

## **2011 Equal Justice Works Conference and Career Fair Student JusticeWork! User Guide**

**Friday and Saturday, Oct. 21 and 22  
Washington Marriott Wardman Park  
Washington, D.C.**

Equal Justice Works is using the JusticeWork! system to manage our Conference and Career Fair registrations. JusticeWork! will allow employers to receive student résumés online and manage the interview process electronically.

This document will outline the following:

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

### **Important Dates**

**August 16 - September 12:** Student and law school professional registration open

**September 14 - October 6:** Student registration only for those not seeking an interview (can attend conference workshops and Table Talk)

**September 14 - September 28:** Employers view applications and choose interviewees

**September 30 - October 6:** Students accept or decline interviews

**October 6, 5 p.m. EDT:** Last day to cancel student registration with full refund

**October 21 - 22:** Equal Justice Works Conference and Career Fair

## Creating a JusticeWork! Account

- Click here: <https://www.myinterfase.com/equaljusticeworks/student/>
- Create a new account by clicking the link [Click here to register](#). Note: Please use your student email address ([xxx@xxx.edu](#)).
- **Note:** Be sure to disable pop-ups on your web browser to ensure system functionality. For instructions on how to disable your pop-up blocker, click here: <http://tinyurl.com/disableblocker>

**EQUAL JUSTICE WORKS**  
Helping Lawyers Help Community

**25<sup>th</sup>** Celebrating 25 Years of Working  
Toward Equal Justice for All

**Student Login**

Welcome to the JusticeWork Equal Justice Works Conference and Career Fair Management System. Student registration begins August 16.

**To view attending employers and job postings without registering, please use the following login!**  
Username: EJWguest  
Password: guest  
(You will need to logout and create an account if you plan to attend or would like to apply for job.)

If you registered for the Equal Justice Works 2010 Conference and Career Fair through this system, please use your username (your email address) and password from last year. If you can not recall your password, please click the "Forgot your password?" link below to reset your password.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the **Click Here to Register** link below to create a new account.

**Important:**

- **Using a PC?** We recommend Internet Explorer version 7.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 3.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

If you wish to cancel your registration, you must do so by **5 p.m. EDT, October 6** to receive a full refund.

For further assistance, please email us at [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org)

User Name (your email address):   
Password:

[Click here to register!](#)

[Forgot your password?](#)

**Tip:** Include your cell phone information to receive updates by text message.

## Using a Previous JusticeWork! Account

- If you registered for the 2010 Conference and Career Fair on the JusticeWork! system, click here: <https://www.myinterfase.com/equaljusticeworks/student/>
- Enter your username (your email address) and password from 2010 to login. If you do not remember your password, click [Forgot your password?](#) to reset your password.

If you wish to cancel your registration, you must do so by **5 p.m. EDT, October 6** to receive a full refund.

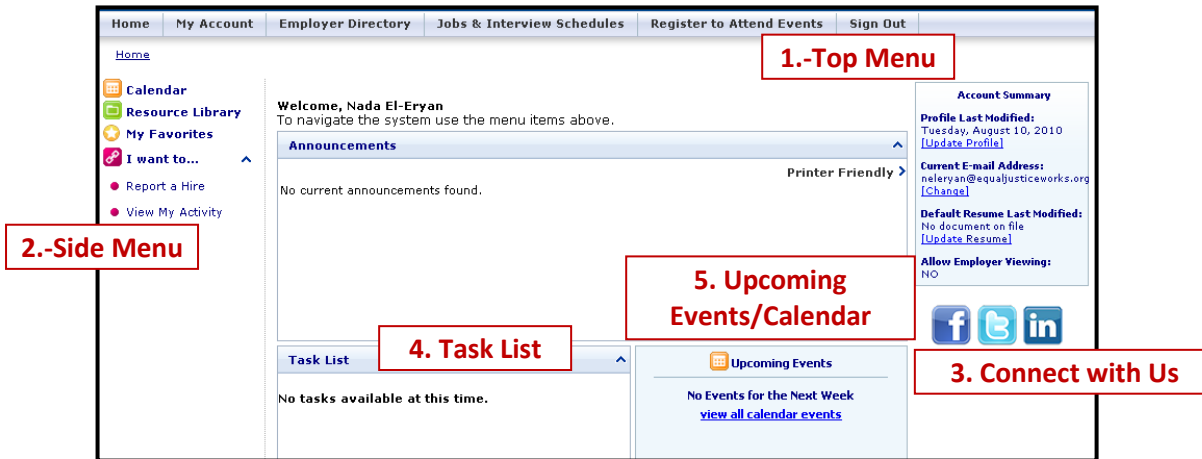
For further assistance, please email us at [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org)

User Name (your email address):   
Password:

[Click here to register!](#)

[Forgot your password?](#)

## Navigating the JusticeWork! Homepage



1. Top menu – This is the navigation menu, where you can access different features.
2. Side menu – This is where you will find page functions that allow you to submit information.
3. Connect with us – Find us online!
4. Task list – This will populate with any deadlines or acceptances to interview.
5. Upcoming events/calendar – Watch here for important dates.



