

HOW TO NAVIGATE THE 2015 FALL RECRUITMENT PROGRAM



WHAT IS FALL RECRUITING?

Set up to help you find employment during the school year, over the summer, or upon graduation – It will all depend on what participating employers are looking for.

2L Year

- On-Campus Interviews
- Resume Collection
- Targeted Job Search
- Job Fairs

3L Year

- On-Campus Interviews
- Resume Collection
- Targeted Job Search
- Job Fairs
- Judicial Clerkships



HOW DO YOU DETERMINE YOUR CLASS YEAR?

Based on the number of summers you
have left before your
projected graduation date

- 2 or more summers = 1L
- 1 summer = 2L
- 0 summers = 3L



WHAT ARE THE REQUIREMENTS TO PARTICIPATE?

Recruitment Counseling (signed verification form)

Can be met by:

- Attending this program;
- Watching recorded video on Stanley about recruitment programs; or
- Meeting with a counselor for individual recruitment counseling (not just any counseling appointment)

Signed Copy of the Student Professionalism Standards

- **Only have to meet these requirements once; you do not have to complete them every semester.**
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ON-CAMPUS INTERVIEWS & RESUME COLLECTIONS



WHAT DO OCI & RC MEAN?

On-Campus Interviews - OCI

- Students bid on employers ahead of time, and employers make selections of who they want to interview.
- Employers come on campus to interview students here at the school.
- These are generally a first interview and typically last 20 minutes.
- If the first interview goes well, you may receive a callback, which takes place at the employer's office.

Resume Collection - RC

- Students bid on employers, we send resumes to them, and they make their selections of who they want to interview.
- Employers will contact students directly to set up interviews at their office.
- Employers do not come on campus.



HOW DO YOU APPLY?

All aspects of OCI and RC will take place on **Symlicity** - <https://law-stcl-csm.symlicity.com/students>

❑ **Profile tab**

- Make sure your class year is correct!
- Make sure the e-mail listed as your primary e-mail address is one you check frequently because all communications will be sent via e-mail

❑ **OCI tab** – check for list of participating employers

❑ **Documents tab** – upload application documents (i.e. resume, cover letters, writing samples, transcripts)



GRADES & CLASS RANK

- Use the Academic Ranks released by the Registrar's office (2%, 5%, 10%, 15%, 20%, 25%, 33.3%, and 50%)
- Follow the 2015 Spring Academic Rankings
- Do NOT include summer grades
- DO NOT round up or create your own class rank.
 - If you fall between two class ranks, speak to your counselor about how to include this information on your resume.



STUDENT PROFESSIONALISM

- Research employers before bidding! You **CANNOT** decline an interview if you are selected.
 - **Purpose: To keep students from wasting employers' time and so interview opportunities are not taken away from other students.**
- Keep all communications professional(e.g., e-mails, voicemails)
- You are **required** to update the CRC on any callback interviews or offers you receive.
- A signed copy of the Student Professionalism Standards must be on file with the CRC.



HOW WILL YOU KNOW IF YOU HAVE BEEN SELECTED FOR AN INTERVIEW?

OCI Employers: Interviews are scheduled through Symplicity

RC Employers: Contact you directly to set up interviews

On-Campus Interviews

- You will see "Preselect" next to the employer's name under OCI tab if you have been selected for an interview.
 - **PAY ATTENTION TO CRC EMAILS/TIMELINES:** You WILL receive CRC reminders about timelines, but you WILL NOT get an email from Symplicity about interview selections.
- **Preselect Students:** A list of interview times is available to chose from and filled on a first come, first served basis
- **Alternate Students:** Contacted by the CRC if an interview slot becomes available

OCI - INTERVIEW TIME SIGN-UP

- ❑ **Assigned Interviews:** If you are selected for an interview and FAIL to sign up for an interview time, you will be assigned a remaining open interview time.
 - **Failure to attend a scheduled interview will result in the inability to use Symplicity and the CRC.**
- ❑ Reinstatement of these services will be determined by the Director of the CRC on a case-by-case basis.
- ❑ This policy is not in place because we are trying to make you do something you don't want to do.
 - **Purpose: Avoid wasting employers' time and taking opportunities away from other students.**

Think about the employers before you apply



HOW WILL YOU KNOW WHEN TO APPLY?

