



## OFFICE PROCEDURES AND RECRUITMENT PROGRAMS

### **CDO Registration**

Every student who participates in any Career Development activity must first register with the office. This must be completed at the beginning of *each* academic year. To register, please complete the following steps:

**Symplicity:** The Career Development Office uses Symplicity, a web-based recruitment and database management system. It contains all the information on the organizations recruiting at Suffolk and allows students to research employers, apply to employers, and sign up for interviews online. You will need your username and password in order to access Symplicity. If you don't have your login information, please contact the CDO at 617-573-8148 or [lawcdo@suffolk.edu](mailto:lawcdo@suffolk.edu). Log on to <https://law-suffolk-csm.symplicity.com/students> to complete your "Profile," including current mailing address, email address, practice and geographic areas of preference, and academic information, as soon as possible. You will also have to upload your resume through the 'Documents' link. You will not be able to view job postings or apply to interviewing firms until your profile is complete and your resume is uploaded. Be sure to keep this information updated so we can contact you about career panels and programs that would interest you, and notify you about specific jobs for which you may be qualified. Detailed instructions on using the system are available in the [Student Guide to Symplicity](#).

**Transcript:** A number of employers have requested that students submit transcripts along with their resumes. If you are interested in applying to employers that require a transcript, please complete a [Transcript Release Form \(TRF\)](#) and submit it to the Registrar's Office. Five unofficial copies of your transcript will be released to your career file for your use. It is your responsibility to then submit a transcript with your resume when required. You will also need to upload your transcript to Symplicity under the 'Documents' link. You can either scan your unofficial transcript, or copy and paste your transcript from Campus Cruiser. To access your transcript on Campus Cruiser click on 'Exams/Grades' on the top menu, then select 'Grades' on the top and 'My Law Transcript' from the links on the left; select 'Law' from the drop down menu and then submit. Your transcript information will appear; copy and paste the details into a Word document which you can then upload to Symplicity. You will then have to submit your transcript on Symplicity to any employer that requests one.

**Summer Job Questionnaire:** Students must complete a summer job evaluation on Symplicity before being able to view OCI information. Click on the 'Profile' tab and then the 'Evaluations' tab; you will have to click the '+Add New' button to start a new survey. The feedback we receive from these forms is very helpful in counseling students about their job search and in planning programs for the academic year. This information is also searchable by students and useful to their summer job search.

## ***Recruitment Programs***

Each fall the Career Development Office sponsors and participates in a number of recruitment programs for second, third and fourth year students. Over the summer all returning students will receive an email from the CDO, which will include a list of employers participating in each program. Changes and updates to the program schedules will be made throughout the fall semester and will be published weekly in the CDO newsletter [Spotlight](#), on the CDO website under ‘[On-Campus Interviews](#)’, on [Symplicity](#), and through [Facebook](#) and [Twitter](#).

Information is available in Symplicity on all employers participating in the recruitment programs. You should review these details, as well as an employer’s website, before submitting resumes or before making a direct application to a firm, as there are often specific qualifications sought (e.g., technical undergraduate degree, accounting undergraduate degree, top 10% of class, interest in litigation, labor law course, legal services experience). In addition to the specific qualifications, you should have an interest in the geographic location of employers to which you apply. Also, many employers request that a writing sample and transcript be submitted along with a resume. To ensure that your application is given full consideration, check all requirements carefully.

We encourage you to participate in any or all of these formal recruitment programs, but it is extremely important for you to realize that these programs are not the only way to secure a summer or permanent position. These programs receive much attention, but typically only the largest law firms are able to predict their hiring needs for the year, and recruit in the fall. You should take advantage of all the programs and services the Career Development Office has to offer.

A brief description of each program, as well as a listing of additional career fairs in which the office participates, is included in the following sections.

### **On-Campus Interviews**

Many employers choose to conduct their initial interviews on-campus at Suffolk Law School. A list of employers that will be interviewing on-campus at Suffolk is included on the CDO website under the ‘On-Campus Interviews’ link. The list is separated by “session” name (i.e., interview week, generally OCI1 through OCI12) and includes the online bidding deadlines, the employer interview dates, the class year(s) of the students to be interviewed, and hiring requirements. Changes to the schedule will be made throughout the fall semester and will be announced in the weekly CDO newsletter [Spotlight](#), on the [CDO website](#), under the announcement section of [Symplicity](#), and through [Facebook](#) and [Twitter](#).

