

RECRUITING

Throughout the year, Career Services provides information about employers who either recruit directly through our office or through consortium programs, including those employers who will come on campus to interview, those for whom we will conduct resume collections, and those who request that students apply directly to them.

Employers who participate in fall recruiting include, for the most part, major law firms and the JAG units of the armed services. These employers are usually able to determine their hiring needs and conduct interviews a year in advance. During fall recruiting, employers accept applications both from graduating students and from students available for full-time summer positions the following year. Historically, only a small minority of all law students in the country have found jobs through fall recruiting. Most hiring is done throughout the year by medium- and small-size firms and agencies that cannot plan their hiring needs a year in advance.

In applying for any position, do your research about the employer and think about the type of practice and other factors you would seriously consider. Be realistic in selecting where to apply. For example, a law firm may indicate that it is interested in students in the top 25% of the class or on Law Review. If you are in the top 30% of your class, grew up in that city, and want to return there after graduation, it is certainly worth writing a careful cover letter and applying to that firm. If, however, you do not have either outstanding work experience or a connection to the firm or city where it is located, it may be unrealistic to apply. Job hunting takes time; be discriminating about where you apply for positions.

Some law firms and corporations require specific, non-legal training in addition to your legal training. For example, a patent firm will want students with an engineering or scientific background, while a public accounting firm may require an accounting or finance degree. If you do not have the requisite training, it may not be worth your time to apply to these specialized firms.

SYMPPLICITY

Career Services' online recruiting system, Symplicity, lists jobs, fellowships, internships, externships, and clerkships. It contains names, practice areas, and contact people for many law firms. Most recruiting, including application material submission, is done through it. Your username and password information will be emailed to you, but if you have questions on how to connect into the program, please feel free to contact Career Services.

ON-CAMPUS RECRUITING

Beginning in late August and continuing throughout the year, a number of area employers come to campus to interview graduating students and students available for full-time summer positions the following year. Career Services uses Symplicity to collect resumes and other application materials for these employers and to schedule student interviews at the law school.

RESUME COLLECTIONS

Employers often request we collect and forward your application materials through our office. Applications for these positions are posted and collected through Symplicity.

JOB POSTINGS TO WHICH YOU APPLY DIRECTLY

Employers advertise positions for full-time, part-time, and summer positions throughout the year. Position announcements are posted daily in Symplicity.

CONSORTIUM PROGRAMS AND RECRUITING FAIRS

Western New England University School of Law belongs to the **Massachusetts Law School Consortium**, which offers programming and locates employment opportunities for students. It includes Boston College Law School, Boston University School of Law, Harvard Law School, New England School of Law, Northeastern University School of Law, Suffolk University Law School and University of Massachusetts School of Law - Dartmouth. In addition, a number of other recruiting programs invite our students to attend. *Career Services will email you about these programs in sufficient time to meet the deadlines.*

- **National Recruitment Program**, This is an excellent way to apply to large firms outside the Northeast. Apply on the Massachusetts Law School Consortium Symplicity site at: <https://law-massconsortia-csm.symplicity.com/students/index.php?au=&ck=>
- **Government & Public Interest Programs**, several organizations recruit students from the Massachusetts law schools during this program. You will receive more information in the fall. Information and application are through a dedicated Symplicity site: <https://law-massconsortia-csm.symplicity.com/students>.

ADDITIONAL FAIRS

- **The Equal Justice Works Conference and Career Fair** information can be found at <http://www.equaljusticeworks.org/law-school/conference-and-careerfair/students>
- **National Black Prosecutors Association Annual Job Fair** <http://blackprosecutors.org/annual-conference>
- **Boston Job Fair for Law Students of Color**, sponsored by the Boston Lawyers Group <http://www.thebostonlawyersgroup.com/>
- **The HNBA Annual Convention**, sponsored by the Hispanic National Bar Association www.hnba.com
- **The Lavender Law Conference & Career Fair**, sponsored by the National Lesbian and Gay Law Association <http://lgbtbar.org/>

THE NALP DIRECTORY OF LEGAL EMPLOYERS

You can generate a list of employers based on a specific location and other search criteria, including whether they hire summer associate. If you want to create a merge file of organizations, call Career Services and we will add your email to those with free access. www.nalpdirectory.com

THE GUIDE TO STATE JUDICIAL CLERKSHIP PROCEDURES

This guide includes current information on the application procedures, timing, salary, and hiring process for judicial clerkships in all fifty states. <http://forms.vermontlaw.edu/career/guides/>

PUBLIC POLICY HANDBOOK

<http://arizonahandbooks.com/u/wneulaw>

This year's Handbook contains information about 112 specific programs' opportunities. Currently, the majority of positions are in the DC area, with NYC offering the next largest group of positions.

