

2009 FALL RECRUITING GUIDE FOR 3Ls, 4LEs & LL.M. Students

The fall recruiting season is an important phase of law student hiring. While there is a time lapse between the application process and actual employment, it is critical that you take advantage of this recruiting opportunity. If you limit your search in terms of method (e.g., by applying only to employers that participate in the formal Fall Recruiting Program), geography (e.g., only applying to local San Diego employers), type of employer (e.g., only applying to private firms and ignoring government or public interest opportunities), or time (e.g., waiting to begin your search until after the bar exam, or worse yet, after your bar results), **you will do a great disservice to yourself and limit your future employment choices. Be sure to follow each of the steps below to ensure a productive fall recruiting season.**

I. Review Your Materials and Be Prepared.

- A. **Prepare quality, error-free application materials.** Meet with a Career Services advisor to get input on your application. Career Services is open throughout the summer to assist you. Order several official copies of your undergraduate transcript to provide employers who request your undergraduate grades. It may take your undergraduate school several weeks to send official transcripts, so be sure to order them early in the summer. Additionally, order copies of your law school transcript before taking the bar, so as to ensure that you have them once you begin your intensive job search following the exam. Have an objective third-party review your materials for typos and other mistakes.
- B. **Do employer research.** You will prepare better application materials and have a better interview if you research an employer in advance. Do a Google or Yahoo search to find out if the employer has a website and run a search for the employer in the news and legal newsletter databases on Westlaw or Lexis. Additional information may also be found in the *NALP Directory of Legal Employers* (www.nalpdirectory.com) or in the *Martindale-Hubbell Law Directory* (www.martindale.com).
- C. **Prepare thoroughly for each interview.** Interviewing is a skill you can master with practice. Review the Career Services interviewing hand out, attend the Career Services interview strategy program (which will be held in early fall), and schedule a mock interview.

II. Take Steps To Maximize Your Chances of Finding Legal Experience.

- A. **Conduct a creative, expansive and strategic job search. Do not just apply to employers through the Fall Recruiting Program.** While we strongly encourage you to apply for fall recruiting positions, many employers prefer to hire independently. In order to apply to these employers, you must submit your applications materials **before** the on-campus recruiting season begins, preferably by the **beginning of August**. Ask Career Services to assist you with targeting employers. **Employers consistently indicate that they are seeking candidates with at least two meaningful legal experiences for post-graduate permanent positions.** Be sure to take advantage of opportunities to gain substantive legal practice experiences while a law student including: (1) the USD Legal Clinics and (2) judicial or agency internships/externships for academic credit or as a volunteer.

- B. **Consider Federal Jobs.** Federal positions are also posted through the Fall Recruiting Program. Career Services has, in fact, seen an increase in postings for these types of positions which are extremely prestigious and highly-regarded by private and public legal employers. Private employers love to hire attorneys who “know how things work” in a federal agency. After working at a federal agency, one can move as a “lateral” hire to a law firm. Many federal positions are in Washington, D.C., a great place to start a legal career. If you pass any state bar you can waive into the D.C. bar.
- C. **Apply for jobs outside of San Diego.** Because the Fall Recruiting Program is highly competitive, you may be well served by applying to non-San Diego employers. San Diego can be a great place to practice law; however, it is a predominantly small firm (2-10 attorneys) market where positions are limited and need based. Additionally, if your goal is to practice in a specific area (i.e., entertainment or international), San Diego may have few, if any, opportunities available. Moreover, out of town law school graduates will also be vying for positions. Many students return to San Diego after a summer or first post-graduate position elsewhere and market their experience to local employers.
- D. **Student Job Board on Symplicity.** The Symplicity Job Board provides job postings on an ongoing basis. In order to maximize your job search success, in addition to applying for positions through the Fall Recruiting Program, you should review the Job Board frequently. Law clerk or discrete legal project experience can build your resume, skill set, and legal network. Please follow the directions below to review student job postings:

1. Log on to Symplicity (<https://law-sandiego-csm.symplicity.com/students>).
2. Click on the “Jobs” tab at the top of the screen. You will automatically be shown all current job postings in reverse chronological order with the most recent postings first.
3. For more information about the job, click on the “Job Title” link. This will provide position descriptions, hiring criteria, how to apply and other applicable information.

Please note: **You must follow the application instructions in the job listing.** Most job listings on the Job Board will direct you to submit application materials directly to the employer via fax, email or postal mail.

