

Career Development Office

Preliminary Fall 2011

Recruitment Calendar



****EARLY BIDDING DEADLINES****

On-campus interviews will begin on Wednesday, August 24th, which is during the first week of classes. Bidding for these employers will be due BEFORE CLASSES START. The first bidding deadline is Wednesday, August 10th (although some employers participating in the National Recruitment Program or other specialty job fairs may have an earlier deadline). You must have your resume reviewed and ready for submission before that date. Do not wait until the last minute to upload your resume and bid for employers.

IMPORTANT NOTES:

- *Many of the upcoming fall job fairs require you to **register now or very soon**; check all dates.*
- *Check your email regularly over the summer.*
- *Have your resume reviewed and ready well before early August!*
- *Many Federal Honors Programs (attorney positions that begin immediately after law school) have application deadlines in early fall. Check the Government Honors & Internship Handbook (available in the CDO Library or at www.law.arizona.edu/career/honorshandbook.cfm) for specific dates. The deadline for the Department of Justice Attorney General's Honors Program and Summer Law Intern Program is usually during the first week of September; Presidential Management Fellow (PMF) applications are usually due mid-October.*

The CDO uses Symplicity (<https://law-suffolk-csm.symplicity.com/students>), a web-based recruitment management system for all recruitment programs and job postings. Students must complete a profile on Symplicity (a username and password were emailed to all students) and use this system to apply for all employers and sign up for interview times. You will also be required to fill out a post-summer job survey before you can bid for employers for the fall recruiting programs.

FALL RECRUITING PROGRAM SUMMARY

- 1. On-Campus Interviews (OCI)** – Employers will interview students on-campus at Suffolk for summer and full-time positions. OCI begins on Wednesday, August 24th and runs through November 18th. The first bidding deadline on Symplicity is Wednesday, August 10th at 10:00am; bidding for the remainder of the OCI sessions will be due on the following Wednesdays through October 19th. Sessions: OCI1-OCI12.
- 2. Resume Collection** – Some employers have requested that the CDO collect and forward resumes of interested students. Bidding on Symplicity is due on three different Mondays. Sessions: COLLECTION1-COLLECTION3.
- 3. Direct Application** – Other organizations would like to receive resumes directly from students, rather than in a group from the CDO. Students should mail their application materials to these employers as soon as possible. Session: DIRECT.

4. **National Recruitment Program (NRP)** – This program is sponsored by the Massachusetts Law School Consortium and runs from mid-August through October 28th. Employers will conduct interviews at either Suffolk or Harvard Law Schools, or at a Boston-area hotel. Bidding is due on the *Consortium Symplicity site* on five different Thursdays. Sessions: NRP1 – NRP4.
 5. **Government/Public Interest Programs** – The Massachusetts Law School Consortium also holds two interview programs for government and public interest employers during the academic year. The first program will be held at Boston College Law School on October 17 and 18th and the second will be at Suffolk on January 26th and 27th.
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GENERAL FALL RECRUITING TIMELINE

July

7/28: first bidding group due *at 10:00am* (tentative) for the National Recruitment Program – Session: NRP1 (MLSC Symplicity site)

August

8/10: first bidding group due *at 10:00am* for On-Campus Interviews – Session: OCI1 (Suffolk Symplicity site) (resumes for the remainder of the on-campus interview season will be due *at 10:00am* every Wednesday through October 26th.)

8/18: second bidding group due *at 10:00am* for the National Recruitment Program – Session: NRP2

(MLSC Symplicity site)

8/22: classes begin

first bidding group due *at 10:00am* for the Collection Only Employers – Session: COLLECTION1 (Suffolk Symplicity site)

8/24: on-campus interviews begin

third bidding group due *at 10:00am* for the National Recruitment Program – Session: NRP3 (MLSC Symplicity site)

September

9/6: second bidding group due *at 10:00am* for the Collection Only Employers – Session: COLLECTION2 (Suffolk Symplicity site)

9/7: bidding due *at noon* for the Government & Public Interest Recruitment Program at BC (MLSC Symplicity site)

9/8: fourth bidding group due *at 10:00am* for the National Recruitment Program - Session: NRP4 (MLSC Symplicity site)

9/19: third bidding group due *at 10:00am* for the Collection Only Employers – Session: COLLECTION3 (Suffolk Symplicity site)

9/22: fifth bidding group due *at 10:00am* for the National Recruitment Program – Session: NRP5 (MLSC Symplicity site)

October

10/17&18: Government & Public Interest Recruitment Program at Boston College Law School

10/21&22: Equal Justice Works Conference and Career Fair in Washington, DC (registration and employer information will be available in September)

SPECIALTY JOB FAIRS
(some dates tentative)

July

- 7/24-30** National Black Prosecutors Association's (NBPA) Annual Job Fair in Minneapolis, MS (registration information will be available online at www.blackprosecutors.org/annualconference.html; must register *by early July*)
- 7/28&29:** Patent Law Interview Program at the Embassy Suites Chicago - Downtown in Chicago, IL (students must have already registered in *March*)

August

- early August:** ABA Annual Meeting and Career Fair (information will be available at www.abanet.org/lsc/career)
- 8/5&6:** Heartland Diversity Legal Job Fair at the Crown Plaza Hotel in Kansas City, MO (information is available at www.heartlanddiversity.org; you must register *by July 23rd*)
- 8/14:** San Francisco Intellectual Property Law Association (SFIPLA) Bay Area Job Fair (information will be available at www.sfipla.org/job.htm; registration must be completed *by end of June*)
- 8/18&19:** Indianapolis Bar Association Diversity Job Fair at the Embassy Suites Downtown Indianapolis (must register at <https://law-indybar-csm.symplicity.com/students> *by July 18th*)
- mid-August:** Delaware Minority Job Fair in Wilmington, DE (must apply in *April*)
- mid-August:** IMPACT Career Fair for Law Students and Attorneys with Disabilities in Washington, DC (registration information will be available at www.law.arizona.edu/Career/IMPACT/welcome.cfm; you will have to upload and submit materials to the employers on the website *by mid-July*)
- 8/25:** Boston Lawyers Group Minority Student Job Fair at the Sheraton Boston Hotel in Boston (must upload a resume and transcript at <https://law-blg-csm.symplicity.com/students> *by mid-July*)
- late August:** Northwest Minority Job Fair in Seattle, WA (information will be available at www.NWMJF.org; must register *in April*)

September

- 9/8:** Lavender Law Career Fair and Conference at the Hollywood Renaissance Hotel in Hollywood, CA (information is available at <http://lgbtbar.org/annual>)
- mid-Sept.:** Hispanic National Bar Association (HNBA) Job Fair (information will be available at <http://www.hnba.com/news-events/career-fair/> and you must register *in July*)

October

- 10/20-22:** American Intellectual Property Law Association (AIPLA) Career Fair in Washington, DC in connection with their Annual Meeting (www.aipla.org)