

# LAWCAREER INSTRUCTIONS

The minimum browser requirements are Internet Explorer 5.0 or Netscape Navigator 4.7.

## I. Logging In to LawCareer

1. Go to **http://lawcareer.uchastings.edu/**.
2. Enter your login and password. This information is case sensitive! After you log in, you will have the option to change your password. We strongly recommend that you change your password the first time you access LawCareer.
3. After entering your login and password, click "go!"
4. You will now be at the "Home" screen that contains general information about Hastings' OCI. Please read the wording on each web page carefully as this is where the Office of Career Services will communicate changes in dates, cancellations or other such information.
5. You **MUST** have correct email and other contact information in the Profile Section. This is the primary means by which we broadcast interview availability, cancellations, additions and other important changes.

## II. Logging Out of LawCareer

At the end of your session, click on "Log out". ALWAYS close the browser to ensure that the Back button cannot be used to return to a data entry screen. **Properly logging out of LawCareer guarantees that other users of your computer will not have access to your personal information or bidding choices.**

## III. Passwords

To change your password:

1. Click on "Password".
2. Enter your current password.
3. Enter a new password. Your password can contain up to 8 characters (numbers, letters, special characters such as hyphens or underscores, or a combination of these).
4. Confirm the new password by entering it again.
5. Type a question that will help you to remember your password.

## IV. Viewing/Searching Employers ("OCI Visits")

Viewing OCI Employers: Click on "OCI Visits". A list of all the interviewing employers will appear. **You will only be able to view those employers who are interviewing for your class year.**

Sorting: Initially, the list of employers will be sorted alphabetically by employer name. You can change the order in which the employers are listed by clicking on any of the column names (except "Job Location"). Clicking on the column name again will reverse the order.

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Searching the List: In addition to changing the sort order, you can search the list by choosing certain criteria. **You must scroll down to the bottom of the screen to access this feature.** Criteria include Visit Date, Employer Name, Employer State, Job Location, and Specialty Areas of Practice. To search the list, select specific criteria in the "Search" section of the screen, then select the number of records you would like displayed per page, and then

click on "Search". To clear the search and return to the original list of employers, click on "Clear Search".

**Search Tip:** Start out with a broad search, with just your class year, and if you need to, start narrowing it down to a more specific search.

Notes: Just below the Visit ID and the date, you will see "Notes..." This area includes the hiring criteria specified by the employer. Be certain you review this very important information. Only bid on employers for whom you meet the hiring criteria requested.

Visit Details: To view more details about the employer and the visit, click on "Details" for that specific visit date. A page will be displayed that shows all the details about that particular visit (contact info, date and time of schedule, number of possible interview slots, interview materials requested, etc.). Please note that details may be different on individual visits (e.g., the same firm may interview for different locations on separate dates); therefore, it is important to view the Visit Details section for each visit.

### V. Bidding

To select bids:

1. Click on "Select Bids".
2. You will see a list of the employers for whom you are eligible to bid at this time. **If you have already submitted a bid for a particular employer, that employer will no longer appear on the list.**
3. You can order and search the list of Employer Visits as described above in the OCI Visits section.

To bid on an employer:

1. Click on the check box in the employer record to mark that employer. If you change your mind and no longer wish to bid on an employer selected, simply click again on the check box to remove the bid. If you wish to remove all the bids you have selected on this visit to LawCareer, click on "Reset".
2. When you have finished selecting your bids, click on "Submit" to store your bids. You will then be taken to the "Order/Delete Bids" screen where you will see the bids you have selected in alphabetical order.

Order/Delete Bids:

1. Review the list of your bids.

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2. Rank the bids that you wish to retain, by entering a number corresponding to the rank you would like to assign each bid in the "Rank" column next to the employer bid. If you wish to clear all the rank numbers that you have assigned and start over, click on "Reset". When the computer runs the schedule, it will rely on your ranks to allocate lottery slots.
3. Delete those bids you no longer want by clicking on "Delete" in the record for that employer bid.
4. After deleting, ranking or re-ordering your bids, click on "Submit" and your bids will be listed in rank order. If you left gaps or had duplicate rank numbers, LawCareer will renumber your bids so that they are properly ordered. LawCareer will then take you to the print screen.

### Order/Delete Bids:

1. **A printed copy of the final version of your bids must be submitted at the Resume Drop. We strongly recommend that you also retain a printed copy of your bids for your own records.**
2. **If you make a change to your bids, be sure to print a revised copy.**
3. *You MUST print your bid list BEFORE 12:00 noon on August 26, as LawCareer will be unavailable after bidding closes.*

## VI. Changes/Updates

Any last minute employer changes or cancellations will appear on the "Changes/Updates" page. Check this regularly throughout the OCI period to ensure that you are fully informed about the status of your interviews.

