Memorandum

TO: Rising 2Ds, 3Es, 3Ds and 4Es

FROM: Rosalind Boyer Bernard, Manager of Legal Recruiting

DATE: June 2, 2010

RE: Welcome to the 2010 Fall Recruiting Program

Though summer 2010 has only just begun, it is already time to start planning your job search for 2011! This year’s Fall Recruiting Program (FRP) is rapidly approaching. The Office of Career and Professional Development (OCPD) has compiled an online packet with step-by-step procedures, tips and deadlines for the upcoming recruiting season. Please read this memorandum carefully. It is designed to help you navigate the information packet accessible on our webpage as well as assist you with the student registration.

To get started, sign on to OCPD’s webpage at http://law.cua.edu/career, select STUDENTS, 2010 Fall Recruiting Program: Student Packet. After reading "Welcome to the 2010 Fall Recruiting Program: Introduction and Instructions," please begin your research on legal employers. On Symplicity, click on the OCI tab in the navigation bar, the select a "Session." Sessions are divided by OCI, RC, BIP and NHJF. The NHJF employers will be announced later in June. Students will be able to view/see only those employers who seek your class year.

To participate in 2010 FRP, you must register with OCPD between Monday, July 12 and Friday, July 16 even if you participated in the 2009 FRP. OCPD will use Symplicity, a web-based system, whereby you will research participating employers, select employers to whom you wish to bid (apply) and schedule your on-campus and off-campus interviews.

To begin, you will need to:

1. Use the pre-assigned Username and Password that Symplicity generated for you or go to http://law.cua.edu/career/Students, click 2010 Fall Recruiting and select Students/Alumni then “Forgot Password.” If you have never logged onto
Symplicity, your username will be your CUA issued email [@cardinalmail.cua.edu]. You may change/upload your email address, under Profile, after you have logged in.

2. Complete your Profile on Symplicity paying special attention to your e-mail address. You will be notified by email of all fall recruiting updates and in August of your selection for on-campus interviews. Employers will see your email address on your résumé so please select an appropriate, professional based e-address. It should not be linked to a “social networking” site (see handout re: Online Reputation); and

3. Upload your résumé on Symplicity and submit a paper copy of the exact résumé to OCPD with your Summer Experience Form (form for Day Students only). The form is located on our webpage under Section II of the Student Packet. You may submit your resume via fax (202) 319-4734 or email to jobs@law.edu.

Beginning Tuesday, July 20, 2010, students will bid on employers via Symplicity:

- On- and Off-campus employer (OCI)
- Boston Interview Program (BIP)
- New Hampshire Job Fair (NHJF)
- Résumé collection employer (RC)
- Direct Application (DA) employers are now listed on Symplicity under Job Postings. You must submit your documents to the employer by deadline dates.

The STUDENT PACKET is located at http://www.law.cua.edu/Career under Students:

Section I

- FAQs about Fall Recruiting
- OCPD’s Fall 2010 Recruiting Program Procedures
- Policy: Interview, Cancellation and Withdrawing
- Handout: Do You Have An Online Reputation?

Section II

- Fall Recruiting Student Checklist
- Guidelines to obtain a Law School Transcript
- Summer Experience Evaluation Form (for Day Students only).

Section III

- Preliminary Calendar (also see Symplicity Announcements Page for updates)
- Student User Guide to Symplicity
- Handout: Law Student’s Snapshot’s Guide to Washington, D.C. Area Firms
Section IV (Informational Flyers)

- Boston Interview Program (BIP): Thursday, September 16, 2010 (in Boston, MA)
- Mock Interview Program: Wednesday, August 11, 2010 (in offices of CUA Alumni)
- Not All Employers are Large Firms
- A Firm’s Perspective of a Structured Interview
- U.S. DOJ Attorney General’s Honors Program and Summer Law Intern Program
  [TBA]

Section V

JOB FAIRS, CONFERENCES and OTHER EVENTS

- Job Fairs & Conferences
  o Black Law Students Association, Mid-Atlantic Job Fair (MABLSA)
  o Boston Lawyers Group, Washington Area Job Fair for Students of Color
  o DuPont Minority Job Fair
  o Equal Justice Works Public Interest Career Fair (EJW)
  o Heartland Diversity Legal Job Fair
  o Hispanic Bar Association Convention and Job Fair (HNBA)
  o IMPACT Career Fair for Law Students and Attorneys with Disabilities
  o New Hampshire Job Fair (NHJF) [details added shortly]
  o National Black Prosecutor’s Association Annual Conference and Job Fair
  o Patent Law Interview Program (Loyola University/Chicago)
  o Public Service Career Fair (PSCF) [January 2011]
  o Vault and the Minority Corporate Counsel Assn., Diversity Career Fair

- Employer Receptions
  o Information about various employer receptions will be available on the Announcement Page of Symplicity.

Lastly, OCPD and career counseling will be available during the summer months, please contact us at jobs@law.edu or by phone at (202) 319-5132.

Please be sure to check the OCPD Bulletin Boards and Symplicity daily during the Fall Recruiting season for additional important updates and notices.