

STUDENT POLICIES AND RESOURCE GUIDE



Villanova University School of Law

Office of Career Strategy and Advancement

**Fall/Spring
2012-2013**

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Student Policies and Resource Guide

Student Recruitment Program Overview

To connect Villanova Law students with summer, post-graduate, and part-time legal job opportunities, the Office of Career Strategy and Advancement offers a variety of Recruitment Programs for students and employers. Recruitment Program privileges are open only to full time students in residence and good standing at Villanova University School of Law. Pursuant to the National Association for Law Placement (NALP), first year JD students may apply for jobs after December 1 of their first year at Villanova. Graduate Tax students may participate if they are full time candidates for the LLM in taxation and officially matriculated in the LLM program. Alumni job listings are also maintained for JD graduates of Villanova Law School. No non-Villanova law student or graduate may use these Recruitment listings, programs, or other resources without permission from the Office of Career Strategy and Advancement. Unauthorized use, access, distribution, copying, or other transfer of Recruitment Program listings or other data in the VLS Symplicity system is expressly prohibited. This Guide contains the general governing principals and process for Recruitment Programs. For more detailed Symplicity user instructions, refer to Symplicity user memos issued by the Office of Career Strategy and Advancement.

Why Participate

In a competitive job market, successful candidates pursue as many avenues to employment as possible. These include, but are not limited to, Recruitment Programs, networking, targeted outreach, and part-time legal work. The more avenues you explore, the greater your chances of securing a rewarding summer or permanent position. We urge students to use Recruitment Programs in conjunction with a vigorous outreach and networking campaign.

Representative Recruitment Programs

Below is a list of the more significant Recruitment Programs. Please note that this is not an exhaustive list. Please check Symplicity frequently for additional programs and opportunities as well as for more information on the programs listed below.

On Campus Interviews (OCI) - On Campus Interviews take place at Villanova Law School or the Villanova Conference Center. For the Fall OCI Program, on line resume submission begins in June for rising 2Ls and 3Ls. Interviews generally begin the week prior to the first day of classes. For the Spring OCI Program, on line resume submission for 1Ls, 2Ls and 3Ls begins in January with interviews in February. For both Fall and Spring OCI Programs, deadlines for online submissions are posted in Symplicity according to specific employer schedules. Employers choose who they wish to interview after reviewing the applications and interviews are scheduled through the Office of Career Strategy and Advancement.

New York Interviewing Program - Employers interview Villanova students at the New York City Bar Association Headquarters in September. Online application collection begins in June. Employers choose who they wish to interview after reviewing all applications and interviews are scheduled through the Office of Career Strategy and Advancement.

Washington DC “GPLAS” Interviewing Program - Interview program coordinated by Villanova, Penn, Temple, Rutgers, Penn State, Drexel, and Widener. Employers interview in Washington DC in September. Online application collection begins in early July. Employers choose who they wish to interview after reviewing all applications and interviews are scheduled through “GPALS”.

Philadelphia “GPALS” Interview Program - Interview program sponsored by Villanova, Penn, Temple, Rutgers, Penn State, Drexel, and Widener designed to attract additional employers that choose not to participate in OCI. Interviews take place in September at Temple Center City. Online application collection begins in early July. Employers choose who they wish to interview after reviewing all applications and interviews are scheduled through “GPALS”.

Other Job Fairs - Notices about other Job Fairs are published throughout the year and include programs designed to recruit students with varied backgrounds and interests.

“Collecting Resumes” – Employers may choose to have the Office of Career Strategy and Advancement collect applications for job postings provided by the employers. The Office of Career Strategy and Advancement collects the applications submitted to the Office and provides the applications to the employers. Employers select candidates and arrange off-campus interviews directly with the candidates. Online application collection begins in June and rolls throughout the year.

“Send Directly” - Employers may choose to have candidates send applications directly to the employer for certain job postings. Students send applications directly to employers by the means specified by the employer. Deadlines begin in June and roll throughout the year. Employers select candidates and arrange off-campus interviews directly with the candidates.

Part-time Jobs - Opportunities with employers seeking part-time law clerks are posted year round in the “Send Directly” program listings. ABA standards for accreditation prohibit full time JD candidates from working more than 20 hours per week during the academic term. To ensure future academic and career success, first year students are cautioned against working in legal jobs during their first two semesters.

Resume Books - For potential employers who are not committed to hiring, but who may be interested in seeing resumes from interested candidates. Students opt-in to available resume books through Symplicity.

Types of Participating Employers

Due to employer hiring patterns, Fall OCI tends to be used by larger organizations in our region, such as big firms and major government agencies, which tend to start their hiring activities in advance. Historically, most other legal employers, such as small and mid-sized law firms, smaller government offices, non-profit organizations, corporations, and state judges, tend to hire year round in both the Fall and Spring OCI Programs, as their needs develop throughout the whole year.

Different employers often prefer different recruiting methods, as well. Many employers find “Send Directly” most useful and efficient for them. Many employers never post jobs at all, and depend on candidates taking the initiative to contact them independently without having to advertise. Thus, to maximize chances for success, candidates should use all available job search methods at all times throughout the year, especially to reach smaller firms, non-profits, public agencies, judges, and out-of-region employers.

How to Stay Informed

Opportunities and information regarding Recruitment Programs are published on Symplicity, the career database. Students must register for Symplicity and check Symplicity frequently to stay informed. New employer opportunities are posted promptly on Symplicity in the Recruitment Program of the employer’s choosing throughout the entire year. Employer postings often have short deadlines, so students must monitor postings frequently.

Developing Your Employer Targets: Student Fairness in Interviewing.

We encourage you to explore the marketplace broadly to develop your career goals. That said, Fall and Spring Recruitment Programs, particularly On Campus Interviews and Job Fairs, offer precious interview slots and should be handled carefully and seriously.

Be flexible and fair in your job search. Do not reject or pursue an employer without doing your due diligence. Research each employer to make an informed application decision. If you cannot state an informed, basic description of the employer's practice and a good faith rationale for why you do or do not want the option of working there, then you should do more investigation and assessment. To learn more about how to research an employer, contact the Office of Career Strategy and Advancement.

A note to those with very high grades. While grades are never dispositive to the hiring process, many Fall OCI employers, particularly large law firms, give grades significant weight. Often, students with very high grades and other resume strengths find that they get many of the interviews they request. Therefore, students in this category must not carelessly request OCI or Job Fair interviews for which they do not have a genuine interest and that could otherwise go to fellow students who strongly desire that employer.

There is no limit to applications; students should apply broadly. Employers may narrow the field considerably after each stage in the process, so, with fairness in mind, do not apply too narrowly. Employers use different factors when selecting students for interviews and offers; therefore, most students submit a large number of applications over the course of the school year before securing an offer. A large number of students may not get Fall OCI interviews with the employers they choose. This does not signify a flaw in the student. This is a byproduct of competitive job market and a shift toward smaller summer programs for many employers. While pursuing OCI, students must also employ other search methods and consider other employer segments. Even those who receive interviews must remember that the initial interview is just one step in the hiring process. Final hiring outcomes are affected by many factors, such as the candidate's strengths and weaknesses, interview and communication skills, the candidate pool at Villanova and other law schools, and the number of positions available. Students should use every job search method and Recruitment Program. If you would like to assess your candidacy, contact a Career Strategy advisor.