## VII. Scheduling Conflicts

To enter times you are unavailable, including class schedule:

1. Click on "Conflicts".
2. If you wish to add a new conflict, click on "Add".
3. Week Day: If you have a conflict at the same time on multiple days, check the boxes corresponding to the days of the week that the conflict occurs. For example, if you have a class every Monday, Wednesday and Friday at a particular time then check the boxes for Monday, Wednesday and Friday.
4. Start Time/End Time: Enter the start and end times for the conflicting event.
5. Description: Add a description of the event (e.g., class, work, clinical, appointment, etc.)
6. Start Date/End Date: Add the start and end dates of the conflict. If the conflict is an event that occurs throughout the entire interview season, enter the start and end dates of the interview program. If the conflict occurs on one particular date or for a specific date range, enter the start and end dates of conflict.
7. To save the conflict, click on "Submit".
8. To print a list of your conflicts for your own records, click on "Print".
9. To edit a conflict, click on "Edit" for that record and change any of the information related to the conflict. Click "Submit" to store the corrected entry in LawCareer.

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10. To delete a conflict, click on "Delete" for that record.
11. To clear all the entries that you have just made, click on "Reset".

**Strategy Tip:** Unless you absolutely cannot be available during a specific time(s), you may not want to block yourself using this feature. Blocking off large amounts of time may reduce your chances of getting an interview. If you have a conflict with an interview time, you will have the option to switch slots with other students on the same schedule.

### VIII. Viewing and Canceling Your Interviews (“Schedules”)

1. Click on "Schedules" to view your assigned interviews.
2. Click on "Print" to print your schedule for your records. Be sure to keep a copy of your interview schedule. Note: Career Services will not be able to print out interview schedules for students.

### IX. Post-Bidding: Adding/Moving/Canceling Interviews (“Open Sign-ups”)

To view Open Sign-ups and add your name to Employer Interview Schedules:

1. Click on "Open Sign-ups".
2. A list of all employer schedules will appear. Schedules in red are those on which you have already been assigned an interview. The Status column for these employer schedules will say "Assigned." Schedules in green are schedules that are available to you. The Status column for these schedules will say "Open." Schedules in gray are schedules on which you have not been assigned an interview and which are completely full. The Status column for these employers will say "Full." The search features at the bottom of the screen will allow you to search for particular employers as described above in the OCI Visits section.
3. To sign up for additional interview slots: Select a schedule in green that has "Open" in the Status column. Click on "Open" and the interview schedule(s) for the employer you select will appear, and you will see all of the employer's interview slots (including slots for all interview schedules associated with that employer's visit). To sign up for an open slot, click on "Sign Up" in the Status column. Before picking up an available slot, check to see if you meet that employer's hiring criteria. Once you make a selection, you will be taken back to the list of all schedules where you can sign up for additional open slots.

To move or cancel your name from an assigned interview:

1. To move the time of your interview: If you are within the permissible time to reschedule interviews, you may move your interview to another time slot that is open. Select a schedule in red that has "Assigned" in the Status column. Click on "Assigned" and the interview schedule(s) for the employer you selected will appear, and you will see all of the employer's interview slots. The Status column of open time slots will say "Move To" and you can move your interview to an open slot by clicking "Move To". If the deadline for online interview time changes has passed, the Status column of any open interview times will be blank.

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2. To cancel an interview: If you are within the permissible time to cancel interviews online, click on "Assigned" in the Status column of the interview you want to cancel. Then click on "Delete." If the "Delete" option does not appear in the status column of your scheduled interview, it means that you are too late to cancel online (see OCI calendar for details).
3. If you sign up for additional interviews or reschedule or cancel interviews, be sure to return to the Schedules portion of LawCareer and print an updated copy of your interview schedule that includes these changes.

To swap interview times for the same employer with another student:

1. Pick up an Agreement to Switch Interview Slots form from Career Services.
2. Complete and sign the form (all students' signatures required) and return it to Career Services no later than 5:00 PM two business days prior to the first scheduled interview.

### **X. Researching and Applying to Direct Application (DA) and Resume Collection (RC) Employers**

1. Click on "School Job Listings." You will receive some prompts asking whether the system has correct information for you. Once you have either updated your information or indicated that it is correct, a link will appear that will allow you to "Search all Listings."
2. To see ALL available positions, simply click "List Positions" at the bottom of the screen without specifying any search criteria.
3. To see fewer, more targeted positions, use the pull-down menus to narrow your search. The more criteria you apply to your search, the fewer listings you will see.
4. For more detailed information on a particular listing, including application specifics, click on the blue highlighted title of the position.
5. DA's should be sent directly to the employer via the transmittal method indicated in the listing. The deadline listed for DA's is generally the last date by which to apply, so you might wish to send your application in earlier.
6. Bring your RC application materials to the Career Services Office **by 3:00 PM** on the deadline indicated on each listing and put the materials into the envelope(s) for the employer(s) to which you are applying.