Occasionally an employer will instruct you to upload application materials directly through Symplicity.

When you return to the main “Jobs” area, the “Job Title” link will appear in grey rather than black.

4. At the top of this list are drop down menus that allow you to refine your search. We do not recommend that you limit your search unless you would only accept a position in a very restricted field of law. By limiting your search, you risk missing a great job opportunity. Jobs will be removed upon expiration or notification that the position has been filled.

III. Participate in the Fall Recruiting Program – Frequently Asked Questions.

What is it? The Fall Recruiting Program is just one of many steps we recommend for law clerk and post bar positions. The Fall Recruiting Program brings to your attention many, but not all, local and national employers who interview in the fall for positions during the school year and after graduation.

Why Should I Participate? Participation helps make you competitive in a competitive market. Law students across the country gain legal experience through similar recruiting programs. Since employers prefer graduates who have at least two strong, practical, legal experiences on their resumes, we encourage you to take advantage of the Fall Recruiting Program which offers many experiential opportunities. Additionally, if you can line up a position for the spring, there is a possibility the employer could keep you on after graduation, alleviating the need to search for a post graduation job.

What Types of Positions are Available through the Program?

- Paid, volunteer and academic credit law clerk positions that begin in fall 2009 and spring 2010.
- Permanent post-graduation positions that begin in fall 2010 (for students graduating in May 2010).

These positions will be filled far in advance of their actual start dates.

What are the Deadlines for the Fall Recruiting Program? In order to participate in the Fall Recruiting Program, **you must upload your application materials onto Symplicity and apply to individual employers by WEDNESDAY, AUGUST 5, 2009, at 5:00 P.M.** **NOTE: this deadline falls before school begins.**

How Do I Participate? In the middle of July, you will be able to view employers participating in the Fall Recruiting Program. **New employers will sign up throughout the summer so you must continue to check Symplicity until August 5, 2009, to avoid missing potential opportunities.** You should begin to prepare your application materials for employers of interest as soon as you are able to view their listings. You will then need to upload these materials onto Symplicity and apply for the position. (Detailed instructions on how to register and upload materials onto Symplicity are below.) Employers will not have access to your application materials until August 5th.

To Which Positions Should I Apply? Because the recruiting process is highly competitive, we recommend any position for which you meet the hiring criteria; however, you should apply only if you will genuinely consider an offer of employment from the organization. **You are required to attend an on campus interview if an employer selects you for an interview.** Employers are taking time from their schedules to review and select your application. Therefore, apply broadly, but judiciously so that you can maximize opportunities for yourself and your classmates.

What Should I Keep in Mind as a 3L/4LE/LL.M. Candidate? The Fall Recruiting Program is only one step in an effective job search. Employers participating in the recruiting program represent a fraction of the employers with whom you are interested in working. Similarly, some employers prefer for students to contact them directly and are not part of our recruiting program. A list of participating employers will be available mid-July. For those wishing to move out of San Diego upon graduation, your potential employers will not be participating in fall recruiting and therefore you will need to utilize additional resources in your job search. For

assistance with contacting additional employers, we encourage you to meet with a Career Advisor to plan your career development strategy.

The small and medium sized firms comprising the majority of the San Diego legal market cannot forecast their hiring needs far in advance. These firms hire more closely to the anticipated position start date. Accordingly, after completing your fall recruiting applications, we recommend meeting with a Career Advisor to plan the next steps in your job search process.

IV. How to Participate in the Fall Recruiting Program.

There are two parts to USD's Fall Recruiting Program, each of which is discussed below in more detail.

Symplicity Based Opportunities

A. Register on Symplicity. We use the web-based Symplicity system for the Fall Recruiting Program. You will use Symplicity to review listings, upload your resume, apply for positions, and select interview times.

To register:

1. Log on to <https://law-sandiego-csm.symplicity.com/students>
2. Go to the third tab entitled "Register"
3. User Name: Your USD email address
Password: usdstudent
4. Complete the student registration form.

While registering, keep the following in mind: (1) When the form asks for your Student ID, enter your USD student ID number; (2) You may select up to six practice areas but you **MUST** select at least one or you will be unable to complete registration.

Once you have registered, you must complete your personal profile. Click on the second tab entitled "Profile." Your personal information will appear. To change your password, go to the tab marked "Change Password."

