



Northeastern University

School *of* Law

Office *of* Career Services

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The  
Guide to 2010  
Fall Recruitment Programs

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## Description of Fall & Winter Recruitment Programs and Job Fairs

A number of *recruitment programs* and *job fairs* take place each year for students seeking summer associate or post-graduate positions. They are designed to provide you with a convenient and early opportunity to meet with and/or interview with legal employers.

- **Recruitment Programs** are programs in which employers solicit resumes from students either through the Office of Career Services or directly from students.
- **Job Fairs** are programs in which representatives from various employers are available to answer students' questions and provide students with information. (At some job fairs, employers will also conduct interviews).

Some law firms and organizations have “special” summer associate/internship programs, which means they hire the majority of their entry level attorneys from the pool of students who worked for them in their summer program **or** they have an “honors” program **or** offer a summer “fellowship.” Thus, if you are interested in working for employers who have such programs, your best chance, and sometimes your only chance, of obtaining post-graduate employment with such employers, or participating in their honors or fellowship programs, is to interview with them during the fall of your second year for a position in their summer program.<sup>1</sup>

A schedule of the various recruitment programs and job fairs that occur during the 2010 academic year is included at the end of this guide. The Office of Career Services coordinates the application process for the following programs:

- the **NUSL On-Campus Recruitment Program**
- the **New Hampshire Legal Job Fair**
- the **National Recruitment Program**
- the **Fall Government & Public Interest Program**
- and the **Winter Government & Public Interest Program**

This memo will provide you with descriptions of these programs and instructions on how to apply to employers participating in these programs.

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<sup>1</sup> You should be aware that recruitment programs are not the primary method by which the majority of students obtain their summer or post-graduate positions. The employers participating in these programs represent a very small number of the thousands of legal employers. Participating in recruitment programs should be one of several job search efforts that you undertake. Randi, Valerie and Amanda are available to meet with you individually to discuss your career goals.

## Employers Participating in the Fall & Winter Recruitment Programs

A wide variety of legal employers participate in the recruitment programs: large, medium and small firm employers, federal and state government agencies, public interest organizations, and some judges or courts seeking judicial clerks. The majority of employers that interview at NUSL and at the New Hampshire Legal Job Fair are law firms from the New England area. However, the National Recruitment Program, and the Fall and Spring Government and Public Interest Programs offer students the opportunity to interview with different types of employers from other regions of the country.

For each of these programs, there are three types of participating employers: **Interviewing Employers**, **Collection Only Employers** and **Apply Direct Employers**.

- **Interviewing Employers** are those employers who will be interviewing at the NUSL Recruitment Program, the New Hampshire Legal Job Fair, the National Recruitment Program, or the Fall and Spring Government/Public Interest Programs.
- **Collection Only Employers** are those employers who have not scheduled interviews at any of the recruitment programs, but have indicated that they would like the Office of Career Services to collect and send to them the resumes of interested students.
- **Apply Direct Employers** are employers who have requested that interested students apply to the employer directly.

Information on all of the employers participating in the NUSL Recruitment Program will be posted on Symplicity. Detailed instructions on how to use *Symplicity* is attached at the end of this Guide and also available on the Career Services' MyLaw Page.

## RULES FOR SECOND YEAR STUDENTS

The Fall & Winter Recruitment Programs provide second year students with an opportunity to obtain summer associate/internship positions for the summer of 2011 with a wide variety of legal employers. Because these summer positions count as “co-op” positions, and because some of the employers participating in the recruitment programs are co-op employers, **students are bound by the Co-op Non-Communication Rule** (see Page 13 for details). The rules outlined below will inform you of your eligibility to apply to a particular employer and how you may communicate with such employers.

### Rules Regarding Interviewing & Collection Only Employers

- **Second Year Students on the Summer/Winter Co-op Rotation** -can apply to *any Interviewing Employers* and *Collection Only Employers* on the Employer Lists.
- **Second Year Students on the Fall/Spring Co-op Rotation** - can only apply to those *Interviewing Employers* and *Collection Only Employers* who have “special summer programs”<sup>2</sup> (as described in the box on page 1) and will be permitted to switch rotations if they obtain a summer position with one of these employers. For information on switching rotations, please see the Student & Co-op Handbooks. To seek permission to switch rotations, you must submit a “Change of Status Request Form” to the Office of Student Services by the beginning of the Spring Quarter preceding your summer position. If you switch rotations, you will be placed permanently on the summer/winter rotation.