If employers are interviewing graduating students (third-year day/fourth-year evening or 3LD/4LE), they are interviewing students for full-time, permanent associate positions beginning after graduation. If employers are interviewing second-year day/third-year evening students (2LD/3LE), they are interviewing students for summer positions for the following summer. Most large law firms tend to hire new full-time associates through their summer associate programs. As a result, there are usually more opportunities for second-year day/third-year evening students to interview than for third-year day/fourth-year evening students.

After doing some initial research and determining to which employers you want to apply, you must “bid” online through Symplicity (detailed instructions are included in the [Student Guide to Symplicity](#)). You must submit your resume and any other required materials (e.g. transcript, writing sample, references) online through Symplicity **before 10:00 a.m.** on the due date listed for each session. It is not necessary to include a cover letter unless the employer requests one. A cover letter may hurt you if it is poorly written or contains errors.

Approximately one week before their scheduled interview date, employers will respond to the CDO with the names of the students they would like to interview. If you have been selected for an interview, you will receive an email (at the email address you specify in your Symplicity profile) notifying you about the interview. You will then be directed to sign up for an interview time online. Be sure to conduct in-depth research on the employer before your interview. Check their website, find out about cases or recent news articles on Lexis and/or Westlaw, and view the information on the attorney conducting the interviews in Martindale Hubbell or the employer’s website. You should also schedule a mock interview with a career counselor in advance of your firm interview.

### **Off-Campus Recruitment Program**

Each fall the Career Development Office may participate in Off-Campus Recruitment Programs in various cities and locations depending on student interest and the job market. Please be sure that you research each employer and apply only to those in which you have a genuine interest. Since interviews are generally held out-of-state, you will have to arrange transportation to the interviews at your own expense.

### **Resume Collection Only**

Some employers request that the Career Development Office collect and forward resumes of interested students. The list of collection only employers is divided into three groups (COLLECTION1 through COLLECTION3), depending on when online bidding is due. The list of employers is arranged by state within each session and indicates whether the employer has summer or full-time positions available. Please check the list carefully to see what materials are required by the employer (e.g. cover letter, transcript, writing sample) and be sure to submit them with your resume. Once the employers receive the materials, they will most likely contact students directly regarding interviews at their office.

You should submit resumes to only those employers for whom you have a genuine interest in terms of type of practice and geographic location. Cover letters are important for out-of-state firms in order to indicate your connection to the state (e.g., you grew up in the area).

### **Direct Application**

There is a list of law firms and other organizations that want to receive resumes directly from students, rather than in a package from the Career Development Office. Information on these employers is listed under the “Send Direct” session on Symplicity; however, applications must be mailed directly to the employer and not submitted online. You should include a cover letter, and any other requested materials, with your resume when writing to these employers. If the employer has an application deadline, it will be noted; otherwise, mail your materials as soon as possible.

## National Recruitment Program

The Massachusetts Law School Consortium, of which Suffolk and the six other ABA-accredited Massachusetts law schools are members, coordinates efforts and sponsors a variety of recruitment and career-related programs throughout the year. One such program is the National Recruitment Program.

Large law firms throughout the country have requested that the Consortium collect resumes from interested students. Interviews are conducted at Suffolk and Harvard Law Schools, as well as at Boston-area hotels. The list of employers participating in this program is divided into five groups or sessions (NRP1 through NRP5), each with a different bidding deadline. The NRP also now includes employers who previously interviewed at the discontinued New Hampshire Legal Job Fair.

The application process is the same as that for the on-campus interviews. You must bid and submit resumes and other requested materials online **by 12:00 p.m.** on the indicated collection dates. *This program, however, uses the Massachusetts Law School Consortium Symplicity site (<https://law-massconsortia-csm.symplicity.com/students>) and not the Suffolk Symplicity site.* Contact the CDO if you need your login information for the MLSC Symplicity site; it is not the same login information as the Suffolk Symplicity site. You will be notified by email if you have been selected for an interview.

## Other Recruitment Programs/Career Fairs/Job Postings

In addition to the programs outlined above, the Career Development Office also participates in the following programs and career fairs. Check the [CDO calendar of events](#) in the summer/fall for specific program and registration dates.