When you request an interview, you commit to the interview appointment if chosen. By requesting an On Campus or Job Fair interview, you signal to the employer that you will be available to interview and that you are serious about pursuing employment with that employer. You are strongly encouraged to make yourself available for OCI and Job Fair interview time slots. Do not request On Campus or Job Fair Interviews with employers who are interviewing on days that you cannot make yourself available for an interview. While most employers would will only conduct your interview during the selected OCI or Job Fair day, if you cannot be available, you may contact the employer directly and explain that you will not be available the date of the visit, but would appreciate the opportunity to interview at the employer's location at the employer's convenience. Apply to every employer you intend to pursue in good faith while pursuing other job search methods like networking, targeted mailings, part-time jobs, and other avenues.

Time Frames for Fall Recruitment Opportunities

In early June, you will be able to view the earliest Fall employer jobs on Symplicity. The Fall On Campus Interview opportunities will be listed under "Interview Programs" and will appear in numerous "sessions," such as "Fall 1 2012" "New York Program 2012," and so on, named by week or by program. Each session will have submission deadlines as specified in Symplicity.

Time Frames for Spring Recruitment Opportunities

In January, you will be able to view the earliest Spring employer jobs on Symplicity. The Spring On Campus Interview opportunities will be listed under "Interview Programs" and will appear in numerous "sessions," such

as “**Spring 1 2013**” and so on, named by week or by program. Each session will have submission deadlines as specified in Symplicity.

Time Frames for Other Recruitment Programs

The Collecting Resumes and Send Directly opportunities will appear under the tab “Work Opportunities: Collecting/Send Direct.” Deadlines will be specified in each employer listing.

Application Materials

Individual employers request the application materials they wish to see initially and may request more materials at any time. To ensure correct and timely application submissions, candidates should plan ahead by uploading core documents to Symplicity in advance of any application deadlines to troubleshoot any difficulty that may be encountered. These basic documents should include, but may not be limited to, resume, cover letter, law school transcript, undergraduate transcript, writing sample and reference list.

OCI Policies and Procedures

Student’s Duty to Stay Informed

For OCI selections, alternate status and time assignments, students must check Symplicity—**this is your responsibility**. To see if you are selected for an interview, selected as an alternate or to view your scheduled interview time, go to “Interview Programs” and click on the “Scheduled Interviews” tab. Be sure to select the appropriate session. This is how the Law School notifies all students of new On Campus Interview selections, schedules, and related interview updates. (See below for more information on “alternate status”). In addition, important “up to the minute” interview information will be communicated by e-mail. You must check e-mail frequently during the summer as well as the school year. Failure to check e-mail or Symplicity will not excuse careless handling of interviews.

Switching OCI Times: Unavoidable Scheduling Conflicts.

Much of OCI takes place in tight time frames. Therefore, employers expect students to exhibit all appropriate flexibility during the OCI process. Because classes and interviews take place during business hours, students chosen by employers are then randomly matched to interview times, to fairly distribute potential class conflict. Students will not be “double booked” for multiple interviews at the same time. The Law School trusts students, as lawyers-in-training, to handle the responsibility of using good professional judgment to manage their academic obligations and other commitments.

If an unavoidable conflict arises, a student may switch times with another student. To switch times, follow these steps:

1. Review the list of students on your schedule. Switching partners must be on the same schedule. Contact students and arrange a switch. Note that, due to interviewer time constraints, no back-to-back interviews are permitted.
2. No later than 3:00 PM on the business day before the OCI visit, confirm the switch by e-mail to careers@law.villanova.edu. Spell out clearly all interview details (employer, date, old time, new time) and “cc” your switching partner. Include “Interview Switch” in the subject line of the message.
3. Due to very limited staff and tight time frames, we regret that we cannot arrange switches (except in serious emergency circumstances). If you have an emergency, contact the Office of Career Strategy and Advancement immediately.

Alternate Status

We strongly urge employers to select alternates in case interview slots open up on their schedules. If interview slots are added or become available, alternates are moved onto the schedule. You must continue checking Symplicity frequently, including up to date of the interview, to see if you have been moved into an interview slot.

If chosen as an “alternate,” you remain eligible for any interview slots that open up, unless you ask to be removed from the list. To be removed, you must notify Career Strategy in writing or by e-mail no later than 10:00a.m. on the 4th business day prior to the date of the on campus / job fair interview. E-mail careers@law.villanova.edu and include “Alternate Removal” in the message subject line.

If you continue as an alternate, you must keep checking Symplicity to see if you have been moved into an open interview slot. Alternates will be moved into any interview slot that becomes available. Due to limited staff resources and tight timeframes involved, you must keep checking Symplicity, as individual e-mails alerts may not be possible.

Canceling an On Campus / Job Fair Interview: “Hardship Requests.”

We strongly discourage students from canceling an interview once it has been granted. If appearing at the interview would be an undue hardship to you or to the Villanova Law School community, you may make a “hardship request” to be released from your obligation. The Director of Career Strategy and Advancement or the Associate Director of Recruitment will approve or deny your request based on totality of the circumstances.

Examples of undue hardship include, but are not necessarily limited to:

- Since applying, you have been offered a position that you will accept (or have accepted), making your continued candidacy an undue hardship to your fellow students and the employer.
- A major, unavoidable academic or professional commitment prevents your attendance.
- Illness, injury, or other health problem suffered by you or a family member, significant other, or very close associate to whose care you must contribute.

To make a “hardship request”:

1. Submit the request in writing or via email, to ensure correct and timely action to the Director of Career Strategy and Advancement or the Associate Director of Recruitment. The form attached as Exhibit B is encouraged, but not required.
2. Submit the request as soon as you encounter a conflict, but no later than 10:00 a.m. on the 4th business day before (not including) the interview date. This gives time to help solve the conflict or find an alternate for your interview slot.
3. State reasons why the interview is a hardship to you or to the VLS community and why the circumstances could not be avoided. This helps us decide your request and explain the situation to the employer (perhaps preserving your candidacy).
4. Include all contact and interview information: your full name and degree year and telephone number and interview details (including employer name, date, time) for each interview you seek to release.
5. Must be approved by the Director of Career Strategy and Advancement or the Associate Director of Recruitment. *Only they have the authority to excuse you from an interview.*
6. We will contact you about your request. Be available by telephone or e-mail. Where appropriate, we may try to help you solve the conflict to preserve your candidacy. We may also need more information.

Emergencies

If you suffer an emergency including, but not necessarily limited to accident, illness, unpreventable travel delay, or other emergency that would excuse you from academic commitments at Villanova Law, contact the Director of Career Strategy and Advancement or the Associate Director of Recruitment directly as soon as possible to describe your situation. We will take appropriate steps to help you through the emergency and preserve your good standing with the employer.

Failure To Appear For An Interview: “No Shows.”