If you are eligible to apply to Interviewing Employers and Collection Only Employers who are also co-op employers, you may only apply to these employers through the Office of Career Services. Therefore, if you miss a Career Services Bidding Session Deadline for such employers, you may not apply to these employers on your own. In contrast, if you miss a Career Services Bidding Session Deadline for applying to Interviewing Employers and Collection Only Employers who are not co-op employers, you may apply independently to these employers.

### Rules Regarding Apply Direct Employers

- **Students on the Summer/Winter Co-op Rotation** - can **only** apply to *Apply Direct Employers* who are **not** co-op employers. **You are responsible** for verifying the “co-op status” of each *Apply Directly Employer* and complying with the Co-op Non-Communication Rule.
- **Students on the Fall/Spring Co-op Rotation** - can **only** apply to *Apply Direct Employers* who are **not** co-op employers **and** who have a special summer program. **You are responsible** for verifying the “co-op status” of each *Apply Directly Employer* and complying with the Co-op Non-Communication Rule.

<sup>2</sup> The reason you can only apply to employers with special summer programs is that you can apply to most other employers for fall and spring internships. For many employers, there is no difference between working for them during the summer and at other times of year. It is often preferable to work for these employers in quarters other than the summer, when law students from other schools are not available for full-time internships.

<p style="text-align: center;"><b>Special Notes For Second Year Students Not Available to Interview at Fall &amp; Winter Recruitment Programs</b></p>
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In addition to the previously stated rules, second year students who will not be available to interview when & where interviews take place, may **not** apply to **Interviewing Employers** affiliated with these programs through the Office of Career Services. Because the NUSL Fall Recruitment Program and the National Recruitment Program take place over several weeks you must be in or near the location of these programs to participate in them. The New Hampshire Legal Job Fair, and the Fall and Spring Government/Public Interest Programs take place on one or two specific days. Therefore, you may participate in these programs, even if you are on co-op far away from the program locations, if you are willing to travel at your own expense to these programs if you are selected for interviews.

If you will **not** be in or near the geographic location where employers will be interviewing, you may still apply to these **Interviewing Employers** by writing to these employers and trying to arrange for interviews on different dates and/or at different locations. We suggest that you mail your resume to such employers **in advance** of the bidding deadline specified by the Office of Career Services so that your application is given equal consideration with those sent by the Office of Career Services.<sup>3</sup>

**Please note: If the interviewing employer is a co-op employer**, any communication with a co-op employer as described above is strictly limited to the contact person listed. You are only permitted to send this individual a cover letter with your application materials and to make a follow-up call, if necessary, to check on the status of your request for an interview. *Other than this limited communication, you are subject to all the terms and conditions of the Co-op Non-Communication Rule.* If you have any questions about this policy, please contact Jeff, Jerry or Caitlin in the Co-op Office at (617) 373-3002.

- Second year students who will not be in or near the areas where recruitment programs take place may apply to **Collection Only Employers** through the Office of Career Services.
- Second year students who will not be in or near the areas where recruitment programs take place may apply to those **Apply Direct Employers** who are **not** co-op employers.

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<sup>3</sup> Many of these firms also interview at law schools in other major cities. The NALP Directory ([www.nalpdirectory.com](http://www.nalpdirectory.com)) indicates the other law schools at which these firms interview. Therefore, if the firms in which you are interested are located in or interview at law schools in the area where you will be on co-op, you can indicate in your letter that you will be available to meet with them at these alternative locations.

## RULES FOR THIRD YEAR STUDENTS

The Fall & Winter Recruitment Programs provide third year students with an opportunity to obtain post-graduate positions for fall of 2011 with a wide variety of legal employers.

Third year students may apply to *any* of the **Interviewing Employers**, **Collection Only Employers**, or **Apply Direct Employers** who are seeking third year students for post-graduate positions or for summer positions after graduation from law school.