## Registering to Attend

In the Top Menu, click on Register to Attend Events to begin.

- Click the Search button to find the 2011 Conference and Career Fair.
- Click the 2011 Conference and Career Fair link and click Register. There is a \$25 fee to register.
- Complete the information and choose Credit Card as your payment option. When you click save a credit card payment screen will appear.
- Once you submit your credit card payment, you will be registered to attend the 2011 Conference and Career Fair.

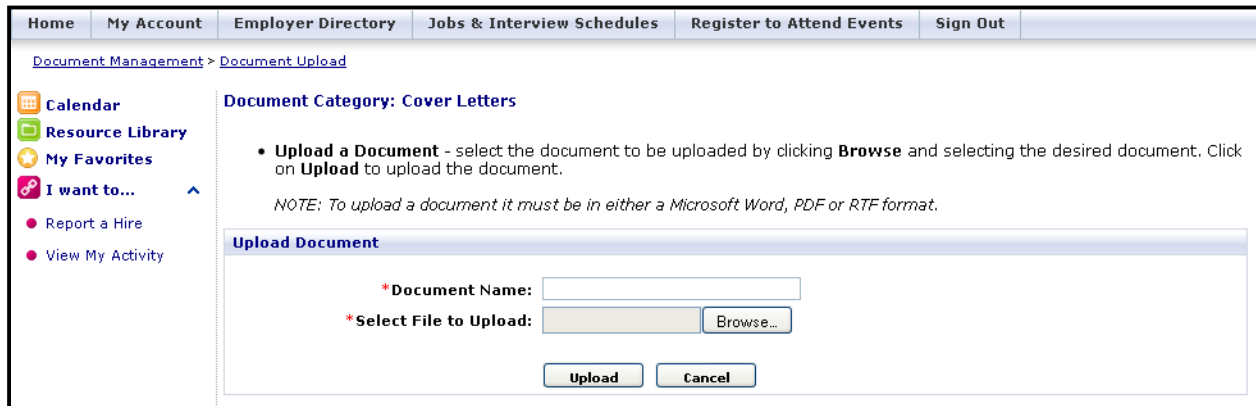
Important Note: The registration fee is refundable if you cancel your registration by October 6. To receive a refund, you must send an email to [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org) by 5:00 PM EST on October 6.

## Uploading documents



**Tip:** Employers will be able to view what you name your file, so be sure to include your name as an easy reference

- Click on My Documents under My Account from the top menu.
- There are six document categories you may upload: Cover Letters, Resumes, Unofficial Transcripts, Writing Samples, Recommendations and Official Transcripts.



- Click Upload File that corresponds with the document you are uploading.
  - Be sure to choose a unique name for your document, such as *Your Name Resume – ACLU*.
- Browse for the file and click Upload.
- Repeat this process for each document you would like to upload into the system in order to apply.

## Searching for Employers

**NOTE:** Employers may still be adding new jobs into the system. To be notified when new jobs are added, you can create a Job Agent to receive an email when a new job is added that meets your search criteria. Click on Create Job Agent at the top of the search page.

### By Job



- Click on Job Search under Jobs & Interview Schedules from the top menu.
- You may search by Organization Name, Position Type and/or Practice Area.
- If you would like to see all job listings, then leave the search criteria blank and click Search.
- Note: Only jobs that you are eligible for will be listed.

### By Employer



- Click on [Register to Attend Events](#) and search for the Conference and Career Fair.
- Click on [View Employers](#) to view employers and all of their job listings.
- Note that you will not be able to apply for a job if you do not meet the criteria.

### Applying for Interviews



- Click on the [Job Title](#) of the position.
- Click on the [Linked Schedule](#) and click on the [Request Interview](#) button.
- Click [OK](#) to submit your request and choose which documents you would like to submit.
- Click [Save](#) to submit.

**Tip:** Do not delete documents once you have submitted them to employers.

### Accepting / Declining Interviews



When you log in to your home page, you will see the list of accepted interviews in your [Task List](#).

- Click [Sign Up](#) next to the interview preselect.
- If you wish to *decline*, click the [Decline interview](#) button at the top of the page.
- To choose your interview time, click on the [Sign up](#) link next to the corresponding time. If the slot is filled, you cannot schedule your interview at that time.
- If you need to cancel or switch interview times, click on [Jobs & Interview Schedules](#) and click on the corresponding interview.