“No shows” are very serious. Failure to show up for an interview without either (1) being excused in advance through an approved “Hardship Request” or (2) notifying the Director of Career Strategy and Advancement of emergency circumstances, makes you a “no show.” “No shows” are unprofessional and disrespectful to fellow students and employers. Careless management of professional commitments reflects poorly on your reputation as a future lawyer--and may harm Villanova’s standing as well. If you fail to appear without prior permission or emergency notification, you will need to explain your situation as soon as possible to the Director of Career Strategy and Advancement (or her designee). Until you do so, a “hold” may be placed on your remaining interviews and other Recruitment Program participation. A student who “no shows” will be required to take appropriate remedial action with employers, fellow students, and administration. In addition, the student will need to demonstrate that “no shows” will be prevented in the future. Disregard and/or violation of Recruitment Policies may result in a student being barred from further Recruitment Programs or other Career Strategy events and resources.

Responsiveness to Employers and Career Office

Students must respond promptly and courteously to all employer inquiries, invitations for interviews or other events, and job offers. Similarly, students must promptly and courteously respond to inquiries from the Office of Career Strategy and Advancement. If an employer complains that a student has failed to respond to contacts of any kind, we will need you to explain to us why you have not responded. Every year, law students damage their own reputations, as well as that of their law schools, by failing to respond to employer invitations, job offers, or other inquiries. Lack of responsiveness to employers creates questions for employers regarding a candidate’s professionalism as practicing attorneys are expected to respond promptly and appropriately to contacts from clients, colleagues, or courts. Moreover, news of your discourtesy or non-responsiveness could spread beyond the original employer to a number of other organizations, due to the tight-knit nature of the legal and recruiting community.

Employment Offers

Considering an employment offer is an important process. Please contact the Office of Career Strategy and Advancement for advice and assistance. In addition, students must review and comply with the following principles.

NALP Standards Governing Employers with More Than 40 Attorneys

Villanova Law is a charter member of the National Association for Law Placement (NALP). As such, Villanova expects its students, personnel, and employer community to adhere to NALP Principles and Standards for Law Placement and Recruitment Activities.

Villanova Law students must review and comply with the NALP Principles and Standards stated at NALP’s website (<http://nalp.org/fulltextofnalpprinciplesandstandards#Part.V.GeneralStandards>). The key components are summarized below.

1. Number of offers. A student should not hold open more than **five** offers of employment at any one time. For each offer received that places a student over the offer limit, the student should, within one week of receipt of the excess offer, release an offer.
2. Timing of offers and decisions. NALP member schools and employers should comply with the timing standards set forth at Part V of NALP Principles and Standards located on the NALP website (<http://nalp.org/fulltextofnalpprinciplesandstandards#Part.V.GeneralStandards>). Generally, employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least **28 days** following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least **two weeks** after the date of the offer letter.

Accepting an Offer. Students should consider the acceptance of an offer to be a binding obligation. Therefore, you must immediately contact all other employers who are evaluating your candidacy and withdraw from consideration. You must also contact the Office of Career Strategy and Advancement to report your job acceptance and to request “hardship releases” from any and all on campus interviews or job fairs for which you have applied. Do not jeopardize your good reputation or the chances of future students by rescinding your acceptance or by failing to withdraw from other employers promptly.

Non-Discrimination Policy

1. General Policy Against Discrimination.

Villanova School of Law does not discriminate on the basis of race, color, age, sex, religion or creed, national/ethnic origin, or non-disqualifying handicap. The School of Law is committed to the belief that “with respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social situation, language, or religion, is to be overcome and eradicated as contrary to God’s intent” (Vatican Council II, Gaudium et Spes No. 29).

With respect to sexual orientation, as a Roman Catholic and Augustinian institution, the School of Law strongly affirms the teaching of the Church on the rights and dignity of all persons, and therefore condemns discrimination on the basis of sexual orientation. This position is consistent with the Church’s teaching on human sexuality (which does not endorse homosexual conduct). The School of Law accordingly reaffirms its commitment to providing an inclusive and supportive community for all, regardless of sexual orientation.

In compliance with applicable laws and/or the above stated policy, the Office of Career Strategy and Advancement makes its Recruitment Programs available only to employers whose employment practices are in compliance with the Law School’s Non-Discrimination Policy.

2. A Message About JAG / Military Recruiting.

The military’s Judge Advocate General (JAG) departments legally consider, among other things, factors such as age, sexual orientation, and physical disability in their recruiting practices. The Association of American Law Schools, of which Villanova University School of Law is a member, believes that allowing the JAG to recruit on campus is inconsistent with AALS Bylaws (Section 6-4), which require a member school to pursue a policy of providing its students and graduates with an equal opportunity to obtain employment without discrimination.

Nonetheless, the AALS has authorized member schools to permit JAG recruiters on campus, provided that this notice of conflict between AALS policy and JAG recruiting practices is provided to students considering interviewing with JAG recruiters.

3. Grievance Procedure for Student Complaints Concerning Employer Practices.

Students are strongly encouraged to notify the Office of Career Strategy and Advancement of any and all improper recruiting practices or inappropriate interviewing conduct as soon as possible after the incident in question. Complaint procedures aim at correction of abuses and conciliation where appropriate. Where correction and conciliation are not appropriate, complaint procedures contemplate determination of whether non-discrimination policies have been violated and sanctions should be imposed.

Students may voice a complaint about an employer’s practices by taking these steps:

1. Notify the Office of Career Strategy and Advancement orally or in writing. Specify clearly that you wish to voice a complaint about an employer’s recruiting or interviewing practices.
2. After being notified, the Director of Career Strategy and Advancement will arrange a meeting with you to discuss the incident and relevant circumstances.

3. Based on the totality of the circumstances, including but not limited to the nature of the incident, the student's desired outcome & willingness to go forward, and the Law School's interest in fair recruitment programs, the Director of Career Strategy and Advancement will identify appropriate action, if any, to take. Such action could include: asking the student to prepare a written letter or statement describing the incident, interviewing other students who met with that employer, and/or notifying the employer to discuss the allegations and correct the improper practices.

Student Information.

With respect to student information, the Office of Career Strategy and Advancement complies with applicable laws, University policies, and ethical rules concerning student privacy.

All rights reserved.

Access to Recruitment Program information, processes, and events is a privilege reserved for individuals and organizations that comply with the policies and procedures of the Office of Career Strategy and Advancement and Villanova's mission to educate its students. To ensure that that Recruitment Program services advance the legal education mission of Villanova Law and its students, the Office of Career Strategy and Advancement reserves the right to limit, in whole or in part, employer and/or student recruitment privileges and access to recruitment services and other Recruitment Programs. Violation, abuse, or willful disregard of these policies, principles, and procedures (including the Student Policy Agreement) may result in, among others, forfeiture of privileges to participate in recruitment activities, professional development programs, or other services provided by the Office of Career Strategy and Advancement. Villanova Law School maintains recruitment listings as a privilege for its students. Listing does not imply endorsement and prospective applicants are encouraged to research independently the employers and opportunities listed.

EXHIBITS

**VILLANOVA UNIVERSITY SCHOOL OF LAW
OFFICE OF CAREER STRATEGY AND ADVANCEMENT**

2012-13 Student Policy Agreement

NAME

(type here): _____
(First Name, Middle Initial, Last Name)

YEAR YOUR JD IS EXPECTED (check): 2013 2014 2015

Certify by typing your name below. If you **cannot** certify all of the items below, contact the Director of Career Strategy and Advancement as soon as possible.