<b>Special Notes For Third Year Students Not Available to Interview at Fall &amp; Winter Recruitment Programs</b>
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Third year students who will not be available to interview when & where interviews take place, may not apply to **Interviewing Employers** affiliated with these programs through the Office of Career Services. Because the NUSL Fall Recruitment Program and the National Recruitment Program take place over several weeks you must be in or near the location of these programs to participate in them. The New Hampshire Legal Job Fair and the Fall and Spring Government/Public Interest Programs take place on one or two specific days. Therefore, you may participate in these programs, even if you are on co-op far away from the program locations, if you are willing to travel at your own expense to these programs if you are selected for interviews.

- Third year students who will not be in or near the geographic location where employers will be interviewing may still apply to these **Interviewing Employers** by writing to these employers and trying to arrange for interviews on different dates and/or at different locations. To do so, students, **must** send a cover letter with their application materials indicating that they will be out of town and unavailable to interview on the date the employer has scheduled its interviews and request an alternative interview date which is mutually convenient. We suggest that students mail their resumes to such employers **in advance** of the collection date specified by the Office of Career Services so that their applications are given equal consideration with those sent by the Office of Career Services.
- Third year students who will not be in or near the areas where recruitment programs take place may still apply to **Collection Only Employers** through the Office of Career Services.
- Third year students who will not be in or near the areas where recruitment programs take place may still apply to those **Apply Direct Employers**.

<b>NOTE FOR STUDENTS IN JOINT DEGREE PROGRAMS or ON LEAVE</b>
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If you have questions or concerns about your status with regards to eligibility to apply to employers as a second or third year student, please contact Randi in the Office of Career Services – e-mail: <a href="mailto:ra.friedman@neu.edu">ra.friedman@neu.edu</a> ; telephone: (617) 373-2398.
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### **1) Researching Employers**

Information on **Interviewing Employers**, **Collection Only Employers** and **Apply Direct Employers** can be found in the *NALP Directory of Legal Employers* [www.nalpdirectory.com](http://www.nalpdirectory.com), in other reference books in the Career Services and Co-op areas of the Resource Room, and on WESTLAW and LEXIS. In addition, most legal employers have their own web page, which can provide you with valuable information about their firm or organization. And a list of internet sites with links to the Web pages of numerous law firms and legal employers appears in the *Internet Sites for Job Hunters* section of the Career Services Web Page <http://www.northeastern.edu/law/careers/>. Some students find Vault On-Line [https://weboard.slaw.neu.edu/carserv/career-links/Legal\\_Job\\_Listings\\_Sites/](https://weboard.slaw.neu.edu/carserv/career-links/Legal_Job_Listings_Sites/) and Chambers and Partners <http://www.chambersandpartners.com> to be particularly helpful. A popular on-line “legal tabloid” that sometimes contains information related to fall recruitment is [abovethelaw.com](http://www.abovethelaw.com). If an employer in whom you are interested is a co-op employer, the *Student Quality Questionnaires* are also an excellent source of information from students' perspectives.

### **2) Application Materials**

Employers may request students to submit one or more of the following materials:

- Resume
- Cover Letter
- Transcript
- Writing Sample(s)
- References

Students will be responsible for uploading their own materials to Symplicity, except for transcripts. The Law School will upload your transcript, when spring evaluations are received.

## **RESUME**

### **Review, and Make Minor Revisions to Your Resume**

#### **Second Year Students**

If you are a second year student seeking a summer associate/internship position, and Jeff, Jerry, or Caitlin in the Co-op Office has reviewed your resume, your resume should be in good shape for summer associate/internship positions. You may want to make some minor revisions which include: 1) adding your summer or fall co-op (for fall co-ops, list the dates and use language like "anticipated responsibilities" or "duties will include") and 2) trying to keep your resume to one page, if possible (particularly if you have not had extensive professional experience prior to law school). You can shorten your resume by deleting coursework and the list of references. You can refer to *Sample Summer Associate Resumes* published by our office for guidance. This publication is available on the Career Services' MyLaw Page under “Publications & Handouts” -

<http://www.northeastern.edu/law/pdfs/samplesummassresumesApril10.pdf>

#### **Third Year Students**

If you are a third year student seeking a post-graduate position, you should revise your co-op resume so that it is targeted towards a post-graduate position. *A Guide To Writing Your Resume* is a helpful resource to consult. This publication is available on the Career Services' MyLaw Page under “Publications & Handouts” - <http://www.northeastern.edu/law/pdfs/career-services/guide-resume.pdf>. In addition, there are also several books in the Career Planning section of the Career Services Resource Room that contain advice and suggestions on preparing resumes. If you need individual assistance, Randi, Valerie or Amanda will review third year student resumes. **Do not wait until the end of August to revise your resume. You should begin to do this ASAP.**



## **COVER LETTERS**

Many **interviewing** and **collection only** employers that participate in fall recruitment programs do not request cover letters. It is not necessary (or advisable) to submit a cover letter to these employers.

