



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Career and Professional Development

Suite 163

Washington, DC 20064

(202) 319-5132 (office) (202) 319-4734 (fax)

jobs@law.edu

Memorandum

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

FROM: **Jill Frost, Director**

DATE: June 1, 2011

RE: **Welcome to the 2011 Fall Recruiting Program**

Though summer 2011 has only just begun, it is already time to start planning your job search for 2012! 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, 2011 Fall Recruiting Program: Student Packet. After reading "*Welcome to the 2011 Fall Recruiting Program: Introduction and Instructions*," please begin your research on legal employers. On Symplicity, click on the OCI tab in the navigation bar, then select a "Session." There are five Fall 2011 sessions and one session for the 2011 Boston Interview Program. **Students will be able to view/see only those employers who seek your class year.**

To participate in 2011 FRP, you must register with OCPD between **Monday, July 11** and **Friday, July 15** even if you participated in the 2010 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 **2011 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. You may submit your resume via **fax (202) 319-4734** or **email** to jobs@law.edu.

Beginning **Wednesday, July 20, 2011**, students will bid on employers *via Symplicity*:

- On- and Off-campus employer (**OCI**)
- Résumé Collection employer (**RC**)
- Boston Interview Program (**BIP**)
- Direct Application (**DA**) employers are 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 2011 Recruiting Program Procedures
- *Policy*: Interview, Cancellation and Withdrawal
- Cracow & Abroad Students
- *Handout*: **Do You Have An Online Reputation?**

Section II

- Fall Recruiting **Student Checklist**
- Guidelines to obtain a **Law School Transcript**

Section III

- Student User Guide to Symplicity
- 2010 Fall Recruiting Program Participating Employers

Section IV (Informational Fliers)

- **Boston Interview Program (BIP): Friday, September 16, 2011** (*in Boston, MA*)
- Mock Interview Program: **Wednesday, August 10, 2011** (*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**
[Electronic Application Deadline: September 6]

Section V

JOB FAIRS, CONFERENCES and OTHER EVENTS

- *Job Fairs & Conferences*
 - Black Law Students Association, Mid-Atlantic Job Fair (MABLSA)
 - Boston Lawyers Group, Washington Area Job Fair for Students of Color
 - DuPont Minority Job Fair
 - Equal Justice Works Public Interest Career Fair (EJW)
 - Heartland Diversity Legal Job Fair
 - Hispanic Bar Association Convention and Job Fair (HNBA)
 - IMPACT Career Fair for Law Students and Attorneys with Disabilities
 - National Black Prosecutor's Association Annual Conference and Job Fair
 - Patent Law Interview Program (*Loyola University/Chicago*)
 - Public Service Career Fair (PSCF) [*January 2012*]
 - Vault and the Minority Corporate Counsel Assn., Diversity Career Fair
 - Minnesota Minority Recruitment Conference
 - Workforce Recruitment Program for College and Law Students with Disabilities
- *Employer Receptions*
 - Information about various employer receptions will be available on the Announcements 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.*