On my honor as a student and future officer of the court, I acknowledge and agree to all of the following principles and policies:

I have reviewed all Career Strategy Recruitment Policies and Procedures and will comply with them, including the ABA policy limiting student the number of hours (20) that a full time JD student may work during weeks while classes are in session.

I will abide by the principles and standards set by the National Association of Law Placement, of which Villanova Law is a Member.

I will make every effort to promptly review and respond to all telephone calls, e-mails, or other communications from employers and Career Strategy personnel.

I will conduct myself professionally, honestly, and courteously in all matters related to career development.

I will represent my credentials truthfully and accurately.

I understand that violation, abuse, or willful disregard of these policies, principles, and procedures (including this Policy Agreement) may result in, among others, forfeiture of my privilege to participate in recruitment activities, professional development programs, or other services provided by Villanova Law's Office of Career Strategy and Advancement.

SIGNATURE HERE:

DATE:

Office of Career Strategy and Advancement

**Hardship Request
(To Be Released From VLS Sponsored Interview)**

Deadline & Instructions:

Hardship Requests are due by 10:00 AM on the **4th business day** before (not including) the On Campus Interview date, unless instructed by the Office of Career Strategy and Advancement for specific Recruitment Program or circumstance.

Submit via e-mail or in hard copy to the Director of Career Strategy and Advancement or the Associate Director of Recruitment. By e-mail, include "Hardship Request" in the message subject line. In hard copy, drop in the collection bin labeled "Hardships" in Career Strategy, Room 208.

Date Submitted: _____ JD Class Year _____

Full Name: _____

Telephone: _____ Cell Phone: _____

Interview(s) from which you are requesting hardship release (list each separately):

Interview Date: _____ Employer: _____ Time (if posted): _____

Circumstances of Hardship (describe and pledge): **On my honor as a student and future officer of the court, I swear and affirm that my attendance at the interview(s) listed would be an undue hardship for me and/or the VLS community, for these reasons:**

FOR CAREER STRATEGY STAFF USE ONLY

Approved: _____ Not Approved: _____ Request Withdrawn
 Confirmed with student Need more information
 Removed from schedule Not timely
 Alternates moved if applicable Not hardship

Staff Notes:

Symplicity Student User Registration and Instructions for 2012-13 Recruitment Programs

We are pleased to introduce you to Symplicity, the online system that powers our Recruitment Program listings.

To use Symplicity, you will need your user id and password. Your Symplicity user id is always your Villanova e-mail address and your password is unique to you. Your password is sent to you via email. It is important that you either keep it safe and/or change it to something you can always remember. To change your password, click the "Profile" tab and select "Change Password." (You cannot change your user id / designated e-mail while you are a student.) If you forgot your password, use the "Forgot Password" tab to generate a new one via email. Your Villanova email account is the address to which all Career Strategy messages, including those sent through or from Symplicity, are sent.

Student Registration For Symplicity

JD Students:

To participate in Recruitment Programs, JD students must register by doing the following:

1. Submit Student Registration by completing full online profile on Symplicity; and
2. Upload your completed Student Policy Agreement to Symplicity (Exhibit A)

Visiting / transfer JD students: Visiting/transferred JDs must consult with the Director of Career Strategy and Advancement to participate in Recruitment Programs. This may be satisfied by attending Transfer/Visitor Orientation

LLM Students: LLM students that do not have a current VLS Symplicity profile must register online for a Symplicity account by doing the following:

1. Submit Student Registration by completing full online profile on Symplicity; and
2. Upload your completed Student Policy Agreement to Symplicity (Exhibit A)

Symplicity Basics

More detailed information on Symplicity is available below. The following information will get you started:

1. Log on to Symplicity using the username and password provided to you via email.
2. Frequently review all Recruitment Programs so you do not miss any opportunities.
3. Note critical information, such as **application deadline, interview date, and location.**
4. Note required application materials and hiring criteria.
5. If you forget your password, go to the "Forgot My Password" tab at the login page on Symplicity. Enter your Villanova Law email address (which is your user ID). Your password will be regenerated and resent to your Villanova Law email account.
6. Contact Career Strategy (careers@law.villanova.edu) with any questions or concerns.

Basic steps for uploading documents onto Symplicity:

1. Once logged on the Symplicity, click on "Documents" tab at the top of page.
2. Click on "Add New" button.
3. You will see a text box called "Label". In this box, type in the name of your document [e.g., "resume" or "cover letter,"].
4. Select Document "Type" [ex. resume, cover letter, transcript, writing sample]
5. Click the "Browse" button to select location of your document.
6. Click the "Submit" button at the bottom of the page.
7. Wait for document to process. Once processed you can view it as an Adobe file or Word document.

For more detailed instructions:

Step One: Completing your Profile and Document Uploading on Symplicity.

To register for Recruitment Programs, you will need to complete all tabs within your Profile, and upload your basic Documents, including your Student Policy Agreement. To Register for Recruiting Programs and to access the full complement of applicable job listings, you must complete these steps:

1. Re-read the **Student Polices and Resource Guide** and **Frequently Asked Questions**, linked at the Career Strategy website and distributed periodically by e-mail and hardcopy.

2. Review the **Student Policy Agreement** and prepare to satisfy all terms on your honor as a student and future officer of the court. You will type your name in the signature line and upload it as an "Other Document" labeled "Student Agreement," using the instructions below. The Student Policy Agreement is included in the Student Recruitment Policies & Procedures.

3. Complete your **Profile on Symplicity**. Log onto **Symplicity** and go to the **Profile** tab. The Profile section has several other tabs and forms within it (see below). Together, these ask for information about yourself and your interests. This information will help us know you better and coach you toward your individual career goals. Your Profile information is accessible only to Career Strategy staff; it is not accessible to employers or alumni etc. We use this Profile information to learn more about you and your class and to enhance our counseling, programming, and marketing efforts for your benefit. The information you share will not limit your access to any generally available programs, listings, or other services, so please share without reservation.

4. Within the **“Personal Information”** and **“Career Planning Info”** tabs, make sure your student profile is complete and accurate. Review these two sections and supply all information requested, if applicable. Your e-mail address / user id must remain constant in the data system for identification purposes, so you cannot change that e-mail address.

5. **Important: Check your Graduation Date and Year in School**

E.g., typical JD candidates should match up like so:

- JD Class of 2015: Year in School = 1L, Graduation Date = May 2015
- JD Class of 2014: Year in School = 2L, Graduation Date = May 2014
- JD Class of 2013: Year in School = 3L, Graduation Date = May 2013

6. Using the tabs for **“Positions Held”** and **“Evaluations,”** report the positions you have held so far **while you’ve been in law school** (whether part-time, summer, post-grad coming up, paid or volunteer). *Note: due to the purpose of this data collection, please report only positions you’ve held since matriculating at Law School.* “Positions Held” information is accessible only to Career Strategy staff. At “Evaluations,” please share with fellow students and Career staff your feedback about each work experience. Your Evaluations will be anonymous unless you answer “yes” to the question about whether students may contact you for further information. All Evaluations will be searchable and accessible *online* to students (not to employers or alumni).