You must submit a cover letter to employers that specifically request one and to all employers to whom you **apply directly**. Our *Guidelines to Preparing Cover Letters* can be helpful. This publication is available on the Career Services' MyLaw Page under "Publications & Handouts" - <http://www.northeastern.edu/law/pdfs/career-services/guide-covltrs.pdf>. You can also ask Randi, Valerie or Amanda for cover letter help.

## **TRANSCRIPTS**

An **official Northeastern law school transcript** consists of the following:

1. A letter explaining our co-op program and our grading system
2. Academic history page, which lists the courses you have taken, the credit/no credit received for each first year course and the honors, high honors, pass, or fail received in each upper level course, and the co-op positions which you have held.
3. Copies of all course evaluations.
4. Copies of all co-op evaluations.

For the very few employers who request an official transcript (and will not accept an unofficial or copy of a transcript), you can obtain one from the Registrar's Office by completing the Law School Transcript Request Form - [http://www.registrar.neu.edu/law\\_trans.html](http://www.registrar.neu.edu/law_trans.html) and submitting it to the Registrars' Office.

### **Unofficial law school transcripts**

Most employers participating in the fall recruitment programs will accept an **unofficial or copy of a law school transcript**. This summer, the law school will upload to *Symplicity* all of the documents you will need for an *unofficial/copy* of your transcript.

For the **"Interviewing"** and **"Collection Only" Employers** - Our office will send the letter explaining our co-op program and grading system to all employers. You will need to electronically submit the following - 1) course evaluations (which will consist of a copy of your academic history page and all of your course evaluations) and 2) co-op evaluations.

For the **"Apply Direct"** Employers, you will generally need to send an unofficial transcript by hard copy or as an e-mail attachment. To do this, you will need to download the following documents from Symplicity: 1) an explanation of our co-op program and grading system from the document library on Symplicity, 2) your course evaluations (which will consist of a copy of your academic history page and all of your course evaluations) and 3) your co-op evaluations. You can either merge these documents together into a single .pdf document using adobe, or print them separately and mail them.

### **3) Instructions for Applying to Interviewing and Collection Only Employers**

You will be applying on-line through Symplicity to Interviewing and Collection Only Employers. As noted earlier, your transcript will be uploaded by the law school. You will be uploading any additional materials requested by the employer to Symplicity, such as resume, cover letter and writing sample. This is explained in detail in the Guide to Symplicity, attached to this Guide and also available on Symplicity, under “document library” and on the Career Services’ MyLaw Page.

### **4) Instructions For Applying To Apply Direct Employers**

Apply Direct Employers are listed on Symplicity. You will be given the contact information, the deadline and instructions on how to apply. This is explained in detail in the Guide to Symplicity, attached to this Guide and also available on Symplicity, under “document library” and on the Career Services’ MyLaw Page.

To apply to any **Apply Direct Employers to whom you are eligible to apply**<sup>4</sup>:

- Always include a cover letter and a resume.
- Third year students applying for post-graduate positions may apply to any of the **Apply Direct Employers** who are on this list.

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<sup>4</sup> Second year students may only apply to Apply Directly Employers who are not co-op employers. In addition, second year students on the Fall/Spring Rotation can only apply to Apply Directly Employers who have special summer programs.

### The Interview Selection Process

**For Interviewing Employers,** students will be informed via e-mail through Symplicity from the Office of Career Services if they are selected for an interview and they will schedule interviews through Symplicity.<sup>5</sup>

**Collection Only Employers and Apply Direct Employers** will contact students whom they would like to interview directly. Be aware that many of these employers receive such a large number of applications that they do not acknowledge receipt or notify all candidates of the status of their applications. Students should follow-up with such employers by letter or phone. **(Exception:** Second year students may not contact Collection Only Employers or Apply Direct Employers if these employers are also co-op employers. Ask the Co-op Office administrative staff to contact these co-op employers if you are especially interested in an employer and have not received any response by October).