In addition, the form will ask you a number of other questions about your undergraduate major, advanced degrees, foreign languages, and other areas of specialization. Although you are not required to provide this information, we strongly recommend you do. Career Services may use this information to contact you when employers are seeking students with certain skills or qualifications (e.g., an employer who wants a French-speaking student or an undergraduate engineer). NOTE: For previously registered students, update your information by clicking on "Profile" and providing the requested information.

As soon as you click "Submit," the system will take you to your home page. The system will then email you a new password for log-in. You may change this password.

Two important notes about Symplicity:

- a. Moving through Symplicity. Do not use your browser's "back" button to return to the previous page. Rather, use the "back" or "return" buttons provided within the system.
- b. You MUST use your USD email account. *The Symplicity system requires a University of San Diego email account and interprets non-school accounts as spam. Symplicity will contact you through your USD account; therefore, **you are responsible for checking your USD account regularly AND MAKING SURE THERE IS ENOUGH SPACE TO RECEIVE INCOMING EMAILS.***

B. Use Symplicity to participate in the Fall Recruiting Program.

1. **Forms Required to Participate:** Once you have registered and completed your profile, you may log onto Symplicity. **Before you may access the list of Fall Recruiting employers, you must complete and/or agree to the following:**

- Summer Survey
- Interview Attendance & Cancellation Policy
- Representations in Job Application Materials Policy
- Recruiting Release

In order to complete the Summer Survey, click on the "OCI" tab at the top of the home page. After you select the OCI tab, you will be taken to the "Evaluations" tab. On that page you must select "Add New" and complete the Summer Survey. At the end of the survey, you must indicate that you agree to the Interview Attendance & Cancellation Policy, the Representations in Job Application Materials Policy, and Recruiting Release by checking off the applicable boxes on the survey. It is important that you carefully review and understand these policies. Once you agree to these policies, you will be able to view participating employers when you return to the OCI tab.

2. **Review Fall 2009 Employers:** After registering and completing your profile, you may log onto Symplicity. To access the list of employers participating in the 2009 Fall Recruiting Program, click on "OCI" at the top of the home page.

There are **three** types of employers participating in USD's Fall Recruiting Program.

** Note: When you initially open the OCI tab, the session line will read "2009 Fall Mock Interview Program". It is critical that you click on the dropdown arrow to the right of the session line in order to see the three types of employers participating in Fall Recruiting. You should apply to employers in all three of these categories. If you limit your application only to those listed under "Fall 2009 On Campus" you will severely limit your chances of finding a great position.*

- a. On-Campus Employers: To find these employers, click on the "Session" drop down menu on the top left side of the screen and select "Fall 2009 On Campus." These employers will come to the Law School to interview students. For additional information on a particular employer, click the "Review" button on the far left. This will bring you to a page that provides information on the employer's hiring criteria, the application requirements, and the interview date.

- b. **Resume Collect Employers:** In addition to On-Campus interview employers, you should apply to employers requesting at-firm interviews. To find these employers, click on the “Session” drop down menu on the top left side of the screen and select “Fall 2009 Resume Collect.” The listed employers have asked Career Services to collect student application materials and deliver them in one package. The Resume Collect employers will directly contact selected students to set up interviews at their offices.
 - c. **Write Directly Employers:** Similarly, you should review the list of employers requesting student submission of application materials. To find these employers, click on the “Session” drop down menu on the top left side of the screen, and click on “Fall 2009 Write Directly.”
3. **Upload your Application Materials:** Go to the tab entitled “Documents.” In this section, you may upload your resume, cover letter and any other documents that an employer requests. You may upload employer-specific resumes, as long as you give each resume a separate “label.” **Note:** If you subsequently alter a resume, please remove the old resume version and upload the revised resume onto Symplicity.

To upload your materials, simply click “Add New.” In the new screen, name the document (where it says “Label”), indicate the document type as prompted, and then hit “Browse” to select the document you wish to upload.

If an employer requests an unofficial transcript, you may submit a scanned copy of your transcript. If the file is too large to upload, you may upload a “grade sheet”. To do this, log on to your My San Diego account, highlight your courses and grades, and “copy” the selected material. Create a new document on your resume/cover letter letterhead and paste the selected text into the new document. Most employers are accustomed to this type of “Grade Sheet” and will request an official transcript later in the process should they wish to confirm your grades.