7. Go to the **Documents** tab and uploading a basic set of application documents, including your Student Policy Agreement. Symplicity includes a PDF converter, so that documents you upload will be viewed and printed without the format troubles that can go along with text files.

a. Use **“Add New”** button to place electronic documents in your Symplicity “file.” A text box should pop up called **“Label.”** In this box, type the name of your document (e.g., “resume basic” or “student agreement”).

- b. Select **Document Type** to indicate the document you're uploading.
- c. Click **Browse** to locate the digital file you are uploading.
- d. Click **Submit** to start the PDF conversion / file loading process. This may take several seconds; wait patiently until the process is complete.
- e. When complete, view each document for accurate conversion.
- f. You will be able to store several different documents at any given time for submitting electronic applications to individual employers, and you may rotate your document collection as needed.

8. **Law school transcript conversion.** You will need a digital version of your transcript each semester and your transcript file must be less than 200 KB. This is because Symplicity's data servers house data for tens of thousands of law students at dozens of law schools around the USA. Here are tips on how to make your transcript "Symplicity-friendly" for online applications.

a. **If possible – scan an unofficial transcript into PDF less than 500kb.**

Get an "**unofficial transcript**" from the Registrar (see Registrar's website to do this). Use a scanner to scan the document into a PDF with "**low resolution.**" With a typical scanner, you will go to "Properties" and change "Resolution" setting as low as possible, to get it less than 500 KB. This should produce a nice quality document of permissible file size, with the least risk of error or corruption.

b. **If PDF does not work for you, just use the "copy & paste" method.** Log into Novasis and copy and paste your "**Internal Transcript**" into a Word document. In the Word document, go to **File** and select **Page Setup**. At **Orientation**, select **Landscape**. Be sure that all transcript information appears within the margins. (Or, leave it in Portrait orientation and move tables within the margins.)

Once you are sure that all information is visible within all margins of the page, use your mouse to select all of the TABLES underneath (and not including) the top heading that reads "Display Transcript."

Take the following steps to reduce the file size below 500KB. Eliminate as much complex formatting as possible while keeping the document orderly, accurate, and readable. To do this, convert the **Table** into **Text**. To do this, go into **Table**, select **Convert**, and then select "**Table to Text**". Be sure you specify that you will separate with **TABS**. Be sure that text stayed in the proper columns. This will remove the table formatting and shrink the file size, while presenting a clear and readable document.

c. **Questions about obtaining transcripts?** Contact the Registrar's Office. Incoming visitors or transfers must work with their law school of origin to obtain a transcript from that institution.

d. **Where to find a scanner?** The Law School copiers throughout the building and in the Law Library have scanning ability. Scanning is also available at Bartley Hall Student Graphic Services, Falvey Library, and business centers like Kinkos. For information about scanning technology, Computer Services at Villanova Law may be able to assist you.

e. **If scanning does not work for you, use copy & paste method.**

Step Two: Accessing Recruitment Listings and Applying for Jobs.

Career Strategy cultivates and posts legal employment listings for employers who have requested Villanova Law student applications for summer or post-graduate legal positions. Villanova Law job listings come from Career

Strategy marketing campaigns, alumni referrals, employer recruiting notices directed to Villanova Law, and other legal recruiting programs open to or sponsored by Villanova Law. Thus, the listings in Villanova Recruitment Programs are for the use of Villanova Law students only.

How to check employment postings throughout the year.

After you log into Symplicity, you will need to investigate the opportunities listed under two main tabs: **“Interview Programs”** and **“Work Opportunities – Collecting / Send Directly.”** New employers are added frequently through the summer and school year, so check often for new postings.

The tab **“Interview Programs”** is where you will find employers participating in our On Campus Interview Program, New York Interview Program, and certain job fairs and other interview events. The **“Work Opportunities”** tab is where you will find employers who have chosen to use the “Collecting Resumes” and “Send Directly” recruitment programs.

Interview Program Listings – Step by Step.

Interview Program employer listings are organized by **“Session.”** A **“Session”** is a group of interviewing employers with interview dates falling within either the same time period (i.e., “Fall 1” for all interview dates between August 15 and September 2, and then week by week thereafter, like “9/12-9/16,” “9/19-9/23”), or within a specific interview event or job fair (like “New York Day 2012”). To avoid missing an opportunity, you must check each Session thoroughly and often. While sorting or searching filters may be available, we urge you to review each and every listing so you don't miss job opportunities because of flawed search terms or similar errors.

Once you select a Session, go to the **“Employers”** tab and select **“Show All.”** You will see employers in that Session who are interviewing candidates from your class year in law school (as designated by your status as 2L, 3L, etc.)

WARNING! Your access to the interview listings for your class **DEPENDS ON** you listing the correct **“year in school”** and **“graduation date”** in your Profile at the **“Career Planning Info”** tab. Wrong or missing information at “year in school” and “graduation date” in your Profile will cause you to miss listings and other key information. You may also be mis-categorized by employers. Check and complete your Profile ASAP to make sure your “year in school” and “graduation date” is entered accurately.

Click on **“View Job”** for each posting to get details about the interviewing employer, including class years requested, interview date, application materials, and contact information, among others. The **“Application Details”** box within the posting will indicate the materials you must submit online for the employer. Submit only the materials listed, which may differ from employer to employer.

Applications are submitted **online** for employers listed in Interview Programs unless specifically instructed otherwise. Each interviewing employer has its own Symplicity file, into which you will “submit” your specific application materials electronically. To “apply” and “submit” your application materials to that employer, you first must have those documents stored in the “Documents” tab at your Symplicity Profile. Once you store them in the “Documents” section, you may then select your preferred resume, letter, etc. for the specific employer.

WARNING! Clicking the “Apply” button without selecting any documents **does not** submit your application. To make sure your materials are included in the employer’s electronic file, you must actually **select the required documents**, and then click “Apply.”

After you have used **“Apply”** to submit your documents to the employer, you will see the button changes to the **“Withdraw.”** Use “Withdraw” to remove your application from the employer’s batch. You may Withdraw (and, if necessary, resubmit) an application anytime **until** the posting deadline. Withdrawing deletes the application from the employer batch only, not from your Documents file. Similarly, deleting from your Documents file does not affect any Submitted applications. You may track your applications through the “Employers” button back at the Session search screen. To see which interviewing employers you have applied to, choose “With Bids” at the Employers search button to view your list.

Work Opportunities: Collecting Resumes & Send Directly.

The Jobs tab contains the listings for employers who prefer the **“Collecting Resumes”** or **“Send Directly”** Recruitment Programs. These listings are all in one chart. You can filter or search by Position Type or Class Level, and sort by different column headings to help you navigate the postings. To make sure you do not miss good opportunities, you must carefully review and consider all postings!

To view the posting details for a listed employer, go to the **“Program”** column and click the program designation (either “Send Directly” or “Collecting Resumes”) for that employer.

Apply online for “Collecting Resumes” employers (unless specifically directed otherwise). Application steps are similar to those for Interview Program listings discussed above. Use the **“Application Status”** boxes within each “Collecting Resumes” job posting to submit the requested materials.

WARNING! Some postings may have a field called “Notes For This Employer” field. **Do not** add information here unless the posting instructs you to do so.

