

2010 FALL RECRUITMENT PROGRAMS & SYMPPLICITY

Bidding opens for employers participating in our Fall Recruitment Programs on Symplicity:

- BOSTON LAWYERS GROUP JOB FAIR for STUDENTS OF COLOR (Registration open now. Deadline MONDAY, JULY 12th)
- NUSL PROGRAM (bidding opens July 12th)
- NATIONAL RECRUITMENT PROGRAM (bidding open now)
- NEW HAMPSHIRE LEGAL JOB FAIR (bidding opens July 12th)
- FALL GOVERNMENT & PUBLIC INTEREST PROGRAM (bidding opens August 25th)

The List of Employers for the NUSL Program, National Recruitment Program, and the New Hampshire Legal Job Fair are attached. Also, the lists will be available on the Career Services Dept. Page of MyLaw and on Symplicity's "document library".

Symplicity Sites:

NUSL Symplicity – <https://law-neu-csm.symplicity.com/students>

Login and password are the same as your MyNEU login and password.

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

Login Name is your complete neu e-mail address. If you forgot your password, enter your log-in name and click "forgot password".

Before you bid on employers, please read the following information.

DEADLINES:

PROGRAM/SESSION

Monday, July 12 th	Boston Lawyers Group Job Fair for Students of Color – Registration Deadline on BLG Symplicity
Thursday, July 29 th	NUSL Program – 2010 Employers w/ Early Deadlines on NUSL Symplicity Session: 2010 COLLECTION ONLY – Early Deadlines
Wednesday, August 4 th	New Hampshire Legal Job Fair – Bidding Deadline on NUSL Symplicity Session: 2010 New Hampshire Legal Job Fair
Friday, August 13 th	NUSL Program – OCI Session 1 Bidding Deadline on NUSL Symplicity Session: 2010 OCI Session 1 (Sept. 2 nd -24 th)
Friday, August 13 th	NUSL Program-Collection Only Session 1 Bidding Deadline on NUSL Symplicity Session: 2010 COLLECTION ONLY – Session1
Thursday, August 19 th	National Recruitment Program Session 1 Bidding Deadline on MLSC Symplicity Session: NRP1 - Fall 2010
Thursday, August 26 th	National Recruitment Program Session 2 Bidding Deadline on MLSC Symplicity Session: NRP2 - Fall 2010
Friday, September 3 rd	NUSL Program – OCI Session 2 Bidding Deadline on NUSL Symplicity Session: 2010 OCI Session 2 (Sept. 27 th –Oct. 15 th)

Friday, September 3 rd	NUSL Program-Collection Only Session 2 Bidding Deadline on NUSL Symplicity Session: 2010 COLLECTION ONLY – Session 2
Wednesday, September 8 th	Fall Government & Public Interest Program INTERVIEWING EMPLOYERS Bidding Deadline on MLSC Symplicity (bidding opens on MLSC Symplicity on August 25 th)
Thursday, September 9 th	National Recruitment Program Session 3 Bidding Deadline on MLSC Symplicity Session: NRP3 - Fall 2010
Wednesday, September 15 th	Fall Government & Public Interest Program COLLECTION ONLY EMPLOYERS Bidding Deadline on NUSL Symplicity (bidding opens on August 25 th) Session: 2010 Fall Govt/PI Collection Only
Thursday, September 23 rd	National Recruitment Program Session 4 Bidding Deadline on MLSC Symplicity Session: NRP4 - Fall 2010
Check postings on Symplicity	NUSL Program – Apply Direct Employers on NUSL Symplicity Session: 2010 – Apply Direct Employers (each employer sets its own deadline – see postings on Symplicity.)
Check postings on Symplicity	Fall Government & Public Interest Program APPLY DIRECT EMPLOYERS on NUSL Symplicity (Employers set their own deadline – see postings on Symplicity on Aug 25 th .)
TBA	Winter Government & Public Interest Program Bidding Deadlines – watch your e-mail in November for materials on this program!

