



# Equal Justice Works 2020 Conference and Career Fair Student Registration Guide - Jobs and Interview Schedules

*Thursday, Friday, & Saturday - October 22-24, 2020  
Virtual Event (via Pathable)*

### Attendee Registration and Login:

<https://candidate.gradleaders.com/EqualJusticeWorks/Candidates/Login.aspx?pid=4676>

The Conference and Career Fair online system will allow you to register for the event, upload relevant documents, and submit job applications. Employers will review applications and select their candidates by Tuesday, September 29. And, beginning on Wednesday, September 30, you will have the ability to accept and schedule your interviews.

### Important Dates to Keep in Mind:

<b>August 14</b>	Student & Recent Graduate Registration Opens
<b>September 18</b>	Deadline to Apply for Prescheduled Interviews
<b>September 30</b>	Prescheduled Interview Sign-Up Begins for Selected Candidates
<b>October 19</b>	Deadline to Register for the Conference and Career Fair
<b>October 22-24</b>	Virtual 2020 Conference and Career Fair

If you encounter any problems, please email us at [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org).

## **/ Table of Contents**

Searching and Applying for Jobs.....	3
Reviewing Application Status.....	8
Accepting/Declining Interviews.....	8
Viewing Interview Schedule.....	10

## / Searching and Applying for Jobs

### SEARCHING FOR JOBS

To search for jobs, select **Interviews** in the left-hand navigation pane and then select **Apply for Prescheduled Interviews**. From there, you can use the search filters to narrow your search and find job and internship opportunities that are of interest to you.

- To add a filter, select an option from the dropdown list.
- To remove a filter, press the “X” next to the selection.

Print

### Apply for Prescheduled Interviews

Keyword(s)  
Company Name, Job Title or Description

Position Type  
Start typing...

Organization Name  
Organization Name

City  
City

Class Year  
Start typing...

State  
Start typing...

Interview Date  
DD/MM/YYYY DD/MM/YYYY

Application Deadline  
DD/MM/YYYY DD/MM/YYYY

Organization Type  
Start typing...

Less Filters Clear Filters Search

### Position Type

Start typing...

Full-Time Entry Level ✕ Internship ✕

Available jobs will appear based on your filters.

**NOTE:** If you are registering before September 08, employers may still be adding new jobs into the system. The deadline for employers to post job or internship opportunities in the career fair database is September 08. To see which employers will be conducting prescheduled interviews and which ones will be conducting informal interviews, called “Table Talk,” check out the [registered employer list on our website \(which is updated weekly\)](#).

Search results will appear in the form of boxes, as shown below:

The screenshot shows a job listing for 'Internship #2' under the heading 'Interview on Oct 22 2020'. The listing includes a green square icon with a white 'T', the text 'Test Account', 'Resume Drop Due: 9/18/2020 11:59 PM', 'Interview Closed Status: Resume Drop Deadline 9/18/2020 11:59 PM', 'Interview Open Status: Final Student Deadline 10/9/2020 11:59 PM', and 'My Status: Action: Apply'. At the bottom left, there is a checkbox labeled 'Reviewed'. A star icon is in the top right corner. Blue arrows point from callout boxes to the star, the job title, the 'Apply' button, and the 'Reviewed' checkbox.

If you are interested in applying to a position but you don't have the materials ready, select the star to add the job to your "Hotlist."

To read more about the position, including eligibility requirements, click on the job title.

If this is a position you have already reviewed and uploaded the relevant documents for, you can click **Apply** to submit your application.

Whenever you review a job, this box will be marked so you know which positions you have already looked at.

**NOTE:** "Resume Drop" = Application(s)

## APPLYING FOR JOBS

You will apply to a job on the same page where the job description is. After clicking on the name of the position, view the “Additional Documents Required” section to ensure you have uploaded all the appropriate documents.

The screenshot shows a section titled "Additional Documents Required" with a dropdown arrow. Below it, there are three columns of information:

Cover Letter	Additional Application Document Required?	Additional Documents Required
Cover Letter Optional	Yes	Writing Samples, Letter of Recommendation, References

Below this section is another section titled "ELIGIBILITY" with a dropdown arrow. Underneath, there is a field for "Class Year(s)" with the value "2L".

