



**THE CATHOLIC UNIVERSITY OF AMERICA**

*Columbus School of Law*

Office of Career and Professional Development

2011

# Fall Recruitment Program

**Student Information &  
Registration Packet**

**FALL RECRUITING PROCEDURES**





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## Fall Recruiting Procedures

Registration for the Fall Recruiting Program begins **Monday, July 11** and concludes **Friday, July 15 at 5pm (EST)**. Students must register with OCPD during this week order to participate in the Fall program. Third-year students must register again if you participated in 2010.

1. TO REGISTER, all students must:
  - a. Submit (via email, fax or by hand) a copy of your **Résumé**;
  - b. **Upload** a copy of the **same résumé** on Symplicity. (See the *Student Guide to Symplicity* for detailed instructions on how to upload your résumé).
2. OCPD **must verify** your **GPA** and **Rank** and it **must not be changed** on your résumé after it has been **verified** and **approved**.
  - a. Pursuant to law school policy, if your GPA and/or Rank are included on your résumé, they **must** be reported exactly as stated by the Office of Academic Affairs.
  - b. **GPA**s are carried out to three decimal points and must be reported in this manner. For example, a GPA of **3.000** may not be rounded to 3; it must be written to three decimal points, i.e., 3.000.
  - c. If converting **class rank** from a ratio to percentage, you cannot round it up. Thus, if you are ranked 40 out of 263, this translates to within the **Top 16%** of your class, because the calculation results in 15.20912. This does **not** equal Top 15% because you are slightly below the Top 15%. You will **not be approved** for Fall Recruiting if your GPA or rank is written incorrectly. You are **not** obligated to list class rank or GPA on your résumé.
3. Once **approved** to participate in Fall Recruiting, you will be notified by email with our suggested resume edits. You may **revise** your uploaded résumé as often as you wish. If applicable, you should re-upload and mark the newer version as your “default” résumé which will be the version presented to employers. All edits must be completed by the end of 1<sup>st</sup> bidding, 12 noon EST on July 29.



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4. OCPD will send you an **Approved or Not Approved** email regarding your registration. It is advisable to register early so you will have time to fix error(s) to your registration prior to the opening of **Bid Date #1 on Wednesday, July 20.**

**PLEASE NOTE:** If you register on the last day of student registration, **Friday, July 15**, we will attempt to send you an Approval email notice by Wednesday, July 20; otherwise shortly thereafter!

5. **EDITS:** OCPD will review your résumé and offer revisions/suggestions. OCPD will return your edited résumé by **email** in Adobe Acrobat (.PDF) format. We are unable to upload your résumé onto Symplicity for you. If you wish to have your résumé edits returned to you *via* **U.S. mail, fax or student mailbox**, please let us know when you submit your résumé hard copy.

If your **GPA** and/or **Rank** are reported **incorrectly** or if your **same/matching** résumé is **not** uploaded properly on *Symplicity*, you will not be registered for Fall Recruiting until corrected and the proper résumé is uploaded. Please notify OCPD when completed. We will re-check and re-issue an Approval email, if applicable.

## PREPARING FOR FALL RECRUITING:

1. **RÉSUMÉS:** Have enough originals of your approved résumé, list of references, writing sample (5-10 pages) and transcripts to submit to Direct Application employers. You will NOT need an original résumé for each on-campus, off-campus, Boston Interview Program or résumé collection employer as all submissions will be done electronically via *Symplicity*. Review the employer section called "**Additional Requests**" to determine which documents you will need to bring with you to your interview. OCPD suggests that to be "safe" you should take copies of your résumé, transcript, writing sample and a list of references to all interviews.
2. **TRANSCRIPTS:** You will need an official law school transcript. As indicated in the "Additional Requests" section of *Symplicity*, employers may request your transcript at the time of your interview. You only need **ONE ORIGINAL** from which you will **MAKE MULTIPLE COPIES** to distribute to employers. These copies will serve as official transcripts during fall recruiting. Employers eventually will want to see an original transcript. (See *FLYER on Transcript Guidelines*.)



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3. **TYPES OF EMPLOYERS:** You should know the different **types of employers** that participate in Fall Recruiting. Do not overlook any of these employers as one may be your next potential employer.
  - a. **On-campus (OCI):** conduct interviews in the OCPD Interview Suites
  - b. **Off-campus:** conduct interviews in their local DC/Baltimore/VA offices
  - c. **Résumé Collection (RC):** request that OCPD collect students' résumés and forward them to the employer as a group/bundle. The employer will contact (phone/email/mail) students directly, at their own pace, to set up interviews in their offices. Unfortunately, OCPD can not manage when employer contact will occur.
  - d. **Boston Interview Program (BIP)** employers conduct interviews in their downtown Boston offices.
  - e. **Direct Application (DA)** employers request that students send their résumé information directly to the employer; the only involvement OCPD has with Direct Application employers is to convey their requests to students. Many DA employers are long distance, and are focused on students who are truly interested in their firm/practice/location, etc.
  