For “Send Directly,” you do not apply online using Symplicity. Rather, you must transmit your materials to the employer in the way(s) requested (mail, email, fax, etc.).

Saving “Favorites.” You may add job listings to your “Favorites” and can set up different “Favorites” lists as needed. We urge you to use “Favorites” to track your prospects and applications in progress, especially for Send Directly and Collecting Resumes employers.

WARNING! Send Directly and Collecting Resumes postings are automatically archived once the deadline date passes. For post-deadline reference, we recommend that you print each posting and save info to your “Favorites.”

Resume Books. The Documents tab contains the Resume Book listings. Click the documents tab, then click the tab for Opt In Resume Book. The currently available Resume Books will be listed under the Options section. Click Select Resume Book to see available Resume Books. Note, Resume Books are not job postings. Resume Books are a resource the Office of Career Strategy and Advancement makes available to interested employers who are not yet committed to hiring but are interested in reviewing the resumes of interested candidates.

The “Org Research” Tab. The **“Org Research”** tab is a basic listing of past employers who have posted positions during the most recent recruiting season(s). The “Org Research” information is made available for your own use in employer outreach and you may save them to your favorites. The “Org Research” data does not contain job listings or interview program postings. To see employment opportunities, use the tabs labeled “Interview Programs” and “Work Opportunities” – not “Org Research.”

Step 3: Using Symplicity to Check Your Interview Status

1. When and where to see your status. For On Campus Interviews and other specified interview programs and job fairs, interviews are posted on Symplicity. Interview information is grouped by SESSION, just like the interview program listings were grouped when you applied online. Students may view and rely on interview information only when Career Strategy has "activated" the student view on Symplicity for that particular SESSION. This is because employers make their selections and we handle the scheduling, and these steps take some time and painstaking effort. Thus, when Career Strategy notifies students that Interview status data are open (or "live") for viewing, you may see (and begin to rely on) the interview information you see on Symplicity.

2. How to check your status on Symplicity. ➤Log onto Symplicity. (User id is always your VLS email address and you can generate a new password by using the "Forgot Password" tab.)

➤SESSION designation is very important. You must always select the specific SESSION to see your interview status for interviewing employers in that group. For example, to see your standing with "Fall 1" employers, you MUST choose "Fall 1" in the Session filter box. It is very important that you check EACH "live" session carefully, and that you look at the correct Session when you research your interview status. *Do not miss interviews because of careless user error!*

➤"Scheduled Interviews" tab and "Employers/Applying" tab are two spots you must check for your interview status for different employers to which you applied. The "Scheduled Interviews" tab lists any interviews for which you've been chosen and for which the timeslots have been assigned. We encourage you to print these pages for your records.

➤You must also check the "Invitations" column at the "Employers/Applying" tab, which contains interview status for all employers in that session, even where timeslots have not yet been assigned. This tells you whether you are "on deck" for that particular interview date because you were selected or are an alternate. To check this listing, scroll down the employer list to check your status in the "Invitations" column. (You can "proofread" your review by using the "APPLYING" tab to sort in ascending order. This will put all "applied" employers at the top of your list for easier review.) At the "Invitations" column, you need to focus on two designations: **"Selected" or "Alternate."** "Selected" means the employer chose you for an interview. "Alternate" means the employer chose you as an alternate to interview as room becomes available on the schedule. Alternates should see a number next to your designation: this is your alternate list ranking. *Many alternates wind up getting interviews.* When you see that you are "selected" or "alternate" for an employer, you know that you need to be ready to show up for a timeslot on that interview date. Schedules are generated on a rolling basis, so keep checking "Scheduled Interviews" frequently to see your timeslot appear.

Another designation you may see at "Invitations" is **++++ or *****.** This is the system default designation. For employers or sessions where all selections have been processed, this means that you have been neither "Selected" nor "Alternate" for that employer at that time. Because an employer may be delayed in making selections, or selections may be due later in the session, your status could change for these employers. Either way, it is crucial that you are vigilant in checking the "Scheduled Interviews" tab and the "Invitations" column at "Employers/Applying."

3. Using Schedule Information To Collaborate With Fellow Students. To facilitate carpools, time switching, or other constructive collaboration among students, you can see the rest of any interview schedule for which an employer has selected you. To see the whole schedule, select the proper Session, and review the list of Scheduled Interview timeslots for that session. When you get to the applicable interview timeslot in question, click on the "Interview Date" at the left side of the timeslot listing. When you click on the date, you should see information related to the employers visit, including the interviewer (if provided by the employer), the length of interview, the location, and the "Scheduled Interviews." The box labeled "Scheduled Interviews" contains the listing of other students on your schedule. Please note that open timeslots are usually pre-assigned breaks and

mealtimes for the employers. Other open slots will be filled by alternates or “special requests” chosen by the employer. The Career Office has exclusive authority to manage the scheduling logistics for Interview Programs.

Frequently Asked Questions - Recruitment Programs

This addresses general Recruitment Program questions and basic Symplicity questions. For more detailed Symplicity user instructions not covered here, refer to Symplicity User Registration Instructions & Guide issued by Career Strategy.

I. Who Should Apply For What?

Q1: If the employer only lists 2Ls, can a 3L still apply if interested?

A: For the purposes of a limited On Campus visit or Job Fair date, the employer has already judged its hiring needs and the category of candidates it will interview that day. We invite employers to recruit one or more of the following categories: “2L, 3L, Tax LLM.” The employer indicates those categories of applicants it can interview during its on campus visit or Job Fair date. Therefore, it is best to be responsive to the employer’s request.

Of course, nothing prevents you from applying directly to the employer. Bear in mind: on campus interviews and job fairs are simply one method of recruiting, designed for efficiency and convenience. On Campus visits or Job Fair dates afford one day for interviewing and an employer wants to use that time according to its needs. However, there is always the possibility that an employer would be willing to see you on another date at the employer’s location, rather than on campus or at the job fair.

Finally, keep in mind that as a 3L you may stand a somewhat better chance by being persistent as the fall and spring semester unfolds. Don’t necessarily give up just because on campus interviews aren’t forthcoming in August. An employer’s circumstances may change significantly between early August and later in the year. For example, summer offers may be declined, creating new spots for 3Ls in the class of new attorneys. Or, certain departments, divisions, practice areas or offices may embark on new growth. In addition, junior attorneys could leave for other opportunities, leaving the employer a little hungrier for entry-level lawyers.

Q2: If I’m a Grad Tax student, can I apply to employers who don’t specify “Tax LLM”?

A: See above. We invite employers to select “Grad Tax/LLM” as a candidate population to recruit. If they do not select Grad Tax / LLM, then the answer to Question 1 is applicable.

II. Application materials

Q3: What should I submit to apply for a job I see on Symplicity?

A: In an employer’s posting, the employer will list exactly what materials you need to submit as part of your application. Check Symplicity to be sure you include the materials that each particular employer desires.

Q4: If I am applying with an employer that’s participating in either the “On Campus Interviewing” or “Collecting Resumes” Programs, but I happen to know an attorney in that organization, should I send my application to the attorney I know?

