

# CAREER SERVICES NEWS

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## MANDATORY 1L CAREER SERVICES ORIENTATION

Mandatory 1L Career Services Orientation will begin the week of November 3<sup>rd</sup>. We will meet with 1L Sections to provide information about the services that we offer and our office procedures. We will also provide training on Symplicity, the web based interface used by Career Services to manage the on-campus interview program and to post job openings. Watch for the session schedules in future issues of the Career Services News and via email (**Career Services uses the Mercer email mailing lists, so be sure to check your Mercer account!**). You will also receive your Symplicity user names and passwords via email to *your Mercer email account* shortly prior to Orientation. It will appear to come from Hope Martin, so please do not delete it. **We will NOT review resumes nor conduct counseling appointments with 1Ls until after ALL Orientation Sessions have been conducted. Appointments will open the week of November 10th.**

### Sections 1 & 4:

Mon., 11/3 from 9:40 - 10:40 in Classroom A.

### Sections 2 & 5:

Mon., 11/3 from 12:00 - 1:00 in the Courtroom.

### Sections 3 & 6:

Tues., 11/4 from 9:40 - 10:40 in the Courtroom.

Dates, times & locations are subject to change.

**PLEASE NOTE:** The National Association of Law Placement Guidelines provide that **first year students and legal employers should NOT initiate contact with one another until after December 1st.** This does NOT prevent first year law students from having personal conversations (rather than professional or career-related) with lawyers with whom they are already acquainted.

## 1Ls - THE JOB GODDESS IS COMING!

On **Tuesday, 11/11 at 12:00 (Classroom A)**, students can meet **Kimm Walton**, the National Law Journal's **Job Goddess**— the “Dear Abby” of the legal job search, and the author of *Guerrilla Tactics for Getting the Legal Job*

*of Your Dreams* and *America's Greatest Places to Work With a Law Degree*. She will discuss interviewing techniques; outstanding cover letters; great resumes; how to handle issues such as poor grades, lack of experience and much more. Opportunity for questions. **FREE PROGRAM INCLUDES LUNCH!!** Please be prepared to RSVP for this program at your mandatory 1L career services orientation session.

## 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).

## PATENT BAR EXAM PRESENTATION 11/5

Mark Dighton from the Practising Law Institute (PLI) will be here on Wednesday, November 5, 2008 at 12:00 p.m. in Classroom D to present information about the patent bar. If you are considering this exam in the future, please attend this presentation for valuable information.

**1Ls: THE REMAINDER OF THIS NEWSLETTER APPLIES TO 2Ls & 3Ls.**

**ATTORNEY JOBS ONLINE NOW AVAILABLE  
IN CAREER SERVICES LIBRARY**

The Career Services Library now has an online subscription to Attorney Jobs Online for student use. You must use the computer terminal in the Career Services library to access the database. Please stop by to use it. Instructions on how to access the database will be in the library. If you like it, please let us know so we can request the school continue to provide this service to our office in the future.

**REVIEW OF NALP RULES ON THE  
STANDARDS FOR THE TIMING OF OFFERS  
AND DECISIONS**

**“CALL BACK” INTERVIEWS, OFFERS & ACCEPTANCES:** Please be sure to let Career Services know when you are invited for a “call back interview.” NALP and Dean Floyd require that we keep a record of call backs, offers and acceptances.

Mercer is a member of the National Association of Law Placement (NALP). Member schools agree to abide by their Principles and Standards. Please note the General Provisions regarding the timing of student decisions recently changed. The following is a summary of the new rules for 2008-2009:

Employers offering positions for the following summer or full-time positions to commence following graduation **to candidates not previously employed by them** should leave those offers open for at least 45 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 should remain open for at least two weeks from the date of the offer letter.

Employers offering positions for the following summer or offering full-time positions following graduation **to candidates previously employed by them** should leave those offers open until at least November 15.

Employers offering full-time positions to commence following graduation or for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from the foregoing provisions. Offers made on or before December 15 should remain open for a minimum of 3 weeks. Offers made after December 15

should remain open for at least 2 weeks.

Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.

A student should not hold open more than 5 offers of employment at any one time. For each offer received that places a student over the offer limit, the student should, within one week of receipt of the excess offer, release an offer.

**It is very important that students abide by these rules.** Students holding open more than the permitted number of offers are preventing the employer from making offers to other students. Please be considerate of the employers and of your classmates.

**GA BAR INFORMATION - 3LS -  
IMPORTANT DEADLINE CHANGES**

Due to very recent changes, **your Application for Certification of Fitness must be filed and received by October 14, 2008 in order for the \$300 application fee to apply.** Applications received after October 14<sup>th</sup> will be subject to an additional \$200 late fee making the total cost \$500. Applications received after the December 3<sup>rd</sup> application deadline will be subject to an additional \$400 late fee making the total cost \$900. **File your application for certification of fitness early to avoid additional financial costs.**

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!!!!**

**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 or email 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.