### Dates And Location Of Interviews

#### NUSL On-Campus Recruitment Program

**The NUSL On-Campus Recruitment Program** begins on **September 2<sup>nd</sup>** and continues through **October 15<sup>th</sup>**. Most of the employers will be interviewing in the Law Library or Dockser.

#### New Hampshire Legal Job Fair

The **New Hampshire Legal Job Fair** will be held on **August 31st**. All interviews for the **New Hampshire Legal Job Fair** will be held at the Courtyard Marriott located in Concord, New Hampshire.

#### National Recruitment Program

**The National Recruitment Program** begins in late August and continues through October. Most interviews for the **National Recruitment Program** will be held at **Suffolk University Law School**. **Other interview locations include Harvard Law School or The Charles Hotel in Cambridge** Locations will be indicated on MLSC Symplicity site.

#### Fall Government/Public Interest Program

The **Fall Government/Public Interest Program** will be held on **October 18<sup>th</sup> & 19<sup>th</sup>, 2010**. All interviews for the **Fall Government & Public Interest Program** will be held at **Boston College Law School**.

#### Winter Government/Public Interest Program

The **Winter Government/Public Interest Program** will be held in **January 27<sup>th</sup> & 28<sup>th</sup>, 2011**. All interviews for the **Winter Government/Public Interest Program** will be held at **Suffolk University School of Law**.

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<sup>5</sup> As noted earlier, you will be using Symplicity for *Northeastern's On-Campus Recruitment Program* as well as a separate version of Symplicity for the *Fall and January Government and Public Interest Programs and the National Recruitment Program* that are jointly administered by the MA Law School Consortium.

## **How To Prepare For On-Campus Interviews And What To Expect**

For both summer associate and post-graduate positions, employers generally conduct brief "screening" interviews either on-campus at NUSL, at a central location, or at their offices. Although summer associate positions are co-op positions, they are different from other co-ops, even those performed during the summer quarter. Employers who have formal summer associate programs hire the majority of their first year associates from these "recruitment" programs. Therefore, unlike other co-op quarters when an employer may or may not evaluate a student for post-graduate employment, the employer's primary goal during the summer associate program is to evaluate each summer associate in terms of whether he/she would be successful as a first year associate. As a result, the interview for a summer associate position is very much like an interview for a post-graduate position.

### **Screening Interviews**

"Screening" interviews are brief, usually 20 - 30 minutes in length. The employer's objective in the interview is to learn more about you and your achievements, to assess how well you would fit into a particular work environment and to evaluate your ability to perform the responsibilities of a particular type of position. Some interviews will be conducted by one interviewer, others may be conducted by two or more interviewers. Always bring extra copies of your resume, a writing sample, a copy of your course and co-op evaluations, and a list of references to your interview. You are not obligated to submit these materials if the interviewer does not ask for them, but you should have them with you in case you are requested to furnish them.

It is important that you arrive on time for your interviews. Unless you are instructed otherwise, you should knock on the door at your starting time. ***Do not be shy about letting the interviewer(s) know that it is your turn to be interviewed.*** If you do not knock, the interviewer(s) may be unaware of the time and keep you waiting unnecessarily. Once an interviewer gets off-schedule, students must alter their schedules accordingly, and as a result, may end up waiting for their interview for an extended period of time.

Students must attend every interview for which they have signed-up. If an **exceptional circumstance** arises and you are unable to keep your interview appointment, you must inform the Office of Career Services immediately. **A change of interest in an employer or geographic area, interview burnout, too much to do in one day, etc. do not constitute exceptional circumstances.** If, however, you accept an offer of employment for either a summer or post-graduate position and therefore no longer wish to interview with any of the **Interviewing Employers** to whom you have applied, please notify Dorothy Morgan or Randi Friedman in the Office of Career Services immediately. Students who miss an interview without good cause will be asked to write a letter of apology to the employer and to "cc" the letter to the Career Services Office. ***If you miss an interview and do not inform the Office of Career Services in advance, you may be precluded from interviewing in the on-campus and/or other recruitment programs for the remainder of the fall and winter recruitment season.*** Remember that you are not only selling yourself in an interview, you are also representing the school. Employers form a negative impression of Northeastern when students miss or are unprepared for interviews, and may use that experience as a basis upon which to decide whether to interview at Northeastern the following year.

