



Equal Justice Works 2020 Conference and Career Fair Student Registration Guide - Registering for the Event

*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:

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

If you encounter any problems, please email us at careerfair@equaljusticeworks.org.

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/ Logging into Your Account

FIRST-TIME ATTENDEES

If this is your first time attending the Conference and Career Fair, you will need to create an account. To do so, select the **Create Account** button on the main login page.

After accepting the Terms & Conditions, you will be asked to create a unique username and password for your account. We recommend using your email address as your username to make it easier to remember your login information.

NOTE: Please be sure you are using a valid email address (e.g. your school email) as that is how we will contact you.

Login [? Help](#)

Username *

Username

Password *

Password

Login Clear

1st time user **Create Account**

If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

Email Address

Email Address

Find My Account

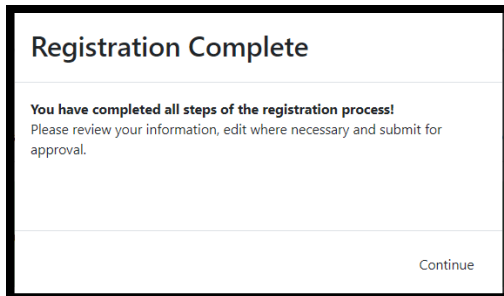
To complete your profile, you will need to complete Parts 1 and 2 (as listed below):

Student Registration

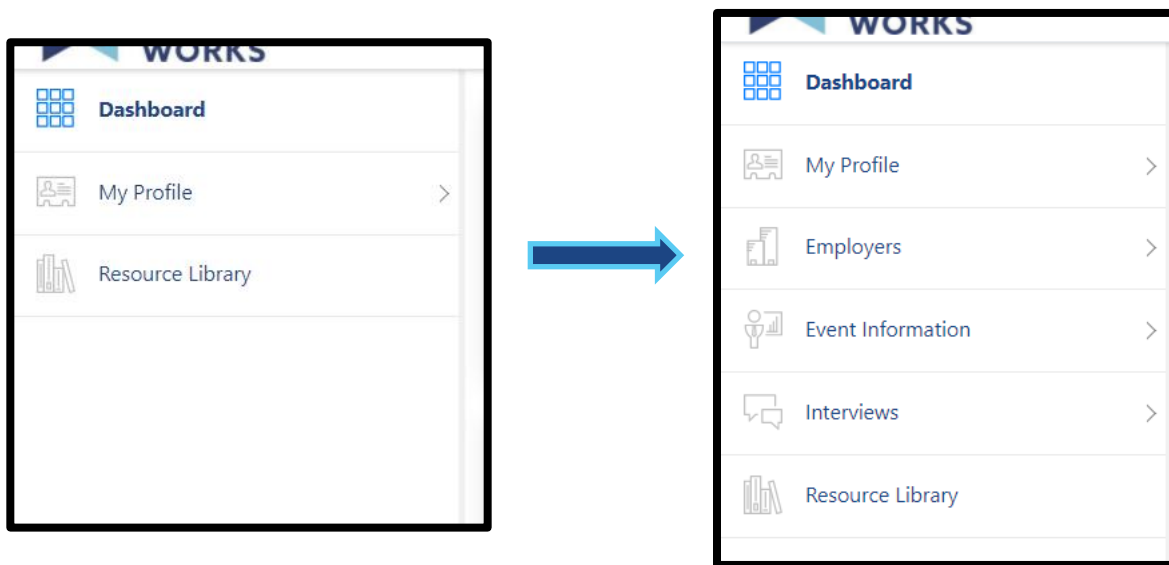
In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

1 1 - 3 minutes	Enter Contact Information You must enter contact information about yourself into the system.	>
2 5 - 10 minutes	You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!	>

Once you have completed both steps, you will receive the following confirmation message:



After you have submitted your information, your account will not be fully active, meaning you will not be able to register for the career fair or apply to jobs. An administrator will review your account and approve it within 1 business day. Once it has been approved, your navigation pane will adjust accordingly, as pictured below:



RETURNING ATTENDEES

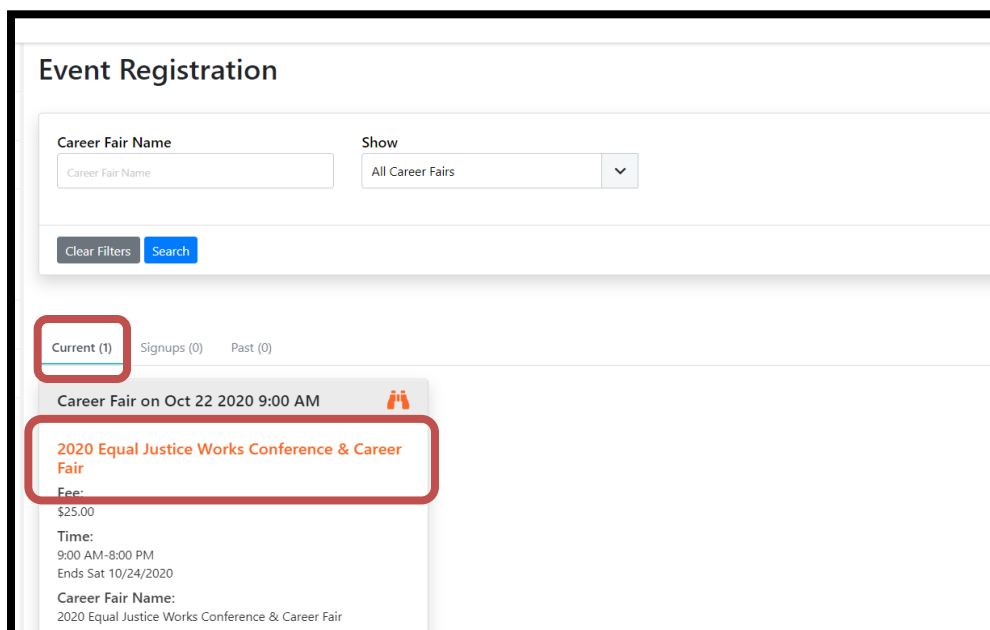
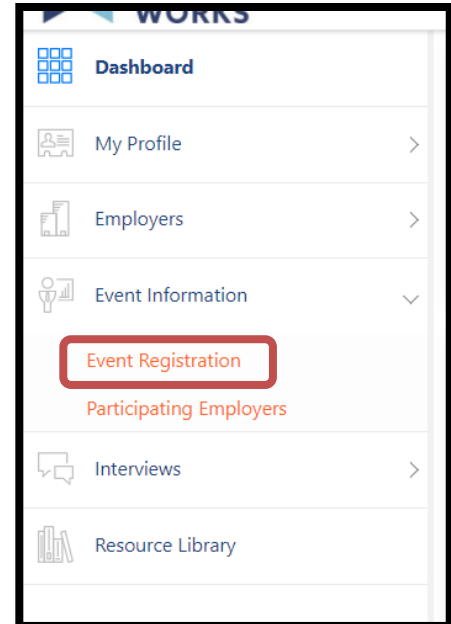
If you have registered for a previous Equal Justice Works Conference and Career Fair, your account information will have been transferred over to our new registration database. If you remember your username and password, you can use it to log in. If you have forgotten your password, you can enter your email address and select the blue **Find My Account** button to reset your password. If you're having any trouble accessing your account, reach out to us at careerfair@equaljusticeworks.org.

Once you log in, you will need to update or confirm your personal information to ensure it is accurate.

/ Registering to Attend

In the navigation pane on the right-hand side, click on **Event Information** and then **Event Registration** to begin.