### *Diversity Job Fairs*

**Boston Lawyers Group Minority Student Job Fair:** The job fair, to be held August 25, 2011 at the Sheraton Boston Hotel, is designed to bring together law students of color at the local law schools and hiring attorneys to increase the number of students of color hired by member firms. Interested students must submit a resume and transcript to the dedicated Job Fair Symplicity website by July 8, 2011. (<http://www.thebostonlawyersgroup.com/events/pdf/fair/JFGeneralInformation.pdf>)

**Delaware Minority Job Fair:** This program is sponsored by the Delaware State Bar Association's Committee for Diversity in the Legal Profession and will be held in Wilmington, DE on August 13, 2011. Interested students must have mailed a resume and transcript by May 12, 2011 to participate.

**Heartland Diversity Legal Job Fair:** This program will be held on August 5 and 6, 2011 in Kansas City, MO for students and recent graduates interested in becoming part of Kansas City's dynamic legal community. The job fair is designed to expose law students of diverse backgrounds to internships, summer associate positions and full-time employment with both the traditional and non-traditional legal employers. Registration must be completed by July 23, 2011. (<http://www.heartlanddiversity.org>)

**Hispanic National Bar Association (HNBA) Annual Career Fair:** This job fair is to be held in conjunction with the HNBA Annual Convention on September 2, 2011

in Dallas, TX. Bidding will run from August 1 through August 7, 2011.

(<http://www.hnba.com/career-fair/>)

**Indianapolis Bar Association Diversity Job Fair:** This annual job fair, which will be held on August 18 and 19, 2011, is for second-year students representing all aspects of diversity, who are looking for a one-of-a-kind legal community in a Midwestern city that has both cosmopolitan style and small town charm. Interested students must register by July 18, 2011.

(<https://law-indybar-csm.symlicity.com/students/>)

**National Black Prosecutors Association's (NBPA) Annual Job Fair:** The job fair provides a forum for law school students, recent law school graduates and experienced attorneys from across the national to meet and interview for prospective employment in prosecutors' offices at the local, state and federal levels. It will be held in Minneapolis, MN on July 26, 2011. The registration deadline is July 12, 2011. (<http://www.blackprosecutors.org/annualconference.html>)

**Northwest Minority Job Fair:** The Northwest Minority Job Fair will be held in Seattle, WA on August 27, 2011. Their mission is to foster access to employment opportunities for historically underrepresented persons in the practice of law and to provide a networking forum for legal employers and minority law students. Students must register by July 22, 2011. (<http://www.NWMJF.org>)

**Vault/MCCA Legal Diversity Career Fair:** This event is primarily designed to match prominent employers with outstanding minority, female and LGBT law students. The fair will be held on July 26, 2011 in Los Angeles, CA and on July 29, 2011 in Washington, DC. There is no bidding process, but you must register to attend. ([www.vault.com/legaldiversity](http://www.vault.com/legaldiversity))

#### ***Government/Public Interest Programs***

**Equal Justice Works Annual National Public Interest Law Career Fair:** The career fair is held annually in October in Washington, DC and provides a unique opportunity for students and graduates to collect information and interview with representatives from civil rights organizations, consumer and environmental advocates, government agencies, legal services offices, and other representatives of the public interest law community. This year's program will be held on October 21 and 22, 2011. Information on participating employers is available in August.

(<http://www.equaljusticeworks.org/law-school/conference-and-careerfair/students>)

**Fall Government/Public Interest Recruitment Program:** This program will be held on October 17 and 18, 2011 at Boston College Law School and is sponsored by the Massachusetts Law School Consortium. Government and public interest employers will interview students for both summer and permanent positions. A list of participants is available in August. Online bidding and resumes are due by noon on September 7, 2011 on the MLSC Symplicity site.

(<https://law-massconsortia-csm.symlicity.com/students/>)

**January Government/Public Interest Recruitment Program:** This is a second Government/Public Interest Program sponsored by the Massachusetts Law School Consortium and will be held at Suffolk on January 26 and 27, 2012. This program generally attracts approximately 50 federal, state and municipal agencies, as well as public interest organizations. A list of participants is available in November. Online bidding and resumes is due by noon on December 1, 2011.