FEDERAL GOVERNMENT HONORS & INTERNSHIP HANDBOOK

The Government Honors & Internship Handbook, which gives detailed information on summer, part-time, and full-time legal government opportunities, is available at <http://arizonahandbooks.com/u/wneulaw>. Government Honors programs are sponsored by federal agencies (for example, the Justice or Treasury Department) for law students who meet specific academic standards or co-curricular activities. The Honors Program is often the only entry to the agency directly from law school.

APPLICATION MATERIALS

In addition to your RESUME, some employers may request a cover letter, writing sample, list of references, law grade report, and, on occasion, an undergraduate transcript (keep a copy of this on hand; Student Records cannot provide it). **To avoid a last-minute rush putting together an application packet, upload a copy of your writing sample, resume, and list of references to Symplicity in advance of the school year.** Keep hard copies as well.

Transcripts

We suggest you upload a copy of your grade report to your computer or to Symplicity. It is helpful to have, in addition, a copy of your official transcript. The registrar's requires a minimum of two business days' notice for an official transcript; the request must be in person or in writing. If you want your class rank included on your transcript, you need to make a specific request; your grade point average, however, always appears on the transcript. Remember to include a copy of the transcript key on the reverse side of the official transcript. Most employers will accept a photocopy of your transcript but some require an official copy. *Note:* the transcript is not available as a PDF.

References/Recommendations

Decide whom you will ask for recommendations. Ask them in advance so you will not be caught off guard if an employer requests letters of recommendation or a list of references. Never give a person's name as a reference if you have not first obtained that person's permission to use his or her name and ascertained that he or she can give you a good reference. When asking professors or employers to serve as references for you, you need not obtain a letter from them immediately. Initially you need only compile your list of references. You may need to request letters of recommendation from them at a later date if an employer specifically asks for a letter.

RECRUITING GUIDELINES

Online Applications

Unless otherwise noted, applications to recruiting organizations must be submitted via Symplicity. Create your application materials as you normally would. In Symplicity, click on the "documents" tab and upload your resume, cover letters, and any other documents requested. (Note: clearly label each cover letter and resume avoiding confusion.) Application methods are clearly specified for each position posted in Symplicity. For on-campus recruiters, notifications and sign-ups for interviews will be done through Symplicity as well.

Cancellation Policy

Submitting application materials to any resume collection conducted by Career Services constitutes a statement by you that you are available for interviews on the dates scheduled and that you will keep the interview appointments you receive. Be sure, before you submit your application, not only that the employer is one in which you have a sincere interest, but also that the interview date and location are acceptable to you. Once you submit a resume for an on-campus or consortium interview program, you are obligated to interview if you are chosen, unless you have already accepted another position. If you have accepted another position, please tell a Career Services' staff member. You should not attempt to contact an employer directly. If you are ill or an emergency occurs and you need to cancel a scheduled interview, contact Career Services no later than 8:30 a.m. on the day of the interview.

Occasionally an employer will cancel interviews, perhaps as late as the morning of the interview date. With on-campus interviews, this is a relatively minor inconvenience for most students. With consortia programs, it can be a major problem. Most consortia programs are held at some distance from Springfield (often in Boston) and many students will leave at dawn or arrange to arrive the evening before. We will attempt to notify students as soon as we are made aware of a cancellation, but sometimes we will not be able to reach you in a timely manner. Although we do our best to avoid student cancellations, we cannot control employer cancellations.

No shows. If you fail to keep a scheduled interview appointment, you must write a letter of apology to the employer for missing the appointment; a copy of this letter will be kept on file by our office. Otherwise, you will not be able to participate in additional resume collections.

Offer Policy

Do not accept a job offer if you intend to continue interviewing. When you accept an offer, you have agreed to work for that specific organization. All previously scheduled interviews must be canceled, and you are no longer eligible to continue to apply for positions sponsored through recruiting programs.

Drug Testing

Occasionally, you may be asked to pass a drug screen evaluation, usually a urinalysis. If you are taking any medications, by prescription or over the counter, give that information to the person who schedules the test.

Graduate Employment

As you will find by using Alumni Finder, the more than 7,000 men and women who comprise our current alumni live and practice in 49 states, the District of Columbia, and several United States territories; some reside in Europe and Canada. Some of our graduates are partners in major private firms or work in public agencies. Others are employed in solo or small-firm practice; some teach at colleges and law schools. A number of our alumni have become members of the judiciary while still others represent the interests of major corporations, law enforcement agencies, and armed services personnel.