- Timeline information is posted on the Announcements section of Symplicity.
- Timeline information is also listed in the bimonthly updates.
- You will receive reminder emails from the CRC throughout the recruitment program about bidding deadlines. **It is your responsibility to review that information.**

You can't miss it if you are really paying attention and checking your emails!



2015 FALL RECRUITMENT PROGRAM TIMELINE

Begin Viewing Employers – All Open Phases – June 1, 2015

Early Session Timeline

Start Bidding (Applying)	July 2, 2015
Bidding Ends	July 16, 2015
Invitation Display/Pre-Select Sign-Up	July 30, 2015
Pre-Select End	August 5, 2015

Interview Dates: August 19th to August 21st

Phase I Timeline

Start Bidding (Applying)	July 9, 2015
Bidding Ends	July 23, 2015
Invitation Display/Pre-Select Sign-Up	August 6, 2015
Pre-Select End	August 12, 2015

Interview Dates: August 24th to September 4th

Phase II Timeline

Start Bidding (Applying)	August 10, 2015
Bidding Ends	August 24, 2015
Invitation Display/Pre-Select Sign-Up	September 3, 2015
Pre-Select End	September 8, 2015

Interview Dates: September 14th to September 25th

***NOTE: All deadlines are at NOON**

***NOTE: Additional Employers May be Added throughout Process**

~ Monitor Your Emails For CRC Updates ~



HOW MANY TIMES CAN YOU PARTICIPATE IN THE RECRUITMENT PROGRAMS?

- **Fall Recruitment Program** – Once per class year
once as a 2L and once as a 3L
- If you ever think about changing your graduation date, contact your counselor to see how it will affect your recruiting cycle.



NALP GUIDELINES

- South Texas is a member of NALP – National Association for Law Placement
- NALP sets recruiting guidelines that you are expected to follow as a student at a NALP member school.
- Not every employer is a NALP member, so check the NALP directory to determine if you are dealing with a NALP employer.

www.nalp.org



JOB FAIRS



WHAT ARE JOB FAIRS?

- ❑ **Job Fairs:** Another recruitment option.
 - Geographic area, practice area specific, or it could be a minority job fair.
- ❑ **There are four types of job fairs:**
 - **Virtual** – Similar to resume collection. You apply and employers contact you directly to set up an interview.
 - **Pre-Screen** – You apply ahead of time and are selected for scheduled interviews.
 - **Table Talk** – Employers set up tables and students are able to hand out resumes and speak with employers without having a scheduled interview time.
 - **Combination** – There are resume collections, pre-screened scheduled interviews and/or table talk employers.



HOW ARE PRE-SCREEN JOB FAIRS DIFFERENT FROM OCI?

- ❑ You will travel to the location of the job fair for interviews.
- ❑ You can apply and wait to see if you have been selected for any interviews before you decide to attend.
 - In other words, you CAN decline interviews (which is different than OCI interviews).

You are required to accept or decline interviews – DO NOT ignore this step or just fail to do anything because you changed your mind about going after you applied.

Once you accept any interviews, you are required to attend the job fair.

- ❑ You will registrar and/or apply through a different Symplicity system/registration platform from the STCL Symplicity system



HOW WILL YOU KNOW WHAT JOB FAIRS ARE TAKING PLACE?

Active job fairs are:

- Posted on the Announcements Section of Symplicity
- Advertised in the CRC e-mails from your counselors
- Advertised in reminder emails from the CRC

Again, you can't miss them if you are paying attention and checking your emails!

Note: Advertised job fairs are not an exhaustive list. You may find out about other job fairs you are interested in, and you are encouraged to participate in any job fair that appeals to you.