- Under the **Current** tab, select **2020 Equal Justice Works Conference & Career Fair**. There is a \$25.00 registration fee, which is non-refundable.
- After clicking on the event, you will then select “Credit Card” as your payment method.
- If your law school has indicated that they will be covering the cost of their students’ attendance at this year’s event, they will be listed in the payment drop-down. Additionally, if you fall into one of the following categories, your registration fee will be waived: RSLC Student Fellow (2020), ISLC Student Fellow (2020), National Advisory Committee Member, and EJW Student Representative (please select the relevant group in the drop-down).
- When you select **Sign Up**, a credit card payment screen will appear. Once you submit your payment, you will receive a notification confirming your payment went through and will have the option to download your event invoice. A receipt will also be sent to the email address associated with your account.



2020 Equal Justice Works Conference & Career Fair
 Oct 22, 2020
 Available
 If your law school has indicated that they will be covering the cost of their students' attendance at this year's event, they will be listed in the payment drop-down below.

Signup ▼

Price \$25.00

Select Payment Method: *

- Select - ▼

[Sign Up](#)

Career Fair Signup Description

The Equal Justice Works Conference and Career Fair is the largest national public interest legal career fair, bringing together more than 200 public interest employers to conduct interviews for full-time positions and internships and over 1,400 law students from 150+ law schools to participate in workshops and informal "table talk" discussions, receive résumé advice, and network with fellow law students and legal professionals.

Career Fair Signup Information ▼

To confirm you're registered, return to the **Event Registration** page; 2020 Conference and Career Fair will be listed under **Signups**. If you click on the event name, you will see a green **ATTENDING** banner underneath the name of the event.

Event Registration

Career Fair Name Show ▼

[Clear Filters](#) [Search](#)

Current Signups (1) Past (0)

Career Fair on Oct 22 2020 9:00 AM

2020 Equal Justice Works Conference & Career Fair

[← Back](#) [Print](#)

2020 Equal Justice Works Conference & Career Fair
 Oct 22, 2020
Attending

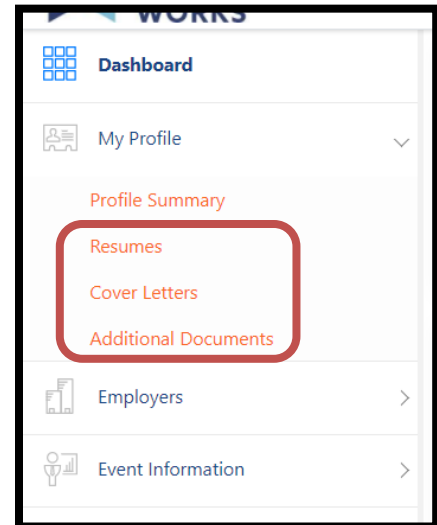
/ Uploading Documents

To apply for prescheduled interviews, most employers will require you to submit documentation as part of the application process. After searching for jobs and figuring out which ones you would like to apply to, you can upload documents into the career fair database to make them easier to access.

To upload documents, select **My Profile** in the navigation pane in the left-hand side of your screen. Once you are on the **My Profile** page, you can select which types of documents you would like to upload:


- **Resume**
- **Cover Letter**
- **Additional Documents**

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.



For each section, you will need to follow the same steps:

1. Press the **Upload New** button in the upper left-hand corner to upload a new document into your section.
2. Select the document file you would like to upload and choose a name that will make it easy for you to identify. Be sure to use a unique name for each document, such as “Your Name Resume - ACLU” or “Your Name_Additional Documents_TRLA.”
3. Press Save to upload the file. You will be able to preview the file before completing your upload to ensure it is the correct document.
 - a. You can upload multiple documents for each section (i.e. you can upload as many unique resumes as you would like that are tailored to each job you are applying for).
4. If you have a default template resume or cover letter you would like to save in your profile, make it your Default by using the star icon. You can then download that template, update it for the select job you are applying, and upload the new version as a unique document for that specific application.

 Upload New

Resumes

Multiple resumes can be uploaded, however, only one resume/CV can be active in the resume database. Your default resume will have the star highlighted.

