

2010
SMALL / MEDIUM EMPLOYER
RECRUITMENT PROGRAM

Student Registration Materials

Sponsored by:
The George Washington University Law School
Career Development Office
www.law.gwu.edu/careers

About the Program

There are two different participation options:

1. A two day **interview program** for law students to interview with employers for summer 2010 positions and permanent positions;
2. a **resume/cover letter collection** for employers that cannot participate in the interview program.

We will use the web-based GW Symplicity system to administer the program. You will research employers, upload your cover letters and resumes, “bid for” (apply for) interviews and schedule your interviews on the Symplicity site. **Please note: be sure to use your original Symplicity password, not the password issued for the Public Sector Recruiting Program. If you do not have a username and password, please contact the CDO.**

Spend time researching participating employers and preparing your resume and cover letters. This will make the process of selecting employers and uploading your application materials much easier (and less time-consuming). **Bidding for interviews and uploading your resume/cover letters begins Wednesday, February 24, 2010 at 9:00 am and will end Wednesday, March 10, 2010 at 5:00 pm (no exceptions).** We will accept registrations from employers through March 4th, so check Symplicity regularly for new employers. There is no advantage to bidding early (other than getting it over with!). However, *don't wait until the last minute either!* You do want to spend sufficient time on your cover letters, etc. In addition, due to system traffic, Symplicity can be extremely slow on the deadline day.

On **Thursday, March 18th**, you should begin checking Symplicity to see if you have been selected for any interviews. You will NOT be notified by email when an employer selects you for an interview, so it is your responsibility to check the site on a regular basis.

Note on the Small/Medium Market

While this program offers an excellent opportunity for meeting a number of employers at one time, there are many small and medium employers who choose not to recruit on any law school campuses simply because of their limited resources. Last year approximately 66 firms participated in this program, out of which 20 conducted interviews on-campus while the rest participated in the resume collection. The CDO strongly encourages students interested in these types of employers to contact those employers that do not participate directly and to take advantage of other networking opportunities for learning about such employers. You should also monitor the job postings on the Symplicity Job Bank as many employers choose to simply post their positions without coming on campus. Make an appointment with a Career Counselor by calling 202-994-7340 for more tips on how to effectively break into this market.

Important Dates

Wednesday, February 24, 2010
at 9:00 am

Participating employer information is available on Symplicity. Employers continue to register through March 4th, ***so check back frequently*** for updates. Students may begin uploading resumes and cover letters and applying for both interviewing and resume collection employers.

Monday, March 8, 2010

Return from Spring recess.

Wednesday, March 10, 2010
at 5:00 pm

Deadline to upload resume/cover letters and bid for **up to 20 employers for the interview portion**, and an unlimited number for the resume collection. No exceptions to this deadline!

Thursday, March 18, 2010
at 12:00 pm

Check Symplicity for interview selections and **begin scheduling interviews**. **Some employers may still be submitting their selections, so keep checking back if you are listed as "pending" for any employer in Symplicity.*

Monday, March 22, 2010
at 10:00 am

Last day to schedule an interview (**10:00 am deadline**).

Monday, March 22, 2010
from 12:00 pm to 5:00 pm

Alternate scheduling.

Thursday, March 25 &
Friday, March 26, 2010

Small/Medium Employer Recruitment Program interviews at the St. Gregory Hotel, 2033 M Street, NW **or** at the employer's DC office. *(Please check Symplicity closely for the interview location of each interview you are scheduled for.)*

***** Remember to keep checking your email for any important announcements or updates regarding the Small/Medium Employer Recruitment Program! *****

***** Bid with care, as you will be obligated to attend any interviews you receive! Canceling is NOT an option unless you are accepting another job offer! *****

Symplicity Instructions

Log into Symplicity

1. Log into Symplicity at <https://law-gwu-csm.symplicity.com/students>. **Be sure to use your original Symplicity password, not the password issued for the Public Sector Recruiting Program.**
2. If you do not have a user id and password, please call or email the CDO.