(<https://law-massconsortia-csm.symplicity.com/students/>)

**www.PSLawNet.org:** This database of thousands of great public service and pro bono experiences nationwide lists both volunteer and paid positions for the fall and spring semesters and the summer. (<http://www.pslawnet.org>)

### ***Other Specialty Job Fairs***

**ABA Annual Meeting and Career Fair:** The ABA will usually hold a career fair in connection with their Annual Meeting. This year's meeting will be held on August 3-9, 2011 in Toronto, Canada. (<http://www.abanet.org/lsd/career>)

**AIPLA Job Fair:** The American Intellectual Property Law Association holds a job fair in connection with their Annual Meeting in October in Washington, DC. In order to participate, you must join the AIPLA as a student member.

(<http://www.aipla.org>)

**IMPACT Career Fair for Law Students and Attorneys with Disabilities:** Law students and graduates from law schools across the country are invited to submit materials directly to employers for prescreening for summer clerkships and attorney positions. The program will be held on August 5, 2011 in Washington, DC and registration must be completed by July 10, 2011.

(<http://www.law.arizona.edu/Career/IMPACT/welcome.cfm>)

**National LGBT Bar Association's Lavender Law Conference and Career Fair:**

Firms, corporations, and public sector employers express a commitment to the hiring, retention, and promotion of lesbian, gay, bisexual, and transgender (LGBT) students and lawyers by participating in the Lavender Law Career Fair on September 8, 2011 in Hollywood, CA. Students must register in by August 15, 2011. (<http://lgbtbar.org/annual>)

**Patent Law Interview Program:** The Patent Law Interview Program is held annually during the summer in Chicago, IL. The dates for this year's program are July 28 and 29, 2011. The job fair brings together patent law firms, as well as large law firms, corporations and government agencies with patent law departments, with law students who have undergraduate or graduate degrees in engineering or a technical science. Students must have pre-registered in March.

(<http://www.luc.edu/law/career/patent.html>)

**San Francisco Intellectual Property Law Association (SFIPLA) Bay Area Job**

**Fair:** This job fair is available to student members of the SFIPLA and will be held on August 14, 2011 in San Francisco. Registration must have been completed by July 1, 2011. ([www.sfipla.org/job.htm](http://www.sfipla.org/job.htm))

### ***Job Postings***

**Job Postings:** The Career Development Office continually receives notices for full-time, part-time, and summer employment. These listings can be viewed on the Suffolk Symplicity site.

Information on all of the programs, including pre-registration materials and deadlines, is available in the Career Development Office.

### ***Additional Programming***

The Career Development Office offers a number of programs and services for Suffolk students and alumni in addition to formal recruitment programs. For specific information, please make an appointment with a career counselor or check the [Calendar of Events](#) on the CDO website, the 'calendar' tab on [Symplicity](#), [Spotlight](#) (the office's weekly student newsletter), online on [Facebook](#) and [Twitter](#), and the bulletin boards outside the Career Development Office.

**Career Counseling:** Every law student should strive to graduate with a strong legal resume and the CDO can help! [Make an appointment](#) with one of our career counselors to explore your interests and goals, develop your job search strategy, fine tune your resume and cover letter, prepare for interviews, or discuss any career-related matter.

**Workshops:** The Career Development Office offers numerous workshops on resume preparation, interview skills, and job search strategies throughout the year.

**Career-Related Panels:** Each semester, Career Development sponsors a number of interesting and informative panels that highlight specific practice areas and address issues relevant to the legal job search. Students are encouraged to attend these panels to hear from and network with practicing attorneys, and explore a variety of practice areas and effective job search strategies.

**Fall Career Forum:** Mark your calendar for November 17, 2011! The Fall Career Forum is one of our largest and most popular programs and features more than forty Suffolk graduates who will be on hand to meet with students. This is a great way for you to learn from and network with attorneys from over twenty different practice areas in both the public and private sectors.

**Mock Interviews:** If you wish to fine tune your interview skills, make an appointment with a career counselor to participate in a mock interview session. After a simulated interview, you and your counselor will assess your skill level and discuss suggestions for improvement.

**Myers-Briggs Type Indicator:** If you would like to learn about the Myers-Briggs Type Indicator (MBTI) and how this personality assessment tool may help you determine your best niche inside or outside the legal employment arena, make an appointment with a career counselor for more information.

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