### **Second Interviews or "Call-Backs"**

After an on-campus interview, most employers will contact you by phone, e-mail or letter and let you know whether or not they wish to invite you to their Office to interview you further. Some employers, however, only contact those students whom they wish to interview further and do not send other students an official rejection letter.

If you receive an invitation for a second interview, it generally means that you have met the basic hiring criteria and that the interviewer who conducted the screening interview felt that you would fit well into the culture of his/her firm/organization. The second interview involves visiting the firm/organization to meet with several other attorneys, some of whom are likely to be members of the Hiring Committee. The second interview process is more in-depth than the screening process. It usually consists of a series of interviews and the entire process may last several hours. Sometimes, part of the second interview process includes being taken out to lunch by members of

the firm. A second interview will provide you with an opportunity to obtain additional information about the firm/organization and to assess the work atmosphere as well as the people who work there. You should use the interview process as an opportunity to do so!

Before interviewing with an employer, you must be able to articulate your career goals and have a basic understanding of the employer and its practice area(s). **MAKE SURE THAT YOU THOROUGHLY RESEARCH EMPLOYERS BEFORE INTERVIEWING FOR SUMMER OR POST-GRADUATE POSITIONS!** See the section on Researching Employers for information on resources to consult to learn more about employers.

In addition to researching the employers with whom you will be interviewing, we suggest that you review *The Interview Process: Strategies & Techniques For Successful Interviewing*, published by our office. <http://www.northeastern.edu/law/pdfs/career-services/interview.pdf>, and also available on the Career Services' MyLaw Page, which will familiarize you with the interview process and provide you with a general overview of interview strategies and techniques. There are additional publications on interviewing skills in the Career Services Resource Room that you may also find helpful. In addition, the Office of Career Services holds an Interview Skills workshop in the summer and mock interviews in early Fall designed to help you prepare for fall recruitment interviews. And finally, the Co-op and Career Services staff are available to answer any questions you may have and will be happy to conduct individual mock-interviews upon request.

## Important Information Regarding the Co-op Non-Communication Rule

Under the established Co-op Non-Communication Rule, you are prohibited from independently contacting any employer who is currently participating in the Co-op Program, either directly or indirectly through friends, faculty or family. (See the Co-op Handbook for a full explanation of the Rule.) The Rule operates on an honor system and governs the co-op process for all students who have chosen to attend this law school. Its violation subjects an offender to disciplinary action.

**The application of this rule to the Fall Recruitment Programs is as follows:**

**Second Year Students** in school or in-town on co-op during the fall and who are seeking 2011 summer positions through the Fall Recruitment Programs are expected to follow the established Co-op Rule prohibiting independent communication with any employer who is also a co-op employer.

An exception to this rule has been made to allow second year students who are **out of town on co-op** to apply directly to **Interviewing Employers** who are co-op employers. See the section on *Special Notes for Second Year Students Not Available To Interview At Fall & Winter Recruitment Programs* on page 4 for a description of this exception.

Another exception to this rule for **all** second year students is that they may submit cover letters with their resumes along with any supplemental materials requested by these employers. If you are applying to a Boston area employer, it is generally not necessary to write a cover letter. If you are unsure about whether it makes sense to write a cover letter, check with Randi in Career Services.

The final exception to The Co-op Non-Communication Rule relates to summer associate call-back interviews at large firms. While the Non-Communication Rule applies to the screening interview process when students are competing only with other Northeastern law students for on-campus screening interviews, it does not apply once you have received a call-back summer associate interview at a participating co-op employer as you are then in competition with students from all law schools. Therefore, after receiving a summer associate call-back interview, you may communicate directly with the employer.

Remember - Second year students may only apply through the Office of Career Services to Interviewing Employers and Collection Only Employers who are co-op employers. Therefore, second year students who miss any Career Services Bidding Deadlines for applying to any of these **Interviewing Employers and Collection Only Employers** who are co-op employers, may not apply independently to such employers. Second year students may not apply to **Apply Direct Employers** who are co-op employers.

**Third Year Students** seeking post-graduate positions are permitted to communicate with employers, even if those employers are also co-op employers, provided that they confine their discussions to inquiries regarding opportunities for employment after graduation and do not discuss the possibility of obtaining a co-op position with the employer.

