responsibility to view your documents after uploading to ensure that they are formatted correctly. Employers will see your resume exactly as it appears to you on the screen.***

4. To make changes to your resume, you will need to go back to your original Word document, make the necessary changes and re-upload the new resume. You can make the resume change for each bid by using the **Update All** button, located in the Default OCI Resume section of the **Employers/Bidding** tab under the **Public Sector Program**. The resume that is in the system at the bidding deadline is the resume that will be sent to employers.

5. If you need to change a cover letter for an employer for which you have already bid, you will need to upload the new cover letter (using a DIFFERENT name) under **Documents** and then attach it to the bid by going back to the **Public Sector Program** tab, clicking on the **Review** button next to the employer listing under the **Employers/Bidding** tab and selecting the updated cover letter in the drop down menu. You must make any changes or updates before or by the bidding deadline. Once the deadline has passed, you cannot make any further changes.

GO BACK TO YOUR BIDS AND DOUBLE-CHECK THAT THE CORRECT DOCUMENTS ARE ATTACHED TO EACH BID!

BIDDING/APPLYING

Students can bid for up to 15 employers participating in the Interview Option and an unlimited number participating in the Resume Collection Option.

Bidding for Employers in the Interview Option:

1. To begin the bidding/application process, click on the **Public Sector Program** tab, then click the **Employers/Bidding** tab. Make sure the session is set to “**Public Sector Interview Option 2010**” option from the drop-down menu.
2. Click on the **Apply** button next to each employer you want to bid for. *You are allowed to bid for up to 15 participating employers.* Be sure you meet their requirements. Do not rank your bids. Please be advised, the system will only allow you to bid for employers interviewing your class year. For example, if you are a 2L, you will **ONLY** be able to view and apply for employers looking for 2Ls.
3. In the Bid Details box, select the appropriate resume and cover letter. *Note:* your ***default resume*** will already be selected under the resume drop-down menu. If you wish to use another resume that you have uploaded into your Documents tab, you can open the resume drop-down menu and switch from your default resume to another resume. Double-check to make sure you have the correct cover letter attached by opening the cover letter drop-down menu. When you are done, click on **Apply**.
4. You may edit your bids any time prior to the **5:00 pm, Wednesday, January 6, 2010 deadline**. (Click on **Withdraw**, in the Bidding Column, to remove a bid).

Please note: by bidding for employers, you have agreed to attend the interviews you receive. **Canceling is not an option unless you plan to drop out of the program due to another job offer or for another reason deemed valid by the CDO.**

Bidding for Employers in the Resume Collection Option:

1. Click on the **Public Sector Program** tab.
2. Click **Employers/Bidding**.
3. Under Search Filters, select the “**Public Sector Resume Collection Option 2010**” as the session.
4. Follow the same bidding procedures as listed above. (There is no maximum number of bids.)
5. The bidding deadline for the Resume Collection Option is **Wednesday, January 13, 2010 at 5:00 pm**.

Remember, the Resume Collection employers are not scheduling interviews at the Marvin Center. They will contact students directly to arrange phone or in-person interviews.

INTERVIEW NOTIFICATION

Immediately following the bidding deadline, we will forward your application materials to each employer for which you placed a bid. Employers review all candidates and then send us their selections. Beginning **Tuesday, January 19, 2010 at 9:00 am** through **Friday, January 22, 2010 at 10:00 am**, you should check Symplicity to see if you have been selected for an interview.

1. Click on **Public Sector Program** and **Employers/Bidding**.
2. If you have been selected for an interview, there will be an **Accept Preselect** button in the Invitations Column.
3. Note: If the employer hasn't submitted their selections, the Invitations Column will state **Pending**. *Keep checking back for updates if your status is pending.* If you have not been selected, it will say **Not Invited** in the Invitations Column. If it says **Alternate**, you have been selected as an alternate candidate (see next page for alternate information).

SCHEDULING INTERVIEWS

Scheduling is administered on a first-come, first-served basis.

1. Click on the **Public Sector Program** tab. To schedule an interview, click on the **Accept Preselect** button. The available times for that employer will appear. Select a time and click **Sign Up**.
2. Click the **Review** button from the **Employers/Bidding** screen and review the schedule details under the Scheduled Interviews heading.
3. Review your scheduled interviews by clicking on the **Scheduled Interviews** tab (next to **Employers/Bidding**).
4. Please confirm the materials that each employer has requested candidates bring to the interview (i.e., writing sample, references, transcript, etc.) ***Always have extra resumes, writing samples, transcripts, and a reference list.*** Xerox copies of your unofficial transcript are fine. Please do not use your GWeb transcript, as it does not even include your name. Transcripts can be obtained at the University Registrar's Office located at the Marvin Center. ***NOTE: For 1Ls, transcripts may not be available until early February. Employers are aware of this and may request transcripts after the interview process is over. 2Ls & 3Ls may provide the most recent transcript available.***

*****Please note: you must schedule interviews that you receive by 10:00 am, Friday, January 22, 2010. After that deadline, all unscheduled interviews will be released for open sign-up to the alternate candidates.*****

ALTERNATES

1. If you are selected as an alternate, the invitation column will display **Alternate**. If there are any unscheduled slots for this employer, they will be released for open sign-up to alternate candidates beginning **12:00 pm on Friday, January 22, 2010 through 5:00 pm on Monday, January 25, 2010**.

2. If there are available slots, the **Alternate** Invitation will turn into an *active* **Alternate** button that says **Accept Alternate**. Click on the **Accept Alternate** button and available times for that employer will appear. Select a time and click **Sign Up**.

ANY OPEN SLOTS WILL BE FILLED ON A FIRST-COME, FIRST-SERVED BASIS.

3. Once you schedule yourself for a slot, you must take the interview.

INTERVIEW CANCELLATION POLICY

By bidding for employers, you have agreed to attend the interviews you receive. In other words, do careful research and choose which employers you apply to wisely! Canceling is not an option unless you plan to drop out of the program due to accepting a job offer or for another reason deemed valid by the CDO. If you must cancel an interview for either of the aforementioned reasons, notify the CDO right away in order to make your interview slot available to an alternate candidate - one of your classmates. You will not be able to cancel interviews through Symplicity. In the case of an emergency on January 30th, you must call the CDO at (202) 994-5754 and follow the directions on the voicemail to notify the CDO of your inability to attend your interview(s).

Students who do not attend a scheduled interview or who do not follow proper cancellation policies are required to send a letter of apology to the interviewer (cc: Carole Montgomery, Director of the CDO at GW) within 3 business days of the interview program.

****LET US KNOW IF YOU NEED TO DROP OUT OF THE PROGRAM OR HAVE RECEIVED AN OFFER YOU PLAN TO ACCEPT. YOUR INTERVIEW SLOT MAY BE ABLE TO GO TO ANOTHER STUDENT. PLEASE, DON'T BE A NO SHOW!****

The CDO is open during Winter Break!

The Career Development Office will be open from 9:00 am to 5:00 pm Monday-Friday over the winter break (with the exception of the Christmas/New Year holidays). Career counselors will be available during this time to assist you with resume and cover letter reviews or other questions pertaining to this recruiting program. Please don't wait until the last minute to upload your resumes and cover letters! The Symplicity system will slow down dramatically on the deadline day due to high user volume. Call the CDO at 202-994-7340 to speak to a career counselor.

CDO Website: www.law.gwu.edu/careers