*NOTE: If a job requires multiple additional documents (e.g. a writing sample AND a letter of recommendation), you must combine the documents together into one file. On the application page you can only upload one item for “Additional Documents,” so you will need to make sure all of your required documents are in that one file.*

To apply for a position, select the documents you will use from the ones you have uploaded. If you forgot to upload a document, you can do so by pressing **Browse to upload new [document name]** underneath each dropdown list. Once you have selected your documents, press **Apply**.

The screenshot shows the job application page. At the top, there are navigation links: << Back, Hotlist, Print, and a page indicator 1 of 3. Below this, there is a date and time stamp: Sep 18, 2020 11:59 PM, and an Apply button. The main content area is titled "Job Description" and contains the text "Test internsl".

Below the job description, there are two sections: "My Status" and "Interview Status". The "Interview Status" section shows "Application Deadline 9/18/2020 11:59 PM".

Underneath, there is a "My Action" section with instructions: "To be considered for an invite, you must upload a cover letter and select a resume/CV, and click on the [Drop Resume] button. If any Additional Documents are required they will be stated in the first section below. NOTE: You can only upload 1 additional document, if multiple document types are required, bundle them into 1 document to upload."

There are three dropdown menus for document selection:

- "Attach Resume" with a dropdown menu showing "- Select -" and a "Browse to upload new resume" link below it.
- "Attach Cover Letter(Optional)" with a dropdown menu showing "- Select -" and a "Browse to upload new cover letter" link below it.
- "Attach Additional Document" with a dropdown menu showing "- Select -" and a "Browse to upload additional documents" link below it.

At the bottom right, there is an "Apply" button and a "Cancel" link.

Once you have applied, your status will be updated to **APPLIED** when you view the job posting. You will still be able to view your documents and update them at this time.

- If you need to change your documents, you will upload a new document and select it in the dropdown list. Once you have selected the new document, you must press the **Update Resume** button, even if you are not updating your resume. If you do not press this button, your documents will not be updated. **The deadline to update your documents is September 18.**
- If you need to withdraw your application, you will select the **Withdraw Application** button and it will only withdraw that specific application.

*NOTE: The deadline to apply to job postings is 11:59 PM ET on September 18. Once the deadline has passed, the system will automatically allow employers to view your application materials, so please ensure you apply well before the deadline in case you encounter any technology issues.*

The screenshot shows a web interface for a job application. At the top, it displays the date 'Sep 18, 2020' and time '11:59 PM', along with a 'Revise/Withdraw' button. The main heading is 'Job Description' with the text 'Test internship for cloning feature'. Below this, there are two sections: 'My Status' and 'Interview Status'. 'My Status' is highlighted with a red box and shows 'Applied'. 'Interview Status' shows 'Resume Drop Deadline 9/18/2020 11:59 PM'. There is a 'View Documents' button. Under 'My Action', there is a note: 'You may submit revised resume and cover letter documents until the deadline. If you wish to remove yourself from consideration for an invite, please click on the [Withdraw] button.' Below this are three dropdown menus: 'Attach Resume' (selected: 'Equal Justice Works Resume 2'), 'Attach Cover Letter(Optional)' (selected: 'Cover Letter 2'), and 'Attach Additional Document: Description:' (selected: 'Additional Documents'). Each dropdown has a 'Browse to upload new...' link. At the bottom right, there are three buttons: 'Update Resume' (blue), 'Withdraw Application' (yellow), and 'Cancel' (red).

To track your activity within the database, under the search bar there are several tabs you should familiarize yourself with:

- **All:** All available positions posted on the registration database. This list will change depending on the search filters applied.
- **Hotlist/Favorites:** This is a list of the positions you have saved by pressing the star icon.
- **Resume Drops/Applications:** This is a list of the positions you have applied to.
- **Invites:** This includes all prescheduled interviews you have been invited to participate in by employers. The deadline for employers to invite candidates to participate in prescheduled interviews is 11:59 PM ET on September 29.
- **Interviews:** This is your interview schedule, which is based on the timeslots you have signed up for.
- **Waitlists:** This is a list of the applications you have applied to where you have been marked by employers as an alternate candidate. When a candidate who has been accepted declines the interview, the next person on the waitlist will move to the [Invites](#) list.