NATIONAL BLACK PROSECUTORS ASSOCIATION CONVENTION & JOB FAIR

- **July 19-25, 2015 (Job Fair July 21, 2015) – Washington, DC**
- Goal of NBPA's job fair is to promote diversity in prosecutors' offices.
- Provides a unique forum where law students, recent law school graduates and experienced attorneys from across the nation can meet and interview with prospective prosecutorial employers at the local, state, and federal levels.
- <http://www.blackprosecutors.org/annualconference.html>



LOYOLA PATENT LAW INTERVIEW PROGRAM

- **July 30-31, 2015 – Chicago, IL**
 - Registration for this program has already passed, but it may be something that you think about for next year
- Two-day interview program held in Chicago each summer that brings together patent law employers and law students from across the country to interview for summer associate positions and post-graduate employment.
- <http://www.luc.edu/law/career/patent.html>



IMPACT CAREER FAIR FOR LAW STUDENTS & ATTORNEYS WITH DISABILITIES

- **Typically in August – Dates TBA**
- This event is a collaboration by Georgetown University Law Center and the University of Arizona College of Law, and last year 30 law firms and government agencies interviewed students with disabilities from across the US for summer internship positions
- <http://www.law.arizona.edu/career/impact/welcome.cfm>



TEXAS IN WASHINGTON

- **July 31, 2015 – Washington, DC**
 - Bidding May 18 – May 29
- Hosted by the Consortium of Texas Law Schools
- Provides students at Texas law schools an opportunity to interview with government employers, public interest organizations, and private firms in the Washington DC area
- **To Register and Apply, [Texas Consortium Website:](https://law-tx-csm.symlicity.com/students)**
<https://law-tx-csm.symlicity.com/students>



VAULT/MCCA ANNUAL LEGAL DIVERSITY CAREER FAIR

- **August 2015 – Dates TBA**
- The Vault/MCCA Legal Diversity Career Fair will provide minority, female, LGBT and candidates with disabilities the opportunity to meet and network with recruiters from law firms and government agencies who are firmly committed to increasing diversity in the legal profession.
- **Website:**
<http://vaultcom.wix.com/ldcf/ldcf>



HEARTLAND DIVERSITY LEGAL JOB FAIR

- **August 21-22, 2015 – Kansas City, MO**
- **Registration Deadline: July 3, 2015**
- Designed to expose law students of diverse backgrounds to both the traditional and non-traditional legal employers in the Kansas City area.
- <https://law-kcmba-csm.symplicity.com/students/>



DUPONT LEGAL MINORITY JOB FAIRS

- **August 2015 – Dates TBA – Houston, TX; Los Angeles, CA; Wilmington, DE**
- More than 30 law firms and legal service companies that work with DuPont will interview selected law school students.
- You will apply by submitting application materials, but you must be invited to attend the actual job fair.
- <http://www.dupontlegalmodel.com/diversity/dupont-legal-minority-job-fairs/>



SUNBELT MINORITY RECRUITMENT PROGRAM

- **August 28, 2015 – Dallas, TX**
- **Registration AND bidding begin June 24th**
- Bidding: June 24 – July 10 at 5 p.m. CST
- Second and third year law students and recent graduates from 18 ABA approved law schools from Arizona, Louisiana, New Mexico, Oklahoma, and Texas will participate in this program.
- Employers from across the country pre-screen candidates and students will have scheduled interview times.
- **Must use the Sunbelt Symplicity Website:** <https://law-sunbelt-csm.symplicity.com/students/>
- **For more info:** <http://www.sunbeltjobfair.com/>



LAVENDER LAW CONFERENCE & CAREER FAIR

- **August 5-8, 2015 – Chicago, Ill**
- **Online registration available until July 24, 2015**
- The National LGBT Bar Association's annual Lavender Law Career Fair is designed to achieve a sense of community and inclusion for LGBT candidates within the legal profession's recruiting efforts. By participating in this career fair, candidates will talk directly to LGBT-friendly recruiters from law firms, government agencies, LGBT rights groups, and corporate legal departments.
- <http://www.lgbtbar.org/annual/>