You can only upload twenty documents at a time onto Symplicity. Symplicity only allows twenty uploaded documents on the system at any time. However, Symplicity creates a permanent copy of documents submitted for a specific Resume Collect or On Campus opportunity after you hit “Apply.” Therefore, you may delete previously submitted cover letters from your “Documents” section without the letter being deleted from your prior application or bid. You can view submitted materials for each employer separately, even after deleting the documents from your “Document” section. Nevertheless, you may find it convenient to always keep a few documents (such as your resume, grade sheet and writing sample) saved in your “Documents” section.

4. **Apply to Employers:** New employers may be added at any time, even days before the deadline, so check Symplicity regularly for new listings.

For On-Campus Interviewing and Resume Collect Employers: First, make sure you are on the tab entitled “OCI.” Then, select either On-Campus or Resume Collect from the scroll-down menu and hit “Search.” A list of participating employers will appear. To apply for a position, click the “Apply” button to the right of the corresponding employer. If you have only uploaded one document and the employer only requests one document, the button to the right will indicate that you have applied. However, if you have uploaded multiple documents to your account, you will select and upload the appropriate documents on a review page. Please ensure that you hit the

“Update” button *each* time you upload a new document. Each employer has different application requirements in Symplicity. Make sure you comply with these requirements. If you do not submit a requested document for an On-Campus/Resume Collection position, the system will not complete your submission for that employer.

Once you have taken these steps, you have applied for the position and do not need to take any further steps.

For Write Directly Employers: If you would like to apply for a Write Directly employer, you will not apply using the Symplicity database. Follow the instructions and send your materials directly to the employer as requested.

5. **“Pending” Designation:** After the application deadline, you will see the word “Pending” in the invitation status column next to the OCI positions for which you applied. If an employer selects you for an interview, the invitation status will change to “Accept Preselect.” Career Services will send a weekly email noting which On-Campus Employers have made their interview selections. If you receive an email stating an employer has made its selections and the invitation selection column next to that employer continues to read “Pending,” you can assume you have not been selected for an interview.
6. **On-Campus Interview Timeslot Selection Procedures:** If you are selected for an On-Campus interview, you will be notified according to the procedures below. All Resume Collect and Write Directly employers will contact you directly to schedule an interview.
 - a. Beginning August 12, 2009, students selected for on-campus interviews will receive an email at the USD email address on record with Symplicity. The email will state: (1) the name of the employer that selected you for an interview (2) the date of the on-campus interview; and (3) the deadline by which you must log on to Symplicity to select an interview time.

Please note: Because employers will be selecting interview candidates at different times during the Fall Recruiting Program, you may receive multiple emails throughout the months of August, September and October notifying you of on-campus interview selections. In other words, you will not receive notification of all of your on-campus interviews at one time. ***You are responsible for checking your email account daily during the fall recruiting season to ensure that you receive all emails sent by Career Services or Symplicity. You are also responsible for clearing your inbox regularly so that messages do not bounce back due to a full inbox.***

- b. If you are selected for an on-campus interview, you must select your interview time. To do so, log on to Symplicity (<https://law-sandiego-csm.symplicity.com/students>) and click on “OCI.” The list of on-campus employers will appear. Scroll down to the employer(s) that have invited you to interview and click “Accept Preselect”, which is located next to the applicable employer. A list of available interview times will appear. Select an interview time from the list and click the “Sign Up” button. Symplicity will send an email confirming your interview date and time 24 hours prior to your scheduled interview.

Some things to keep in mind when selecting an interview time:

- Since interview slots will be released on a first-come, first-served basis, log on to Symplicity as soon as possible to ensure the greatest number of possible interview times.
- You must select an interview time from those available even if none of the times are convenient for you. Career Services cannot ask an employer to accommodate your schedule by adding additional interview slots.
- Since multiple employers will be interviewing on-campus on the same day, make sure you do not select the same interview slot for multiple interviews.
- You should also give yourself at least a 20 minute gap between interviews in case your earlier interview runs late.

c. If you do not select an interview time by the deadline, an interview time will be selected for you and you will receive a call alerting you of the scheduled interview. The Interview Attendance and Cancellation Policy requires you to attend this interview even if the time is not convenient for you.

d. If you would like to see a list of your upcoming interviews, you may do so by logging on to Symplicity (<https://law-sandiego-csm.symplicity.com/students>), clicking on “OCI” and clicking on the “Scheduled Interviews” tab.