BIDDING

Once bidding opens, students can apply (or “bid”) any time until the deadline. There is no advantage or disadvantage as to when you apply to employers. Employers will not receive any student’s materials until after the deadline, when all bids are in. **It is** best to apply when all of your materials are accurate and complete. **You** can update and edit any and all of your application materials until the deadline. So if you apply on July 20th and find an error on your resume on July 31st, you can replace your resumes on all of your bids. Just be sure everything is accurate before the deadline!

DOCUMENTS

Transcripts: A Northeastern law school transcript consists of the following:

1. A letter from the Registrar, which explains our grading system. (Available on NUSL Symplicity in the “Document Library”).
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. **THE ACADEMIC HISTORY PAGE WILL BE UPLOADED AS THE FIRST PAGE OF YOUR COURSE EVALUATIONS ON NUSL SYMPPLICITY BY MID-LATE JULY** (we will begin uploading these on July 12th).
3. Copies of all course evaluations.
4. Copies of all co-op evaluations.

When bidding on employers on **NUSL** Symplicity: Transcript = Co-op Evals (if you have any) + Course Evals. The Career Services Office will send a letter explaining our grading system to all employers except

“apply direct” employers. **If you are mailing or e-mailing materials to “apply direct” employers, you should include the Explanation Letter of Our Grading system to employers (available on NUSL Symplicity in the “document library”).**

When bidding on employers on **MLSC Symplicity**: You need to send a transcript as one document. To create this transcript - Download the Grading System Explanation Letter (from NUSL Symplicity Document Library), Co-op Evals (if any), and Course Evals (with academic history page) and merge them into one PDF document. Upload the merged transcript to MLSC Symplicity.

Cover Letters: Some employers request one **and many do not**. Check the employer information on Symplicity for the materials requested by the employer. If an employer requests a cover letter, you should always send one. If an employer does NOT request a cover letter, only send one if you have some special circumstance that you feel you need to explain that **is** not on your resume. In general, you should only include materials that the employer requests. **If you are mailing or e-mailing materials to “apply direct” employers, you should always include a cover letter.**

Writing Sample: You can only include a writing sample with your application if the employer requests one. If an employer doesn’t request one, Symplicity will not give you the option of sending one.

References: If an employer requests references, attach them to the resume.

Resume review and other assistance: Amanda & Katie in the Career Services Office are happy to help you with your application materials, including reviewing your resume. Remember to include your first co-op on your resume (even if you will not begin the co-op until the fall quarter). There are sample summer associate resumes at: <http://www.northeastern.edu/law/pdfs/samplesummassresumesApril10.pdf>

Please send an e-mail to Amanda at ab.wright@neu.edu to make an appointment or ask for advice.

EMPLOYERS

Please note that there are different types of employers participating in these programs, which include large corporate law firms, government agencies, public defender and district attorney’s offices and the courts. The government and public interest employers participating include:

NUSL Program:

- NH Public Defender – interviewing on-campus
- US Dept of Housing and Urban Development - interviewing on-campus
- Miami-Dade County State Attorney’s Office – interviewing on-campus
- Committee for Public Counsel Services (CPCS) – interviewing on-campus
- NYC Law Dept (Collection Only)

National Recruitment Program:

- US Court of Appeals, 2nd Circuit, Staff Attorney’s Office (post-grad clerkship) – interviewing at Suffolk Law School

APPLY DIRECT EMPLOYERS

When sending your materials to the “apply direct” employers, check the posting for a deadline. If no deadline is indicated, it is advisable to send your materials by early August.

Be sure to read Career Services News of the Week (posted on mylaw and sent to you by e-mail) each week for updates & additions to these programs. Also, you can refer to “the Guide to Fall Recruitment” for more complete information regarding our programs.

Contact Dorothy Morgan in the Office of Career Services with any questions or concerns.

Thank you.

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