HISPANIC NATIONAL BAR ASSOCIATION ANNUAL CONVENTION AND CAREER FAIR

- **September 2, 2015 – Boston, MA**
- The Hispanic National Bar Association 40th Annual Convention will be held Boston, Massachusetts.
- Job seekers will have time to share their resumes at the Career Fair featuring representatives from AmLaw firms, government agencies, and Fortune 500 corporations.
- http://www.hnba.com/main/view_event/6/1



EQUAL JUSTICE WORKS CONFERENCE & CAREER FAIR

- **October 23-24, 2015 – Arlington, VA**
- This is the largest public interest career fair in the country. It provides access to job opportunities for law students; connects employers with talented attorneys and law students; and offers a multitude of skill-building and career advising sessions with experts from around the country.
- **Website:**
<http://www.equaljusticeworks.org/law-school/conference-and-careerfair>



POST-GRADUATE JUDICIAL CLERKSHIPS



WHAT ARE POST-GRADUATE JUDICIAL CLERKSHIPS?

- A judicial clerkship is a post-graduate position with a judge or a court, in which the clerk works closely with the judge to help handle his or her caseload.
- Duties vary by judge and court and can include any or all of the following:
 - **Conducting legal research;**
 - **Marking trial exhibits and advising on evidentiary issues;**
 - **Assisting in the drafting of opinions and bench memos; and**
 - **Preparing voir dire and jury instructions.**
- A law clerk generally acts as the judge's confidant and as a liaison between the judge and the attorneys before his/her court.

A VARIETY OF POSITIONS

□ Federal Courts

- U.S. District Courts (district judges and magistrate judges)
- Federal Appellate Courts
- Variety of specialty courts such as tax, bankruptcy, federal claims, veteran appeals, and international trade

□ State Courts

- Trial courts of general jurisdiction
- Courts of limited jurisdiction (e.g., probate, criminal, municipal, housing, juvenile, or family court).
- Intermediate Appellate Courts
- Highest Court of Each State

These clerkships mirror the experience of federal appellate clerkships and offer the potential to shape the law of a state while making contacts with other judges and lawyers, particularly useful for future law practice in your state.

Be flexible and cast a wide net (including geographic region and type of court) to increase your chances!



FEDERAL JUDICIAL CLERKSHIPS

- ❑ On January 13, 2014, the Federal Law Clerk Hiring Plan was discontinued, and no further dates are being set.
- ❑ Each judge determines his or her own recruitment and hiring schedule.
- ❑ Judges may wish to coordinate hiring activities and efficiencies, such as setting court-wide interview dates.
- ❑ You will need to review specific courts for information on their timelines and application processes.

To view the **Federal Law Clerk Hiring Best Practices Guide**: <https://oscar.uscourts.gov/hiring-practices>



STATE JUDICIAL CLERKSHIPS

- Application deadlines vary greatly by state, with some as early as fall or spring of the second year of law school, to fall of the third year or even later.
- You will need to research specific courts for information on their timelines and application processes.
- Helpful Resources
 - **Texas Courts Online** – <http://courts.state.tx.us>
 - **National Listing of Clerkships** – <http://forms.vermontlaw.edu/career/guides/>
 - Current username: white
 - Current password: pine



ADDITIONAL JOB OPPORTUNITIES



ARE RECRUITMENT PROGRAMS THE ONLY WAY TO FIND A JOB?

- ❑ No! Recruitment Programs provide you with only a few avenues. Explore other options!
- ❑ Additional avenues for finding employment:
 - **Targeted Job Search**
 - **Networking**
 - **Symlicity Job Postings**
 - **Fellowships**
- ❑ Make an appointment to talk to your counselor about your job search plan.

