

# We're **Big** on **Small and Mid-Size** employers!

The George Washington University Law School Career Development Office invites you to participate in the 2010 Small and Medium Employer Recruitment Program.

GW Law students are actively seeking entry-level associate and summer law clerk positions with small and mid-size employers. This program provides your organization the opportunity to meet with our highly qualified students and to recruit for all practice areas. Employers that are unable to attend the interview portion of the program also have the option to sign up for a resume collection!

**Because your time is valuable, our program allows you to 100% pre-select candidates and choose between a full- or half-day interview schedule. There is NO FEE for participating in this program.**

The 2010 Small/Medium Employer Recruitment Program will be held at the St. Gregory Luxury Hotel & Suites, 2033 M Street, N.W., Washington, DC, or at your DC Metro Area office, on the following dates:

<b>Thursday</b>	<b>March 25, 2010</b>	<b>9:00 AM–6:00 PM</b>
<b>Friday</b>	<b>March 26, 2010</b>	<b>9:00 AM–6:00 PM</b>

**To register: TWO OPTIONS -- ONLINE or VIA FAX**

## **1. ONLINE – Register by March 4, 2010!**

GW Law uses an online recruiting and job posting system called Symplicity. Go to <https://law-gwu-csm.symplicity.com/employers/>. If you do not have an account, contact Kathryn Parente at 202-994-7340 or email [kparente@law.gwu.edu](mailto:kparente@law.gwu.edu) to request one. If you have registered with Symplicity in the past but have forgotten your username and password, go to <https://law-gwu-csm.symplicity.com/employers> and click on “Forgot Password.”

*If you already have a username and password, please follow the next set of instructions below.*

Log into Symplicity using your password, and select “OCI” from the top navigation bar. Then under the tab “Schedule Requests,” click on the button “Request Schedule.” A form will open up and you can select your preferred session: “2010 Small Medium Interview Program” or “2010 Small Medium Resume Collection.” Please specify the type of position you will be interviewing for, i.e. law clerk, summer associate or entry-level attorney in the “Additional Hiring Criteria” text box. Be as specific as possible when entering your criteria.

## **2. VIA FAX – Register by March 4, 2010!**

**Please complete the registration form on the reverse side of this page and fax it to Kathryn Parente at 202-994-7352 by March 4, 2010.**

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**NOTE:** Resumes will be viewable online through Symplicity on March 11, 2010. Instructions will be emailed closer to the time. There is no fee to participate in this program. *Participating employers interviewing at the St. Gregory Hotel receive complimentary continental breakfast and lunch.*

For more information visit [www.law.gwu.edu/careers](http://www.law.gwu.edu/careers), or contact Kathryn Parente at 202-994-7340 or via email at [kparente@law.gwu.edu](mailto:kparente@law.gwu.edu). **Space is limited. An early response is recommended.**

**To provide additional information on your firm or hiring criteria, email Kathryn Parente at the email address listed above.**

## 2010 Small and Medium Employer Recruitment Program Registration

*Fax by March 4, 2010 to 202-994-7352. No fax cover necessary.*

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Number of Attorneys in Office: \_\_\_\_\_

**Interested in interviewing: (check all that apply)**

1Ls (*rising 2Ls*)     2Ls (*rising 3Ls*)     3Ls (*graduating May 2010*)     Evening Students     LL.M.s

**Please list any specific hiring criteria, background, or interests that you are looking for:**

**Recruiting for the following positions: (check all that apply)**

Part-time     Full-time     Summer only     Permanent     Other (describe \_\_\_\_\_)

**Recruiting for the following job categories: (circle all that apply and indicate salary)**

Law Clerk/Internship     Summer Associate     Entry-level Attorney

**Salary:** Hourly/Weekly \_\_\_\_\_ Weekly \_\_\_\_\_ Annual Salary Range \_\_\_\_\_

**Schedule** – Indicate order of preference in the space before each day as well as your preference for interviewing a full-day or a half-day and at the hotel or at your DC area office. Please also let us know if you prefer to conduct 20- or 30-minute interviews.

Thursday, March 25<sup>th</sup>     Friday, March 26<sup>th</sup>

FULL DAY (9:00am - 6:00pm)     HALF DAY: please choose  9:00am to 1:00pm or  2:00pm to 6:00pm

20-minute interviews     30-minute interviews

**Interview Location** – Please check desired location.

St. Gregory Hotel     DC Metro Area Office (*must be metro-accessible*)

**Resume Collection Only** – We will forward resumes of interested students, or you may view resumes online through Symlicity. Employers contact students directly to arrange an interview.

**IF YOU WISH TO INCLUDE ANY ADDITIONAL HIRING CRITERIA, please email [kparente@law.gwu.edu](mailto:kparente@law.gwu.edu).**

**Nondiscrimination Policy**

The George Washington University Law School does not make its Career Development Office facilities and services available to employers who discriminate in the selection of employees on the basis of race, color, religion, gender, national origin, disability, veteran status, sexual orientation, or on any other basis prohibited by applicable law.