4. **RESEARCH:** Fall Recruiting 2011 participating employers are listed on Symplicity at <https://law-cua/csm.symplicity.com>.
  - a. Do not overlook the **links** to employer websites. Employer websites are an excellent resource for additional information about an employer, including information on hiring criteria, practice groups, summer programs, interviewing offices, etc.
  
  - b. Research *via* the 2011 NALP Directory of Legal Employers ([www.nalpdirectory.com](http://www.nalpdirectory.com)), the firm résumé, previous Summer Evaluation Forms and Employer Files both located in OCPD, Martindale.com, The Insider's Guide to Law Firms, Vault Career Library, American Lawyer and Am Law Surveys, FindLaw (careers section) and Google.com for recent news updates. You should also review OCPD's **Interviewing Skills** handout for further tips on how to research and select an employer.
  
5. **BIDDING:** For ALL on-campus, off-campus, BIP, and RC employers, you **must apply online** for each employer by the designated **12 noon deadlines**. Also, you will only be allowed to bid (apply) for employers requesting résumés from your **class year** (2D/3E or 3D/4E).



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- a. **Almost All BID deadlines** occur before you return to school! Therefore, you must research the Fall Recruiting employers and bid for them before returning for the Fall semester. If you wait until the final hours on the bid date, 12 noon deadlines, you may **experience a system overload and slow response time**, thus, **preventing** your bids on Symplicity. Do not wait until the final hours!

**NOTE:** It does not matter if you bid on day #1 or day #5 – all documents will be submitted to employers at the same time. **DO NOT MISS 12 noon deadlines!**

- b. The BID dates with **12:00 noon (EST) deadlines\*** are as follows:

**2011 Bid Dates** OCI Blocked Dates: 9/5 (*Labor*); 9/28-29 (*Rosh*); 10/07 (*Yom Kippur*); 10/10 (*Columbus*)

Bid Period	Open	Deadline*
Bid Date #1 = OCI & RC	Wednesday, July 20	Friday, July 29 @ 12pm EST
Bid Date #2 = OCI & RC	Wednesday, July 27	Friday, Aug. 5 @ 12pm EST
Bid Date #3 = OCI & RC	Wednesday, Aug. 3	Friday, Aug. 12 @ 12pm EST
Bid Date #4 = OCI & RC	Wednesday, Aug. 10	Friday, Aug. 19 @ 12pm EST
Bid Date #5 = OCI & RC	Wednesday, Aug. 17	Friday, Aug. 26 @ 12pm EST
BIP 2011	Monday, July 25	Monday, Aug. 1 @ 12pm EST

\*Cannot be extended.

- 6. **BIP:** The 10th Annual Boston Interview Program, co-sponsored by *American University, Washington College of Law* and *Tulane University*, will take place on **Friday, September 16, 2011 in the Boston offices of participating firms.** Interested students will bid for employers in the **Boston Interview Program 2011** session. Students are responsible for their own travel arrangements to and from Boston for the interviews. (*See the attached BIP flyer*).
- 7. **DA: (DIRECT APPLICATION) Employers:** Students should mail materials to DA employers as soon after they receive this information -- no later than the first week of August and/or by the employer deadline. This is especially true for employers in New York City, who typically conduct Fall Recruiting interviews in early to August. For NYC employers, you should apply as early as the second week in July to ensure consideration by all employers. Also check *Symplicity's* Job Bank as many employers post directly to Symplicity as DA employers.



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8. **JOB FAIRS:** Review the materials available in OCPD regarding the Boston Lawyers Group (BLG).
  - a. **The Boston Lawyers Group Job Fair (BLG)** for 2<sup>nd</sup> Year Students of Color, although ALL students are welcome to participate. Student Registration is open and continues until **July 8**. Interviews will be held at the **Boston Sheraton Hotel**, 39 Dalton Street, Boston, MA on **Thursday, August 25, 2011** (See flyer). BLG employers are **NOT** listed on *Symplicity* as this program is sponsored by an outside organization. Pre-registration is required -- <https://law-blg-csm.symplicity.com/students>.

The guidelines set forth in the **Fall Recruiting Program's Procedures** serve to assist you to better navigate your fall recruiting journey. If at any time during the Fall Program you have questions, problems, conflicts or other issues that will encumber your participation, please contact OCPD at any time. We can be reached at (202) 319-5132, by fax at (202) 319-4734, [jobs@law.edu](mailto:jobs@law.edu).

Good luck!

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