

PUBLIC INTEREST/PUBLIC SERVICE (PIPS) CAREER FAIR 2011

Friday, February 4, 2011

Temple University Center City Campus

1515 Market Street

Philadelphia, PA

Registration Period: Now to Midnight, Monday, January 3, 2011

Please read through all of these instructions, and note that you must register AND bid on employers to be considered for interviews during the PIPS Fair. Do not stop reading after the registration section.

Registration Procedure:

This procedure is for anyone who did not register for a Greater Philadelphia Area Law Schools (GPALS) job fair in Fall 2010. If you registered for PIPS 2010 but did not register for Fall 2010 DC Day or GPALS Philadelphia Job Fair, please follow these instructions.

Students must register at the following website: <https://law-gpals-csm.symplicity.com/students/>. Please note: this website is a specially created Symplicity website that is used for job fairs that are sponsored by GPALS. You cannot register or apply for the PIPS Career Fair through Rutgers-Camden's Symplicity system.

Once at the above website, click the "Register" button on the right hand side of the menu. Complete the registration form (see box) and hit "submit".

Please pay special attention to the "Year in School" field. It is very important that you choose the correct class year (1L, 2L, etc) AND anticipated graduation date. The system will match up your class year and graduation date with the available employers. If you pick the wrong choice, you will not see any employers or a reduced number of employers. Current 1L's should choose "1L Class of 2013," for example.

You will receive a message at the top of the page that indicates, "Your registration has been received. An email will shortly be sent to your email to verify validity of your email address."

Thereafter you will receive an email asking you to confirm your email address. Once completed, you will receive a message which states, "Your email has been confirmed. Click here to continue." You will then be logged onto the system.

Thereafter, you will receive a 2nd email which confirms your registration and contains a temporary password to access the GPALS Symplicity system after your initial login. This password can be changed once you log on to the system under the profile section.

It is important to remember that your GPALS Symplicity account is different from your Rutgers-Camden Law Symplicity account. Therefore, you will have different passwords for each account, unless you modify your accounts to have the same password.

Please note that the auto-generated email with the password information should come within minutes, however, we have experienced delays in the past when many students were registering at once. If you do not receive your password within 30 minutes, please contact Gwen Tolbert in the Career Planning Office at gtolbert@camden.rutgers.edu. If we are not available and time is of the essence, you can re-register using a different email address. Please let us know that you have done that so we can delete your other profile from the system.

For anyone that has registered for either the Fall 2010 DC Day or GPALS Philadelphia Job Fair:

You simply log in using your username (the email address you used to register) and password. If you have forgotten your password, enter your username and hit “Forgot my password”. A new password will be emailed to you.

Profile – VERY IMPORTANT!!!!

Please take a moment to check your profile. Make sure your email address is correct on the main page and that **you have the proper date of graduation and class year entered on the academic information page**. If you are not listed with the correct class year and graduation date, you will see no employers or a reduced number of employers. You should check carefully that your class year (1L, 2L or 3L) is listed correctly, particularly if you are a joint degree student or are returning from a leave of absence.

Documents/Resumes:

Go to the documents tab to upload your resume or resumes and set your default resume. You should upload your default resume FIRST and then any variations you are using for particular employers.

You must upload a resume prior to bidding. Please make sure this resume is updated and accurate to the extent possible. Whichever resume you have attached to your bids (either by default or by specific selection in the 'review' box) is the one that employers will be able to view online, and that will be generated and electronically sent to the employers for which you bid. You can update and change your resume up until January 18. If any changes to your resume occur after this date, please bring an updated copy with you to your interview.

Some employers may require a cover letter or other materials. Simply upload your resume for each bid and bring those other materials to your interview.

JOB FAIR Tab – Bidding:

Next, click the “Job Fair” tab.

You must select the proper session first, which is PUBLIC INTEREST/PUBLIC SERVICE CAREER FAIR 2011. You can sort the list by the date on which the interview is scheduled, or

by keyword. If you would like to see if a particular organization is coming, you can put any part of their name in the keyword field and click search and it will find the employer or tell you that no records are found. To go back to the main list, click clear and you will get the full list in alphabetical order by organization again. Once you have entered some or all of your bids, you may sort the list to include only those organizations for whom you have entered a bid. Please note that you will only see employers that are interviewing your class year at the fair.

You will have a maximum of ten (10) bids. To bid, select a number from the drop down menu to the right of each employer and then you have "bid" for that employer. If you would like to delete a bid, just go back to the drop down menu, scroll up above the number 1 and select the blank field. To insert a bid between existing bids, say, between 3 and 4, just select a new '4' bid and the rest of your bids will be re-ordered. Once the bidding period is over (January 3 at midnight) the bids you have selected will be submitted and a schedule will be created for you. You may print a screen shot of the bidding page as your record as there is no submit button to register your bids.

Check and make sure an employer is conducting interviews before you bid. You will be allowed additional bids for any employer who is only collecting resumes. If there are 2 employers collecting resumes, you will have a total of 12 bids. Please rank the resume collect employers last on your list. Do not waste a higher bid on employers who are not interviewing on the day of the Fair.

The scheduler will process all of the number one bids first in random order. The number two bids will be processed in random order first for those who did not get their number one bid and then for those that did get their number two bid. This process will continue until all of the bids have been processed.

of Bids Used/Available

As you use your bids, the System will count them for you and let you know how many you have left.

Researching Employers:

Review Button -

Most employers would like you to research their organization by going directly to their website. The organization website address is provided on the system if you click on the "review" button. (If you notice any missing websites, please let us know and we will add it.)

Information Button -

If an organization has specific hiring criteria or preferences, they are able to let you know by entering a short note on the review employer page. If there is any information there for a particular employer, the main list will have an "i" button next to the review button.

Organization Name Highlighted -

Some employers may wish to include further information about their organization in their profile. If any such information has been entered, the name of the organization on the employer list will become a link. Clicking on the link will bring you to the employer profile under the "Employers" tab of the system. Once you finish reviewing the employer information there, you will have to click on the Job Fair tab at the top of your screen to get back to the bidding system.

Cancellation Period:

You will be able to cancel interviews online from Tuesday, January 11, 9:00 AM – Thursday, January 13, at Midnight.

ALL cancellations must be made by 11:59 PM on January 13. **NO cancellations after this date are permitted without first obtaining approval from the Career Planning Office.** Please contact **Gwen Tolbert** at gtolbert@camden.rutgers.edu or 856-225-6178 if you need to cancel after January 13.

Final Schedules:

These will be posted online to students and employers - along with your resume - on Wednesday, January 19.

As always, please let us know if you have any questions.

Good luck with your bidding, and be sure to contact us if you need help!