- To upload additional documents - click on **Upload New**.
- To edit a current document in the system click on the **Download** icon, make your edits to the document, and upload again.
- To replace the current document - click on the **Replace** icon and upload your replacement document.

Upload Resume

This required step allows you to upload your resume document.

Important

- Upload word processing documents or PDF files only. Other file types will not convert. If using a document template, save your resume as an actual document (*.doc or *.docx) prior to uploading.
- Remove any passwords prior to uploading your document. Password protected documents will not convert.
- Do not upload documents in HTML format.

After you click "Upload" below, the next page will allow you to see an online image of your uploaded resume. This may appear to be unclear on some computers. *Recruiters will see the same document image that you see when using the online resume database system.* If something does not look as you intended, you are encouraged to modify your document accordingly, and upload again.

To locate your document on your computer, simply click [Browse] below. If you prefer, you may enter the filename (with full path name) of your resume/CV document below.

Document Filename *

Test Resume Document.docx

Enter a document name below. This name is used to identify your document, as you will have the opportunity to store multiple documents.

Document Title *

Equal Justice Works Resume

Save Cancel

Resumes

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★ Equal Justice Works Resume




Default Resume in — Students

Uploaded on 8/11/2020

 Preview  Rename  Replace  Download  Delete

Equal Justice Works Resume 2

Uploaded on 8/11/2020

 Make Default  Preview  Rename  Replace  Download  Delete

/ Searching for Employers

BY EMPLOYER

To see which employers are attending this year's fair, go to the navigation pane on the left-hand side, click **Event Information** and then **Participating Employers**. Under the event description you will see a list of all the employers who have registered to attend this year's event. If the main contact has opted to share their information with attendees, you will see that under the employer's name. If you click on an employer's name, you can read more about the organization.

2020 Equal Justice Works Conference & Career Fair
Oct 22 2020
Custom Message for Company Event Details

Company Event Information

Event Name 2020 Equal Justice Works Conference & Career Fair	Event Category Career Fair	Is this a multi-day event? Yes
Event Days October 22, 2020, October 23, 2020, October 24, 2020	Event Location Virtual	Event Start Time 9:00 AM
Event End Time 8:00 PM	Student Registration Start Date 8/14/2020 10:00 AM	Student Registration End Date 10/16/2020 11:59 PM

Student Description
The Equal Justice Works Conference and Career Fair is the largest national public interest legal career fair, bringing together more than 200 public interest employers to conduct interviews for full-time positions and internships and over 1,400 law students from 150+ law schools to participate in workshops and informal "table talk" discussions, receive résumé advice, and network with fellow law students and legal professionals.

Eligible Class Year(s)
1L, 2L, 3L/4L, LL.M, Alumni

Eligible Practice Area(s)
Affordable Housing, Age Discrimination, Arbitration & Trade Regulation, Appellate, Bankruptcy, Children and Youth, Civil, Civil Rights and Liberties, Community Economic Development, Consumer Rights, Criminal - Defense, Criminal - Prosecution, Criminal Justice Reform, Death Penalty, Disability Rights, Domestic Violence, Drug Policy, Education, Elder, Election, Employment, Environmental, Family Law (Custody/Violation), Gay and Lesbian Rights, General Legal Services, Government, Health Care, HIV/AIDS Rights, Homelessness, Housing, Human Rights, Immigration/Refuge, International, Juvenile, Law School, Military, Other, Prisoner's Rights, Privacy, Public Benefits, Reproductive Rights, Voting Rights, Women's Rights

Company Info

AARP Foundation Industry	AARP Legal Counsel for the Elderly Industry	ACLU Capital Punishment Project Industry
Administrative Conference of the US Industry Contact Name:	Advocates for Basic Legal Equality/Legal Aid of Western Ohio Industry	Advocates for Justice Industry Contact Name:

Alaska Public Defender Agency

Industry:
Criminal Defense Office/Organization

Contact Name:
Sharon Barr