If you have any questions regarding the above-stated policies, please contact the Co-op or Career Services Office for clarification.

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## SYMPPLICITY SITES & PROGRAMS & DEADLINES

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### NUSL SYMPPLICITY SITE

<https://law-neu-csm.symlicity.com/students>

Log on using your MyNEU log-in and password.

### SESSIONS ON NUSL SYMPPLICITY:

1. **2010 OCI – Session 1** (Employers interviewing on-campus from Sept. 2<sup>nd</sup> - 24<sup>th</sup>)
  - Bidding Deadline is **Friday, August 13<sup>th</sup>**
2. **2010 OCI – Session 2** (Employers interviewing on-campus from Sept. 27<sup>th</sup> - Oct. 15<sup>th</sup>)
  - Bidding Deadline is **Friday, September 3<sup>rd</sup>**
3. **2010 Collection Only – Session 1** (Employers participating as “collection only” in the NUSL & National Recruitment Programs)
  - Bidding Deadline is **Friday, August 13<sup>th</sup>**
4. **2010 Collection Only – Session 2** (Employers participating as “collection only” in the NUSL & National Recruitment Programs)
  - Bidding Deadline is Friday, **September 3<sup>rd</sup>**
5. **2010 Apply Direct Session** – (Employers participating as “apply direct” in the NUSL & National Recruitment Programs)
  - **Employers set their own deadlines in this Session** – be sure to check the details under each employer so that you do not miss any deadlines.
6. **2010 NHLJF** (Employers interviewing at the New Hampshire Legal Job Fair on Tuesday, August 31<sup>st</sup>)
  - Bidding Deadline is in August 2010 (exact date tba).
7. **2010 Fall Govt/PI \* – Collection Only** (Employers participating as “collection only” employers in the Mass. Law School Consortium’s Fall Government & Public Interest Recruitment Program)
  - Bidding Deadline is **Friday, September 17<sup>th</sup>**
8. **2010 Fall Govt/PI \* – Apply Direct** (Employers participating as “apply direct” employers in the Mass. Law School Consortium’s Fall Government & Public Interest Recruitment Program)
  - **Employers set their own deadlines in this Session** – be sure to check the details under each employer so that you do not miss any deadlines.
9. **2011 Winter Govt/PI \* – Collection Only** (Employers participating as “collection only” employers in the Mass. Law School Consortium’s Spring Government & Public Interest Recruitment Program)
  - Bidding Deadline is **Friday, December 10<sup>th</sup>**.
10. **2011 Winter Govt/PI \* – Apply Direct** (Employers participating as “apply direct” employers in the Mass. Law School Consortium’s Spring Government & Public Interest Recruitment Program)
  - **Employers set their own deadlines in this Session** – be sure to check the details under each employer so that you do not miss any deadlines.

\* The employers INTERVIEWING at the Government & Public Interest Programs will be posted on the Mass. Law School Consortium’s Symplicity site (see below).

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## **MASSACHUSETTS LAW SCHOOL CONSORTIUM SYMPPLICITY SITE**

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

Log on using your new e-mail address and password that you received by e-mail. If you forgot your password click on “Forgot Password” on the log-in page.

### **SESSIONS ON MLSC SYMPPLICITY:**

1. **NRP1 – Fall 2010\*** (Employers INTERVIEWING at the National Recruitment Program)  
Bidding Deadline is **Thursday, August 19<sup>th</sup>**
2. **NRP2 – Fall 2010\*** (Employers INTERVIEWING at the National Recruitment Program)  
Bidding Deadline is **Thursday, August 26<sup>th</sup>**
3. **NRP3 – Fall 2010\*** (Employers INTERVIEWING at the National Recruitment Program)  
Bidding Deadline is **Thursday, September 9<sup>th</sup>**
4. **NRP3 – Fall 2010\*** (Employers INTERVIEWING at the National Recruitment Program)  
Bidding Deadline is **Thursday, September 9<sup>th</sup>**
5. **Fall Gov PI 2010** (Employers INTERVIEWING at the Fall Government & Public Interest Program at Boston College on October 15<sup>th</sup> & 16<sup>th</sup>)  
Bidding Deadline is **Wednesday, September 8<sup>th</sup>**
6. **Govt PI – January 2011** (Employers INTERVIEWING at the Winter Government & Public Interest Program at Suffolk Law School in January)  
Bidding Deadline is **Thursday, December 2<sup>nd</sup>**