**Apply for Prescheduled Interviews**

Keyword(s) Position Type Organization Name

Company Name, Job Title or Description Start typing... Organization Name

Class Year State Interview Date

Start typing... Start typing... DD/MM/YYYY DD/MM/YYYY

More Filters > Clear Filters Search

All (3) Hotlist (0) Applications (1) Invites (0) Interviews (0) Waitlists (0)

You can also access these options on the left-hand navigation pane under [Interviews](#).

## / Reviewing Application Status

Employers have until September 29 to submit their selected candidates. On September 30, selected candidates will be able to sign up for interviews.

To view whether or not you have been selected for a prescheduled interview, select **My Applications** in the left-hand navigation pane. Under each job posting you can see your status. The available statuses are:

- **Applied:** You have applied to this position and the employer has not yet made final selections.
- **Invited:** You were selected to interview for this position.
- **Alternate:** You were waitlisted for a position you applied to. If a candidate who was invited for an interview declines, the first alternate will be moved to the invite list. Individuals are removed from the waitlist in the order determined by the employer.
- **Not Invited:** You were not selected for this particular interview.

## / Accepting / Declining Interviews

Employers have until September 29 to submit their selected candidates. On September 30, selected candidates will be able to sign up for interviews. If you receive an invitation, you must then follow the steps below to either accept or decline it.

If you have been accepted for an interview:

- Select the **Invites** tab to view the interviews you have been invited to.
- Under **Action**, select **Pick Time/Decline**.
- Scroll down to see which timeslots are available.
  - *NOTE: Timeslots are organized by day so, if an employer is interviewing for more than one day, you will be able to see all the times/days the employer is available.*
- When you see an available timeslot that works for you, select **Pick Time** to reserve that interview slot.



All (4) Hotlist (0) Applications (3) **Invites (1)** Interviews (0) Waitlists (0)

Interview on Oct 22 2020 ☆

**T** **Internship #4**  
 Test Account 1  
 Resume Drop Due:  
 8/12/2020 2:30 PM  
 Interview Status:  
 Take Action by 10/9/2020  
 11:59 PM  
 My Status:  
 Invited  
 Action:  
 Pick Time/Decline  
 Reviewed

**Pick Available Times**

This section contains all of the available time slots for this visit. Simply select a new time that works for you, but keep in mind that changing your time slot will immediately cancel all of your swap requests for this visit.

10/22/2020	8:00 AM - 8:20 AM	Pick Time
10/22/2020	9:30 AM - 9:50 AM	Pick Time
10/22/2020	9:50 AM - 10:10 AM	Pick Time
10/22/2020	10:10 AM - 10:30 AM	Pick Time
10/22/2020	10:30 AM - 10:50 AM	Pick Time
10/22/2020	10:50 AM - 11:10 AM	Pick Time
10/22/2020	11:10 AM - 11:30 AM	Pick Time
10/22/2020	11:30 AM - 11:50 AM	Pick Time

To decline an interview, select **Pick Time/Decline** and, above the interview timeslots, select **Decline Interview**. If you have already signed up for an interview but must cancel, the language on the button will change to **Cancel Interview**.

Scheduled time simply does not work for you, use the [swap requests] button to trade with other students on the schedule.

Attach Resume  
 Resume   
 Browse to upload new resume

Update Resume **Cancel Interview** Cancel

**Pick Available Times**

This section contains all of the available time slots for this visit. Simply select a new time that works for you, but keep in mind that changing your time slot will immediately cancel all of your swap requests for this visit.

10/22/2020	8:00 AM - 8:20 AM	Pick Time
10/22/2020	9:30 AM - 9:50 AM	Pick Time

## / Viewing Interview Schedule

To review your interview schedule, select **Interviews** and you will see all your interview timeslots under the **My Status** section of each job posting. All interviews will be conducted using our virtual event platform. Prior to the event, your interview schedule will be uploaded into the event platform and you will receive a notification about your account.