A: Large organizations use recruitment programs like OCI and Job Fairs because an orderly process can help them efficiently screen many candidates in a short period of time. Therefore, unless your friend at the organization specifically instructs you not to bother applying through the school’s program, you would be well advised to apply through the on line resume collection. Alternatively, you may want to send your application to both your friend and through the resume collection, so that both bases are covered and your contact is aware that you are applying to the employer. Be respectful of these personnel and procedures, and also be vigilant and creative in your attempts to market yourself. OCI is just one way to get noticed by your desired employer.

III. Resumes

Q5: If I submit a resume on my own through regular mail, should I put it on resume paper or will it be photocopied?

A: Wherever possible, we recommend using good bond paper for resumes, letters, and reference lists (quality white or ivory is best). However, you are correct— your resume will most likely be photocopied, so in an emergency regular white copy / laser paper would suffice.

NOTE: for writing samples, ordinary white copy / laser paper is fine. Make every effort to use your computer to edit your sample so that it is (a) well written and free of errors and (b) omits any confidential names or information. See the Career Planning Guide on our website for more tips.

Q6: I am updating my resume. In the fall, I will extern for a prominent judge (through Villanova's program). I would like to include this on my resume. Any suggestions?

A: Whether it's an externship, a clinical program, or any other significant commitment you've made for the upcoming year that an employer should see, you may include it on your resume. However, be clear about the future nature of the experience to avoid misleading the reader (e.g., "Migrant Farmworker Clinic, To commence 1/13.").

IV. Cover Letters

Q7: If the employer only lists resume and transcript, can we still write a cover letter?

A: The Symplicity listing for each employer will state the materials the employer has requested. For a "Send Direct," of course, you should presume that at least a basic a cover letter / enclosure letter is always necessary. With other programs, however, it's usually best to include only what the employer wants in the application packet. However, if you have a very specific and relevant fact to tell the employer, then a short and well-written letter may be appropriate. A good example of such a circumstance is any prior connection / direct experience with the employer or any of its people that isn't apparent from your resume. Or, if you need to explain that you are not available on the date of the job fair or OCI visit. There may be other examples, as well.

Q8: Do we need a cover letter with each resume?

A: See above. Also, the Symplicity entry for each employer will list the requested materials. NOTE: if you're applying to an employer directly through the "Send Directly" program (or through your own job research efforts), naturally you would prepare a letter enclosing your resume, expressing your particular interest in that specific employer, and convincing the employer that you could be of good service to the organization.

Q9: I'm a 3L. In my cover letter opening paragraph, do I need to specify that I'm seeking full-time (i.e., post-graduation) employment?

A: Regardless of your year, you should clearly state what you're applying for. So, using your own words as preferred, you should concisely state, for example: "I am a third year student at Villanova Law and I write to apply for a post-graduate position" or "I am a second year student at Villanova Law and I write to apply for a summer position."

Q10: Do we need to state which practice area we are interested in and, if so, do I have to narrow it down to one, or can I mention 2 - 4 that I am interested in?

A: It largely depends on what year you are and what type of employer you're looking for. It's very smart to assess your varied interests and seek experiences that will position you for work that you will enjoy. That said, it takes years to develop a practice specialty. Successful lawyers learn to evolve and adjust their own interests with the needs of the marketplace. So, lawyers must be able to balance practice focus with practice flexibility. Specialty labels are tricky things. If you're too focused on just one practice area, and it's an area that doesn't match your credentials or the opportunities in the marketplace, you may be disappointed.

First and Second years – unless you have already defined your career goals, or you are targeting an employer with a specific niche, you may be wise to stay more flexible and general. Third years—most employers expect you to be able to articulate your general goals, interests, and aptitudes—even if they are

varied and “general practice” oriented. This is so they can understand better whether you would fit into their organization. Smaller “general practice” law firms are usually more interested in your ability to be flexible and to learn and to do whatever work a client needs, so specialization may be less important here. Small “boutique” firms, departments, or agency divisions, however, may need to see that you have background or passion in that niche.

Third years also need to be aware that most larger legal employers (public and private) do not have general “rotations” or “pool programs” for new, entry-level attorneys. Some do, but most do not. Therefore, you will be considered for the department or office or division that has need for your services. This means you need to do some honest self-assessment and some market research to know what would be (a) the best specialty label for you and (b) the best department(s), office(s), or division(s) to pursue.

Third years applying to large organizations should review their own letters or your “pitch” scripts to see if they answer the employer question: “who should see this resume to decide whether we have need for this candidate?” If you apply to smaller organizations, or to a more general practice group, see if your letter or pitch responds to this employer concern: “love the practice goals, but can this candidate serve our current client base and do the work we have here and now?”

Make sure to check out the Career Strategy materials on Blackboard.

V. “Send Directly”

Q11: If the employer says they accept e-mail and faxes, is it a good idea to use those methods in order to save postage costs or are we better off mailing?

A: Unless time is of the essence, in an ideal world we would recommend regular mail and e-mail. On your e-mail state the transmission means at the top of your message text: “VIA E-Mail and Regular Mail”. Then, as is customary in office correspondence, state the transmission means on your hard copy letter, right above the recipient’s name and address.

Like this: Via E-mail and Regular Mail

Name of Recipient
Name of Firm
Address
City, State Zip Code

VI. Grades

Q12: My grades improved significantly during the prior semester and in fact, my most recent semester GPA is noticeably higher than my overall GPA. How can I draw attention to this fact?

A: If you’ve enjoyed an upward academic trend and your most recent grades are noticeably higher than your overall standing, then you should bring this out on your resume--but be sure not to mislead the reader.

Here’s a suggested method:

GPA Spring 2010: 3.48 (top XX %). GPA Overall: 3.01 (top XX %).

Or:

Second Year GPA: 3.48 (top XX%). Overall GPA: 3.01 (top XX%).

The key is to present both the recent performance and the overall standing, or a busy lawyer who reads the resume quickly may incorrectly assume that the recent GPA is the cumulative GPA.

VII. Transcripts

Q13: How do I submit transcripts to employers who request them?

A: First, you must obtain your “unofficial” transcript from the Registrar’s Office. To make sure you are always prepared for any application request, always have an up to date “unofficial” transcript on hand. Keep hard copies at the ready to include with any hard copy applications. Also, keep an updated digital version at all times (either PDF or text file) so you may upload or attach it to any applications submitted online or via e-mail. To scan, simply use any basic home / office scanner, or visit a commercial copy center (like Kinkos, e.g.) to do this. To copy & paste, use your preferred word processing program to copy your Novasis on-line grade report into a text file. Be sure you name your name is on the document. When requesting your transcript for job application purposes, you’ll need what the VLS Registrar calls the “unofficial” transcript. Note that the Registrar and your employer may be using the same terminology to mean different types of transcript documentation. Copies of your “unofficial” transcript are fine: you needn’t submit an original for each employer.

Contact the Registrar’s Office with any questions or concerns about obtaining your transcript and the types of transcripts they provide.

Q14: Should I provide the employers a pre-law transcript or only a transcript from law school?

A: Unless otherwise noted, “Transcript” in a legal job posting means law school transcript. A copy is sufficient. We also recommend that you always have copies (hard copy and digital) of your pre-law transcripts at the ready for any potential employer requests.

Q15: May I use the transcript / grades available on Novasis?

