

CAREER SERVICES NEWS

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WELCOME BACK!!!

SUMMER JOB SURVEYS

Please make sure you complete a summer work survey (and an employment survey) in your Symplicity account. We would like to share the benefit of your summer experience with other students. The completed survey is available for students to search on the Symplicity website. Older versions are located in the summer work survey binders in the Career Services Library. It is an excellent resource for students seeking employment opportunities. Please note, there is an **option of anonymity** with this survey as well. If you wish to remain anonymous, please check the appropriate radio button on the survey form.

SYMPPLICITY & ON-CAMPUS INTERVIEWS

New employers are added regularly. Please check the Career Services Symplicity web site for the most recent additions. **NOTE:** for Resume Collect Firms, the "Interview Date" listed is actually the Resume Deadline. The particular phase will indicate if an employer is "RESUME COLLECT ONLY".

Fall On-Campus Interviews begin on **September 2nd**. The first resume deadline is **10:00 a.m. on , Friday, August 22nd**. Resumes **CANNOT** be submitted after **10:00 a.m.** on the date of the deadline **and CANNOT be submitted to the employer. Symplicity recommends that students "bid" early to avoid congestion in the system in the hours prior to deadlines.**

PHASES: When viewing the OCI area of Symplicity, be sure to select each "phase" from the drop down menu to view ALL of the employers with a Resume Deadline on that date. We have ONE resume deadline per week, and except for the first deadline, all other resume deadlines are on Tuesdays at 10:00 a.m. **HOWEVER, note that each resume deadline has TWO phases: one for on-campus interview employers and one for resume collect employers. Check both phases!**

TRANSCRIPTS: Transcripts may be copied and pasted from BearPort into a Word document and uploaded. Students MAY be required to provide employers with an

Official copy of their transcript (available from the Registrar's Office upon 24 hours notice) prior to or at the offer stage to verify accuracy.

COVER LETTERS: Only what the employer has requested, with the exception of cover letters, will be submitted. If you elect to upload a cover letter for a particular employer, it will be sent to the employer regardless. Cover letters for each specific employer can be uploaded in the documents section. However, cover letters are not recommended unless the employer has requested them.

KEEPING TRACK OF BIDS: If you submit a resume, you are agreeing to interview with the employer if you are selected. So please keep track of the employers to whom you submit resumes.

RESEARCHING FIRMS: Employer Files in the Career Services Library contain firm resumes and NALP Forms (NALP Forms contain demographic information and salary information) *if they have been submitted to us.* Also refer to the NALP Directory of Legal Employers (www.nalpdirectory.com) or the Martindale Hubbell directory www.martindale.com

SYMPPLICITY "PROFILE"

PROFILE: This includes your name, address, phone, email (Mercer email addresses **CANNOT** be changed). PLEASE verify that your information, **ESPECIALLY CLASS YEAR**, is accurate. You may also choose to include education, languages & job preferences. Your profile is NOT searchable by employers, but is only accessible to YOU and to Career Services.

MOCK INTERVIEWS

Local alumni will visit Mercer to conduct Mock Interviews for students. Following a 20 minute taped interview session, the attorneys will give feedback and suggestions for improving your interview skills. **Mock Interviews are currently scheduled as follows:**
August 26th: 10:00 - 12:00 & 2:00 - 4:00
August 27th: 10:00 - 12:00 & 2:00 - 4:00
August 28th: 10:00 - 12:00 & 2:00 - 4:00
*** There are several slots still available. Please sign up in the Career Services Office ASAP. You MUST**

submit a RESUME upon sign up.

RESUME WORKSHOPS & REVIEWS

There will be a second Resume Workshop on **Wednesday, August 27th at 3:30 in Seminar Room E.**
NOTE: The first resume drop deadline for OCI is **August 22nd.**

Resumes for review can be emailed to your assigned Career Counselor.

Sections 1, 2 & 3 (2Ls & 3Ls): Jenia Bacote

Sections 4, 5 & 6 (2Ls & 3Ls): Hope Martin

NOTE: Resumes are reviewed in the order in which they are received! Please do not drop in and ask for your resume to be reviewed on the spot, as that is unfair to those who submitted resumes for review prior to you.

NOTE: Individual resume reviews will be conducted *by appointment only*. Please see your assigned counselor for resume reviews or career counseling appointments.

UPCOMING SEMINARS

For 2Ls & 3Ls ONLY PLEASE

- ❑ **Interview Preparation.** Learn how to interview from other students on **Tues., Aug. 26th at 12:00 in the Courtroom.** Students will tell you about their interview experiences last fall, call back interviews, and the OCI process in general. They will give you helpful hints and answer your questions. **LUNCH provided!**
- ❑ **Dress for Success.** Career Services personnel and third year students will be conducting a "Dress for Success" seminar in **the Courtroom at 3:30 on Wed., Sept. 3rd.** This program will feature clothing and advice on professional attire. This is a great way to start thinking about interview clothing for the fall season!
- ❑ **Hiring Attorney.** The Career Services Office will sponsor a "Hiring Attorney Seminar" on **Tues., Sept. 2nd at 12:00 in the Courtroom.** Presented by attorneys from Balch & Bingham and Holland & Knight. This is an excellent opportunity to learn what employers are looking for in students' resumes, cover letters and interviews. The attorneys will answer questions and provide the inside information regarding hiring procedures. **LUNCH provided!**
- ❑ **Dining Etiquette.** Do you know where to place your utensils when you are finished with your meal at a business dinner? If not, come to our Dining Etiquette Seminar to learn that and much more! The Seminar will be held on **Tues., Aug. 26th at 5:30 p.m. at the Woodruff House.** Advance reservations are required no later than

August 19th. \$10.00 fee due upon sign up. A meal consisting of a salad, entree, side dishes and a dessert will be served (vegetarian meals available). Professional dress required. Space limited to 25 students.

TRANSFER STUDENT INFORMATION

Please check with the Career Services Office for your assigned Career Counselor.

GOVERNMENT HONORS & INTERNSHIP HANDBOOK

The Career Services Library now has the 2008-2009 Handbook on Government Honors & Internship Programs. You may also view the Handbook on the web at: www.law.arizona.edu/career/honorshandbook.cfm
Please contact Career Services for the username and password.

GA BAR INFORMATION

The Application for Certification of Fitness is NOW available at: <http://www.gabaradmissions.org> . **NOTE:** *If you plan to download the Fitness Application and file the downloaded version on 3.5 diskette, CD or USB (print version must also be included with filing downloaded version), you must contact the Office of Bar Admissions to obtain fingerprint cards for filing.* You may order the fingerprint cards online at the Office of Bar Admissions website. The cards must come from their office. Fitness Application Filing Deadline: **December 3, 2008!!!!**