

STUDENT INSTRUCTIONS FOR PARTICIPATING IN THE JOB FAIRS OF THE GREATER PHILADELPHIA AREA LAW SCHOOLS (“GPALS”)

PHILADELPHIA JOB FAIR, SEPTEMBER 16, 2011 (PHILADELPHIA, PA)

WASHINGTON D.C. JOB FAIR, SEPTEMBER 23, 2011 (WASHINGTON, D.C.)

GPALS welcomes you to a specially created website where you can apply online to career fairs jointly sponsored by all seven GPALS schools (Penn, Temple, Villanova, Widener, Penn State, Drexel and Rutgers). We look forward to your enthusiastic and successful participation in our programs. Below are registration and application instructions for our career fairs including Washington DC Job Fair (“DC Job Fair”) and the Philadelphia Job Fair (“Phila Job Fair”).

HOW TO SUBMIT APPLICATIONS

The application deadline is August 1, 2011. Students must complete the following steps to register on the site and have the ability to apply to all GPALS sponsored job programs:

REGISTRATION PROCEDURE

1. All 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 Phila Job Fair or the D.C. Job Fair through your school’s regular Symplicity site.
2. If you have previously registered for a GPALS-sponsored job fair, you will need to re-register. All data from prior years have been archived. FYI, you will only have to register once per school year to access all GPALS Job fairs.
3. To register you need to complete the following steps:
 - a. Go to the GPALS website located at <https://law-gpals-csm.symplicity.com/students/>. Once at the website, click the “Register” button on the right-hand side of the menu. Complete the registration form and hit submit. **NOTE: Please make sure to indicate your correct class designation/class year (eg. 3L/Class of 2012) and graduation date in your profile. If you are a part-time student or evening student, please go by your graduation date/ “Class of” when selecting your class designation/class year.** This will ensure that you are seeing all opportunities that are available to your class designation.
 - b. Be sure to use your law school email address when registering so that you are recognized by the system. 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 address to verify validity of your email address.”
 - c. 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.
 - d. Thereafter, you will receive a second email which confirms your registration and contains a temporary password to access the Symplicity system after your initial login. This password can be changed once you log on to the system. Note: It is important to remember that your GPALS Symplicity account is different from your individual law school Symplicity account. You will have different passwords for each account.

4. Once you have completed your registration, you do not have to re-register for different GPALS jobs fairs. Simply use the sign-on and password provided.

APPLICATION PROCEDURE

1. Students will submit applications ONLINE using the GPALS Symplicity system:
2. To apply you need to complete the following steps:
 - a. Go to "**Job Fairs.**"
 - b. Select the desired Session. For example, select "GPALS Philadelphia Job Fair 2011" or "Washington D.C. Job Fair 2011." You can choose your session by going into the drop-down Search Filter and clicking "Session" to find your desired session.
 - c. In that Session, you will see the listings and application requirements for each employer.
 - d. Click on the "Documents" tab on the top of the toolbar. Using the "Add New" button, upload the documents you will need to submit applications
 - e. Click the "Review" button to view the posting.
 - f. Pay careful attention to spot employers who are collecting resumes but not visiting for interviews on the date of the job fair. These non-visiting employers will be listed here with the rest of the employers who are interviewing. Non-visiting employers will contact you directly about in-office interviews on another date.
 - g. Submit your applications by using the "Apply" function at each employer listing.
 - h. You MUST apply by the posted deadline; late applications will not be accepted by the system.

POST-SELECTION: SCHEDULED INTERVIEWS

1. Employers will select candidates they wish to interview or include on the alternate list. Once the coordinating school receives all employer selections, the coordinator will schedule the interviews for each employer based on the employer selections.
2. To view scheduled interviews you need to complete the following steps:
 - a. Click the "Scheduled Interviews" tab and choose the appropriate session. All interviews that you are selected for should show up on this tab.
 - b. If you are selected, your invitation status will read "selected." If you are chosen as an alternate, your status will read "alternate." Symbols such as ++++ or XXXX are system defaults.
3. Each GPALS Job Fair is administered by an individual law school and there are differences in how students will schedule interviews.
 - a. **Scheduling Interviews for the D.C. Job Fair:** Students will be able to select their own interview time for the Washington D.C. Job Fair. You will be notified that employers have made their selections and that you should log into the GPALS Symplicity system to see whether you have been selected to interview, selected as an alternate or declined.