Update Your Profile

You are free to make your resume and profile active or inactive. Some employers may choose to search the Symplicity database based on the information entered in your Profile and perform resume text searches. If you choose to maintain an active resume it is important to keep your Profile and resume in Symplicity updated. If you match an employer's search, the information available to them is your name, your resume and your email. Employers will not be able to view the data in your actual Profile. **Please do not rely solely on employers seeking out your resume via Symplicity. It is in your best interest to be proactive in your job search.** If you opt to have an inactive resume, your name will not come up on any employer searches.

1. Click on the **Profile** tab on the top navigation bar.
2. Fill in the fields in the **Personal Information** tab and the **Academic Information** tab.
3. Click the **Privacy** tab and choose to have an active or inactive resume/profile.
4. Click **Save Changes** at the bottom of each screen if you update any information.

Check Your Year in School

You may only bid for employers that are interviewing candidates from your class year in school. Thus, it is critical that your class year (1L, 2E, 3L, etc.) is listed correctly in Symplicity. It is especially important if you are a joint degree student or an evening student who has switched to the day program to make sure your year in school is correct.

1. In Symplicity, click on the **Profile** tab on the top navigation bar.
2. Click on the **Academic Information** tab to check that your year in school is accurate. Update the information if you are listed incorrectly and click on **Save Changes** at the bottom of the screen.

Review Interviewing Employers' Profiles and Hiring Criteria

1. In Symplicity, click on the **OCI** tab on the top navigation bar.
2. In the far left box under **Search Filters**, change the session to “**2010 Small Medium Interview Program**” in order to review the list of employers interviewing your class year at this year’s program (*these employers will be viewable in mid-to-late February*).
3. Click on the **Review** tab on the far left to review hiring information (employer website, class years interviewing, salary, hiring criteria, etc.)

Note: *Do not* use the Additional Employer Filters to refine your search. You may miss out on an employer by doing so. Many employers only provide us with a basic list of their practice areas. We suggest you take the time to review employer websites for additional information.

Review Resume Collection Employers' Profiles and Hiring Criteria

*These employers **are not** scheduling interviews for March 25 and 26. They will contact students directly to arrange phone or in-person interviews. These employers do not count towards your 20 interview bids and you may apply to an unlimited number of employers for the resume collection.*

1. Click on the **OCI** tab on the top navigation bar.
2. In the far left box under **Search Filters**, change the session to “**2010 Small Medium Resume Collection**” in order to review the list of employers recruiting your class year.
3. Click on the **Review** tab on the far left to review hiring information (employer website, class years interviewing, salary, hiring criteria, etc.)

Useful Tip – Do Your Research: *It will make your bidding/application and interviewing processes a lot easier if you conduct research on participating employers. One piece of feedback we consistently receive from interviewers is that “the student didn’t seem to know much about our firm,” which is a turn-off to the interviewer. So do your research and be prepared!*

*Some firms have information on the NALP website (www.nalpdirectory.com – accessible for free via the Web Portal)), however, with small and mid-sized employers, it is important to **be creative with your research**. Review the employer’s website and do some “Googling” to find out more information. Some employers are small enough that they may not have as much information posted on their website, but they may be involved in cases and other news that will make it out to the World Wide Web. Websites such as FindLaw.com, Lawyers.com, Lexis Nexis, or Martindale.com may also be able to provide you with some information. For more help, please contact a career counselor at the CDO by calling 202-994-7340.*

Upload Your Resume & Cover Letters

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 Word. Avoid software with resume templates.)

1. In Symplicity, begin by clicking on the **Documents** tab on the top navigation bar.
2. Click on the **Add New** tab to upload your resume and employer-specific cover letters. The system will convert your Word or Word Perfect documents into pdf documents.
3. Type in a name for each separate document in the label field (i.e., cover letter Slevin & Hart).
4. Select the **type of document** (resume or cover letter).
5. Click on the **Browse** button, select a file to upload from your computer, click **Open** and then click **Submit**.
6. The **Make Default** button designates a main resume that will be the default option for all employers (unless you designate a specific resume version for specific employers).
7. **Transcripts** – some employers may ask for transcripts. You can upload a scanned version of your transcript, but if that is too large of a file, you can use our “self-prepared grade sheet.” A template for this is available online at www.law.gwu.edu/careers and under “Students,” click on “Informational Handouts” and then “Transcript Information.”