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## **THE BOSTON LAWYERS GROUP SYMPPLICITY SITE**

<https://law-blg-csm.symplicity.com/students>

To register for The Boston Lawyers Group Job Fair for Students of Color, click on “Register” to establish a new account and complete the Student Registration form. After completing the online form and submitting your information, you will receive an email with your BLG “Log In” information and a request to confirm/verify your registration. Upon confirming your registration, you will be able to upload your resume and transcript. Students are not able to bid on employers – all participating employers will receive your resume & transcript. **DEADLINE TO REGISTER and UPLOAD APPLICATION MATERIALS is Monday, July 12, 2010.**

The BLG organizes two job fairs – one in Boston and one in Washington, DC. The same employers are invited to participate in both job fairs (mostly Boston area large law firms and also a few Boston area corporations, government agencies and public interest organizations). More employers register to participate in the Boston location job fair. If you are on co-op in DC in the summer, this may be a good opportunity to interview with Boston area employers. Students can only register for one job fair. Visit the BLG website [www.thebostonlawyersgroup.org](http://www.thebostonlawyersgroup.org) for more information.

**PLEASE NOTE: All dates are subject to change and there may be additional deadlines for employers who register late. Please read the Career Services NEWS of the WEEK on *MyLaw* for updates and additions to our programs.**



## RECRUITMENT PROGRAMS AND JOB FAIRS 2010- 2011 SCHEDULE

<b>PROGRAM DATES:</b>	<b>PROGRAMS:</b>
	<b><u>On-Campus Program</u></b>
9/2/10 – 10/15/10	NUSL Fall On-Campus Recruitment Program
	<b><u>Consortium Programs</u></b>
8/10-10/10 (various dates)	National Recruitment Program – Boston, MA
10/18/10-10/19/10	Fall Government/Public Interest Program - Boston College Law School
1/27/11 – 1/28/11	Winter Government/Public Interest Program - Suffolk University Law School
	<b><u>Programs for Diverse Students</u></b>
	The following programs are advertised as programs to encourage and promote diversity in the legal profession. Be aware that each program has its own criteria for participation. Check websites for eligibility requirements and registration deadlines.
7/20/10	National Black Prosecutors Association Job Fair – San Francisco, CA
7/30/10	VAULT/MMCA Legal Diversity Career Fair – Washington, DC
8/13/10	IMPACT Career Fair for Law Students & Attorneys w/ Disabilities – Washington, DC
8/6/10-8/7/10	Heartland Diversity Legal Job Fair - Kansas City, MO
8/7/10	Dupont Primary Law Firm Minority Job Fair -Los Angeles, CA; Wilmington, DE; Houston, TX
8/7/10-8/8/10	Bay Area Diversity Career Fair – San Francisco, CA
8/19/10	Boston Lawyers Group Boston Job Fair for Students of Color - Boston, MA
8/19/10-8/20/10	Indianapolis Bar Association Diversity Job Fair – Indianapolis, IN
8/13/10	Minnesota Minority Recruitment Conference Job Fair - Minneapolis, MN
8/21/10	Delaware Minority Job Fair - Wilmington, DE
Fall 2010 (exact date tba)	National BLSA Job Fair, Northeast Region - Brooklyn, NY
9/8/10 – 9/11/10	Hispanic National Bar Association Convention & Student Job Fair – Minneapolis, MN
9/17/10	Rocky Mountain Diversity Career Fair – Denver, CO
8/26/10	Lavender Law Career Fair – Miami, FL
8/28/10	Northwest Minority Job Fair - Seattle, WA
	<b><u>Other Programs</u></b>
7/29/10 – 7/30/10	Loyola Patent Law Interview Program - Chicago, IL
8/6/10	ABA Law Student Division Career Fair – San Francisco, CA
8/31/10	New Hampshire Legal Job Fair - Manchester, NH
10/22/10 -10/23/10	Equal Justice Works Public Interest Career Fair - Washington, DC

**REGISTRATION DEADLINES FOR THESE PROGRAMS ARE ANNOUNCED IN  
"Career Services' News of the Week" which is posted on MyLaw every Tuesday**