A: If you have trouble accessing a copy of your “unofficial” transcript (on paper or converting to a usable PDF), then you may copy and paste your transcript from Novasis into a document or onto Symplicity. When submitting hard copy applications, photocopies will usually suffice for most employers, so you don’t need ‘originals’ for every employer.

VIII. Writing Samples

Q16: What do I use for a writing sample?

A: See the Career Planning Guide chapter on Writing Samples for a great article on writing samples. Also, make sure you have digital versions of your writing sample (in either a text file or PDF version).

IX. Symplicity: How To Access It.

Q17: How do I access Symplicity to see what employers are participating in Career Strategy Programs?

A:

- Log on using the username and password provided to you via email.
- Review all Recruitment Programs related to Fall or Spring (when applicable) or specific fairs as added, so you do not miss any opportunities.
- Note critical dates, like **deadline** (for applications) and **date of event** (interview date).
- Note required application materials and hiring criteria.
- If you forget your password, go to the “Forgot My Password” tab at the login page on Symplicity. Enter your VILLANOVA LAW email address (which is your user ID). Your password will be regenerated and resent to your Villanova Law email account.
- Contact Career Strategy (careers@law.villanova.edu) with any questions or concerns.

Q18: How do I upload documents onto Symplicity?

A: Here are the basic instructions. More details or tips may be sent by Career Strategy, so follow all instructions you receive.

1. Once logged on the Symplicity, click on “Documents” tab at the top of page.
2. Click on "Add New" button.

3. You will see a text box called "Label". In this box, type in the name of your document, ex. resume, cover letter, etc.
4. Select Document "Type" ex. resume, cover letter, transcript, writing sample
5. Click the "Browse" button to select location of your document.
6. Click the "Submit" button at the bottom of the page.
7. Wait for document to process. Once processed you can view it as an Adobe file or Word document.

Accessing the Career Strategy Virtual Classroom on Blackboard

To access to the Career Strategy Classroom, follow these instructions....

1. First, go to the Blackboard link on the Law School's front webpage and log in using your VLS Blackboard user id and password. See link at: <http://lawbb8.law.villanova.edu/>
2. You should be enrolled and able to access the Career Strategy “course.” If you do not see Career Strategy listed with your other “virtual classrooms, you will need to self enroll. To do this, go to the Course Catalog, find the Course titled "Career Strategy & Advancement” and click the "Enroll.” Then hit "Submit." You should get a screen message that indicates you have successfully enrolled.
3. Once enrolled, access Career Strategy course site. You will see Announcements and other sections called RESOURCES, INFORMATION, and DOCUMENTS. Program materials, webinars, and podcasts will be posted in the Career Strategy Classroom as announced. Access the specific materials you need, and don't forget to explore others that are posted.
4. Speakers or headphones are required, as many of the posted resources will include sound files. Contact us if you need accommodation due to audio processing challenges.



NALP Directory of Legal Employers Employer Data Online and Downloadable For Villanova Law Students

What is the NALP Directory of Legal Employers (NDLE)?

The annual *NALP Directory of Legal Employers*, www.nalpdirectory.com, is one of the most widely used directories in legal recruiting. Especially helpful for tracking down information on large law firms, the current edition includes information on more than 1,700 employers nationwide. While the majority of listed employers are large law firms, The *NALP Directory of Legal Employers* is an excellent source for information on legal employers of all types — private practice, public service, government agencies, and corporations. Keep in mind that the NALP Directory is not a placement service and NALP does not maintain a job bank for students or attorneys.

Villanova Law Students Have Free Access

To use the online NDLE, go to the website: www.nalpdirectory.com.

On the main page, you will have the choice of searching for employer information using an **Advanced Search** or a **Quick Search**. The **Advanced Search** option will provide a plethora of criteria preferences ranging from Employer Type to Benefits. The **Quick Search** option allows you to search for employer information by Employer Type, Employer Name, Employer State/Province/ Territory, and Employer City. In addition to these search options, you can browse or search employers alphabetically by clicking on the corresponding letter. You can browse your search results online, or download records for free to use in your own mailings or job search data tracking.

How to Use Mail Merge, Comparison Charts, and Save List features.

A. Using the Mail Merge Feature

“Mail merge” refers to a word processing application that allows the user to “feed” data from a data file, into designated fields in letters, labels, envelopes, or similar documents, without having to retype the data line by line. Merge lists generated from the NALP Directory include the name of the person specified to receive job application inquiries and the mailing address for each selected organization.

1. After you make an Advanced Search or Quick Search, choose a minimum of two employers from the results for which you wish to gain contact information.
2. To use **Mail Merge**, click on the envelope icon  on your left above your results.
3. Your **Villanova Law email** address is your key to using this data for free. You will see there is a request for an email address under the title **Download Merge File**. Be sure to use your Law School email address because it will allow you to avoid any fees for this feature.
4. After you have entered your email address, you will be given a link to your chosen merge list.
5. You may specify the data file type you prefer. The default application is Notepad, but you can easily designate MS Word 2000, Word XP, or MS Excel 2000 or XP as your preferred application.

B. How to Use the Comparison Charts Feature

Comparison Charts provide a great feature where you can compare two or more organizations in a table using various options including, but not limited to, Organization Demographics, Training and Professional Development and Summer Hiring Information.

1. After you make an Advanced Search or Quick Search, choose two or more employers from the results that you wish to compare.
2. To use **Comparison Charts**, click on the bar graph icon  on your left above the results and next to the **Mail Merge** icon.
3. You will be brought to a page titled **Comparison Charts**. Below this title, you will find a series of options you can select from to compare your chosen firms or organizations.
4. You may only compare your chosen organizations using one option at a time. After choosing an option, you will be brought to a page that has a table with each employer's name and information regarding the option you chose.
5. Below the table, there are two navigation buttons **Back** and **Print**. These give you the flexibility of returning to the options page without having to restart the process and printing your results for future review.

C. How to Use the Save List Feature

Save List allows you to save to NALP Directory data for the employers in which you are most interested. You will need to use the same email address to access this custom list again in the future. You will be able to retrieve your custom list for a period of two weeks from your first saving.

1. After you make an Advanced Search or Quick Search, choose one or more employers from the results that you wish to save.
2. To use **Save List**, click on the floppy disk icon  on your left above the results next to the **Comparison Charts** icon.
3. You will be brought to a page titled **Save List** and will need to provide an email address. This email address does not need to be your Law School email address.
4. After submitting an email address, you will be able to see your list of selections and also have the option to delete any firms from your list using the **Delete Selection** icon .

Note: When using **Save List** again, you will have the option of saving your new selection(s) to your existing list by clicking **Add** or overwriting your previous selections by clicking **Replace**.

5. Thereafter, you can retrieve these results using the left navigation bar by clicking **My List**, where you will be prompted for the same email address you submitted the first time. Then, click **Retrieve List** and your list will appear.

D. Additional Features

On the left navigation bar, you can access the Homepage, Advanced Search, Quick Search, My List, the official NALP site and many more selections. If you have any questions about the site, feel free to click on the FAQ or Contact Us option. The annual *NALP Directory of Legal Employers* homepage, www.nalpdirectory.com, is very organized and easy to navigate through, so use it to your benefit as it is an excellent resource, especially for large firm research.