If you are granted an interview, you will only be given a short amount of time to select your time slot. This will be done on a first-come, first-served basis. If you have a hardship with respect to your selected time or

any remaining times, contact your Career Office **no later than Wednesday September 14, 2011 (for the D.C. Job Fair)**.

b. **Scheduling Interviews for the Phila Job Fair:** Because of the volume of applicants and the coordinating of schedules, students are not able to request a specific interview time. Interview times are assigned. Because all students have classes during the same hours that job fairs take place, students are scheduled randomly to open interview times to evenly distribute the likelihood of any potential class conflict. Students are expected to exhibit all appropriate flexibility regarding timing on the day of the fair.

If attending the interview at your allotted time would create a hardship or you have an unavoidable scheduling conflict, immediately contact your Career Office. Students are not able to switch interview times or withdraw from an interview without prior approval. You must notify your Career Office in writing or by e-mail **no later than Wednesday, September 7, 2011** regarding any hardship or unavoidable conflict.

POST-SELECTION: ALTERNATE STATUS

1. We strongly urge employers to select alternates in case interview slots open up on their schedules. You will be notified if you have been selected as an alternate. Usually employers rank alternates as "1," "2," and "3."

2. Each GPALS Job Fair is administered by an individual law school and there are differences in how alternate interviews are scheduled.

a. Alternate Scheduling for D.C. Job Fair:

If interview slots are added or become available, alternates will be contacted in rank order. You will receive an email prompting you to go to the Symplicity system to sign up for the slots that are available.

You must check your email frequently and if a spot for an alternate becomes available, you must sign up to take the slot immediately. If you do not respond within a reasonable amount of time, we will continue down the rank order list and select the next alternate. Therefore, if you are the first alternate and do not respond to your email within a reasonable amount of time, we will go to the second alternate and offer the slot.

b. Alternate Scheduling for Phila. Job Fair:

If interview slots are added or become available, alternates are moved onto the schedule automatically. You must continue to check Symplicity frequently up until the day of the fair to see if you have been moved into an interview time slot.

If chosen as an "alternate," you remain in the running for any interview slots that may open up, unless you ask to be removed from the list. To be removed, you must notify your Career Office in writing or by e-mail no later than 10:00 a.m. on the fourth business day prior to the date of the job fair.

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 may not be possible.

WARNING! "No Shows" will be taken VERY seriously!

GPALS Symplicity Registration and Application for Phila Job Fair and D.C. Job Fair
Student Frequently Asked Questions

1) Student Issue: My password doesn't work and I can't access the site.

Answer: The most likely reason your password doesn't work is because you haven't registered for the GPALS site and are attempting to use the Symplicity password that you use for your individual law school site. Please read and follow the instructions to register. After you register, you will receive an email that will contain your password for the GPALS site. Please note: this password will be different from the Symplicity password you use to access your law school Symplicity site.

2) Student Issue: I never got a password to enter the site.

Answer: After you register, you will receive an email asking you to click a link to confirm your email address. If you do not confirm your email address, you will not receive the follow-up email that assigns you a password. Please see the above student instructions for more detail.

3) Student Issue: I don't see the session for the GPALS Phila Job Fair

Answer: Most likely, the reason you don't see the session for the GPALS Phila Job Fair is because you are logging into your law school Symplicity site instead of registering and logging into the GPALS Symplicity site. Please make sure you are trying to register and login at the GPALS Symplicity site.

4) Student Issue: How do I apply for the employers listed?

Answer: The GPALS site is very similar your individual law school site. The application procedure should be substantially similar to how you would apply for OCI through your law school Symplicity site.

5) Student Issue: When is the deadline to apply?

Answer: The deadline to apply for the GPALS Phila Job Fair and the DC Job Fair is Monday, August 1, 2011.

GPALS JOB FAIRS CONTACT INFORMATION

Philadelphia Job Fair on September 16, 2011

Location: Temple University Center
City, 1515 Market Street,
Philadelphia PA
<http://www.temple.edu/tucc/>

Contact/Fair Administrator:
Kristin Archibald, Villanova Law
archibald@law.villanova.edu
610-519-7032

Washington D.C. Job Fair on September 23, 2011

Location: St. Gregory Hotel 2033 M. Street, NW Washington, D.C.
http://capitalhotelswdc.com/stgregoryhotelwdc_com/

Contact/Fair Administrator:
Amanda DiPolvere
ajd7@dsl.psu.edu
814-865-8978