Government Based Opportunities

A. Utilize the excellent resources available for finding government positions

1. Government Honors & Internship Handbook: The handbook contains information about federal, state and local internship and post graduate opportunities with prestigious government agencies. While the majority of opportunities posted through the handbook are located in Washington D.C., there are opportunities all over the country also posted. Additionally, if you have never considered working in Washington D.C., it may be something you will want to reexamine. Working for a government agency in Washington D.C. will not only provide you with exceptional experience, but private firms look favorably upon candidates with such experience on their resume. In order to access this handbook, utilize the link, <http://www.law.arizona.edu/career/honorshandbook.cfm>. The username is “nutter” (do not include the quotations) and the password is “butter” (again, do not include the quotations). This username and password change every year.

2. USAJOBS.GOV: This website is the official jobsite of the United States Federal Government. In addition to listing job openings with the federal government, this site provides a wealth of information, including information about federal hiring trends.

V. Be familiar with USD School of Law Policies.

A. Non-Discrimination Policy. Employers listing positions with the University of San Diego School of Law must agree to abide by the following:

The University of San Diego School of Law does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in the admission or status of students, in the hiring, promotion or supervision of faculty, staff or administrators, or in the administration of law school programs and procedures. The facilities and services of the Career Services Office are only available to employers whose hiring practices are consistent with this policy.

Students who believe employers have violated USD School of Law's non-discrimination policy should contact the Assistant Dean for Career Services.

B. Military Recruiting Notice. Military recruiters will be on campus to recruit during the fall semester. The military's policies are not in compliance with the law school's own with respect to discrimination on the basis of sexual orientation. The School of Law does not discriminate on the basis of sexual orientation and attempts to provide a safe and protective environment for the study of law for all students, regardless of sexual orientation.

C. Interview Attendance and Cancellation Policy. Students must agree to abide by the following policy to participate in the Fall Recruiting Program:

You should only submit applications to employers for whom you would consider working. If you are chosen for an on campus interview, you must accept and attend the interview. Therefore, if you are not available to interview on the day that a particular employer is coming to campus, you should not submit an application to the employer.

The Career Services email that notifies you that you have been selected for an interview will give you the opportunity to select an interview time. If your preferred times are not available, you are still required to attend the interview. Furthermore, if you do not request an interview time within the allotted time period, Career Services will assign an interview time to you. Even if this interview time conflicts with other commitments you may have, you are responsible for attending your interview.

In the event that an emergency arises that precludes you from attending the interview, you must seek permission from Heather Harrigan, Employer Liaison, to cancel your interview. Your circumstances will be evaluated on an individual basis. If Ms. Harrigan does agree to excuse you from your interview, you must write a letter of apology and explanation to the employer and submit a copy of this letter to Career Services within 48 hours of the scheduled interview.

If you do not comply with this policy, you may not be permitted to participate in subsequent interviews for the remainder of the semester, or other appropriate action may be taken, at the sole discretion of Ms. Harrigan.

E. Representations in Job Application Materials Policy. Students must agree to abide by the following policy to participate in the Fall Recruiting Program:

Any misrepresentation in your job application materials (including the rounding up of your GPA or class rank) is considered a violation of Section 3.02 of the Honor Code of the University of San Diego School of Law. Such misrepresentation may result in serious sanctions from the School of Law. Furthermore, Career Services will not submit your application materials to an employer if Career Services is aware of any misrepresentation.

It is your responsibility to ensure that your resume and any other application materials accurately state your class rank, GPA, extracurricular activities, awards and all other material information before you submit them to employers.

F. **Recruiting Release Form.** Students must agree to give consent for Career Services to release their uploaded documents for Fall Recruiting Program participation.

VI. Be familiar with NALP Guidelines.

National Association for Law Placement (“NALP”) publishes principles for law schools, law students and employers. You should be familiar with NALP’s guidelines before the fall recruiting season begins.

For more information regarding NALP’s principles for law students, see the following link: <http://www.nalp.org/content/index.php?pid=16#part3>

For more information regarding NALP’s General Standards for the Timing of Offers and Decisions, see the following link: <http://www.nalp.org/content/index.php?pid=16#part5>.
Generally, students may hold offers open 45 days from the date on the offer letter. Students may not hold more than 5 open offers. Contact a Career Advisor if you have questions regarding NALP guidelines.

Career Services

<http://www.sandiego.edu/law/careers/>
(619) 260-4529