Note: *Be sure to view and print the pdf version after the document conversion is complete. It is your responsibility to view your resume to ensure that it is formatted correctly. Employers will see your resume exactly as it appears to you on the screen. To view your uploaded materials, click the Adobe Acrobat icon under the View column in the Documents tab.*

Resume Changes: *If you wish to change your resume after you have placed your bids, you must upload the new version of the document and then make sure to change it within each bid by using the **Update All** button, located in the Default OCI Resume section of the **Employers/Bidding** tab under OCI. You may only do this before the bidding deadline!*

Cover Letter Changes: *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 and then attach it to the bid by using the **Review** button, next to the employer listing in the **Employers/Bidding** tab. You may need to give the cover letter a new name! You may only do this before the bidding deadline!*

Bidding

IMPORTANT: Students can bid for up to 20 participating employers for the interview portion of the program and an unlimited number of employers in the resume collection portion.

Bidding for Employers:

1. Click on the **OCI** tab.
2. Click **Employers/Bidding**.
3. Under Search Filters, change the session to either “**2010 Small Medium Interview Program**” to view interviewing employers or “**2010 Small Medium Resume Collection**” to view employers participating in the online resume collection.
4. Click on the **Apply** button next to each employer you want to bid for (up to 20 for interviewing employers). Be sure you meet their requirements.
5. In the Bid Details box, complete each bid by selecting the appropriate resume and cover letter (and transcript if applicable), then click on **Apply**.
6. You may edit your bid list any time prior to the **5:00 pm deadline on Wednesday, March 10, 2010**. (Click on **Withdraw**, in the Bidding Column, to remove a bid.)

IMPORTANT – Interview Appointment Policy: *By bidding for employers, you have agreed to attend the interviews you receive. Canceling is NOT an option unless you receive an offer you plan to accept or have another reason deemed valid by the CDO. If you accept another offer, please contact Kathryn Parente in the CDO immediately, or at least 24 hours beforehand, so that your interviews can be cancelled without penalty. If you fail to show up for an interview, you will be required to send a letter of apology to the interviewer within the next business day, cc'ing Carole Montgomery, Director, Career Development.*

Please bid with care and only bid on employers you are truly interested in. “I changed my mind” or “There is no way I would accept an offer from that employer” will not excuse you from an interview.

DON'T BE A “NO SHOW!”

Interview Notification

Immediately following the 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 **Thursday, March 18, 2010 at 12:00 pm**, you should check Symplicity on a regular basis to see if you have been selected for an interview.

1. Click on **OCI** and then **Employers/Bidding**.
2. If you have been selected for an interview, there will be an **Accept Preselect** button under the **Invitations Column**. Note: If the employer hasn't submitted their selections, the Invitations Column will state **Pending**. If you were not selected for an interview, the Invitations Column will indicate **Not Selected**. If you have been selected as an alternate candidate, you will see **Alternate** under the Invitations Column (see next page for alternate details).

Scheduling Interviews

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

1. 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.) If you are unsure of what to bring, it is always better to play it safe and be prepared by bringing extra copies of all materials. You never know when an interviewer might ask for a writing sample or reference list, even if they were not originally requested in Symplicity.

Note: You must schedule your interviews by 10:00 am Monday, March 22. After 10:00 am all unscheduled preselect slots will be released for open sign-up for alternate candidates (see next page).

Important Information for 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 from **12:00 Noon – 5:00 pm, Monday, March 22, 2010**.
2. If there are available slots, the **Alternate** invitation will turn into an *active, clickable* **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**.
3. Please sign up for any available time slots you are interested in by 5:00 pm on March 22nd!

Note: Any open slots will be filled on a first-come, first-served basis, so check Symplicity frequently as time slots may open up at any time during the alternate sign-up period. Some students begin to accept other job offers and withdraw from the program on this day, so you never know when something will open up.

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! (See the “Interview Appointment Policy” on page 6 of this packet).

For any questions about the program or regarding Symplicity, please contact Kathryn Parente, Recruitment Manager at kparente@law.gwu.edu or Liza Ramirez, Assistant Recruitment Manager at lramirez@law.gwu.edu or call 202-994-7340.