

# CAREER SERVICES NEWS

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## 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".

### **NEW OCI EMPLOYERS ADDED THIS WEEK:**

**James, Bates, Pope & Spivey, Macon, GA**  
**U.S. Army JAG Office**

**RESUME DEADLINES ARE ALWAYS AT 10:00 a.m.** After 10:00 a.m. on the date of the deadline, resumes **CANNOT be submitted to the employer.** Symplicity recommends that students "bid" early to avoid congestion in the system in the hours prior to deadlines. For the convenience of our employers, please be sure that you apply through Symplicity for On-Campus and Resume Collect opportunities rather than directly with the employer.

**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. 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](http://www.nalpdirectory.com)) or the Martindale Hubbell directory [www.martindale.com](http://www.martindale.com)

**SIGNING UP FOR INTERVIEWS:** If you are selected for an interview ("pre-select"), you should receive an automated email from Symplicity the day before pre-select sign-up begins. The email will direct you to log into Symplicity the following day to sign up for an interview time. Do not depend on the email notification. Some employers do not provide their interview selections early enough to trigger the automatic email notification. You can always check your Symplicity account after the pre-select sign-up deadline opens to students. The pre-select sign-up dates are available to see for each phase in the OCI tab after you select the phase in the drop down menu. You will then see deadlines on the right hand side of the screen. The pre-select sign-up deadline is when you will be able to see if you were selected for an interview and sign-up. If you are selected as an Alternate, Terry McDuffie will notify you if your Alternate status changes to Interview status. You will not receive an auto email if you are NOT selected. If you do not sign up for an interview time by 12:00 p.m. on the pre-select sign-up deadline, one of the remaining interview slots will be automatically assigned to you. It will then be your responsibility to log into Symplicity, access the employer's schedule and obtain your interview time. Please note that you cannot modify your interview time once you sign up. Any changes will have to be made through the Career Services Office. If you have accepted a job or are no longer interested in interviewing with this employer, log into Symplicity AS SOON AS POSSIBLE to decline the interview, and then IMMEDIATELY contact Terry McDuffie. **If you sign up near the end of an interview schedule, you are subject to being moved due to any student declines.**

**DECLINING INTERVIEWS:** PLEASE NOTE, YOU CANNOT DECLINE AN INTERVIEW ***AFTER YOU HAVE SIGNED UP FOR AN INTERVIEW TIME*** ABSENT EXTENUATING CIRCUMSTANCES. You may decline after you have been notified that you are

selected, but *prior to* signing up for a time. If an emergency arises after you have signed up for a time, contact the Career Services Office immediately.

**VIEWING INTERVIEW SCHEDULES:** To view your interview schedules (feature is only functional if you have been selected), click on the OCI tab. Click on the Scheduled Interviews tab. Select the phase from the Session drop-down list and a list of your interviews appears with the employer, time, date, and location. Click on the date link to get the names of the interviewers, if available. Students may swap times, but **MUST** do so through Career Services.

## THANK YOU NOTES

**THANK YOU NOTES AFTER INTERVIEWS ARE ESSENTIAL.** Not thanking an interviewer for his or her time makes a poor impression. The interviewers' names are available in Symplicity within the OCI tab. If you choose to send a separate note to each interviewer, make sure that each letter is different. They do compare letters! It is also appropriate (and efficient) to address one letter to two interviewers. Be sure to send an original signed copy of the letter to both people! **Sample thank you letters can be found in the Career Services Manual (also on the Career Services web site).**

**Handwritten, typewritten or e-mail?** There is NO ONE CORRECT WAY to send a thank you note. Some consider it business correspondence and prefer typing. Others argue that handwritten is more personal. Some prefer the personal gesture of a thank you note in the mail, while others prefer e-mail. Email, however, is becoming increasingly acceptable. The bottom line is— do it however you feel most comfortable. Just be sure to send them!

**Thank you letters after call back interviews:** While it is advisable to send a thank you note to each person that you speak with at your callback, please remember that this can be very time consuming and you should plan accordingly.

## SYMPPLICITY JOB BANK

Job Postings are now found in Symplicity at the "Jobs & Resume Collection" tab. *The Job Bank includes summer jobs, permanent jobs and part-time school year jobs.* For any listing in the Job Bank, students should apply **directly** to the employer, using the method (mail, fax, email) stated in the Response Method area. **Students may be able to submit electronic application materials directly to employers for job listings found in the Job Bank depending on the employer's preference. Please review each individual job listing to determine the preferred response method.**

**SEARCH TIP:** Keep your searches *as broad as possible*, first performing a search using **NO search**

**criteria.** A simple typo can prevent you from locating a particular employer. You will only be able to search those employers hiring students in your class year. Then click the Search button. This will bring up a list of all employers hiring from your class year. You can click on the highlighted employer name to view the employer's profile, method to apply and other details.

## SUMMER WORK 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 summer work 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.

Thank you to those who have already completed summer work surveys. We have received nearly 200 surveys. Take a look! It is not too late to complete a survey if you did not do so yet.

## RESUME REVIEWS

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

## 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](http://www.law.arizona.edu/career/honorshandbook.cfm) **Please contact Career Services for the username and password.** The handbook is updated continuously as new

information is received.

### GA BAR INFORMATION - 3LS

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!!!!**

### FLORIDA BAR INFORMATION - 1LS

**FLORIDA [Note for 1LS]:** The Florida Board of Bar Examiners requires *law student registration*. Filing fees are as follows: **\$75** if filed by the following January 15 after starting law school in August; **\$300** if filed by the following March 15 after starting law school in August. All student registrations postmarked after March 15 of your first year of law school require the full registration fee of \$500. While there is no dollar savings at this point, student registrants still gain the advantage of early investigative steps already conducted when they convert in their third year. Students registering early in law school are required to convert their registration into a regular application during their third year of law school, at which time the \$375 converter fee is due. More information can be obtained by calling the **Florida Board of Bar Examiners** at (850) 487-1292 or by visiting [www.floridabarexam.org](http://www.floridabarexam.org).