

# 2017 Equal Justice Works Conference and Career Fair User Guide: Registration Paid by Law School

**Note:** *This guide is only relevant to schools with a pre-established agreement with Equal Justice Works regarding payment:*

Boston College Law School	Notre Dame Law School
Duke University School of Law	The University of Akron School of Law
Georgetown University Law Center	The University of Georgia School of Law
George Washington University Law School	The University of Tulsa College of Law
Howard University School of Law	Yale Law School
IU McKinney School of Law	

*If your school is not on this list, please refer to the general registration guide [here](#) or your registration will be invalid.*

The system works best on Internet Explorer and Mozilla Firefox. If you encounter any problems, please email us at [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org).

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## Important Dates

**Monday, August 14th - Wednesday, September 13th at midnight ET:** Student and recent graduate registration and application for prescheduled interviews, workshops and Table Talk

**Thursday, September 14th - Friday, October 27th:** Student and recent graduate registration for workshops and Table Talk (job application period closed)

**Friday, September 15th - Friday, September 29th at midnight ET:** Employer application review and interview selection

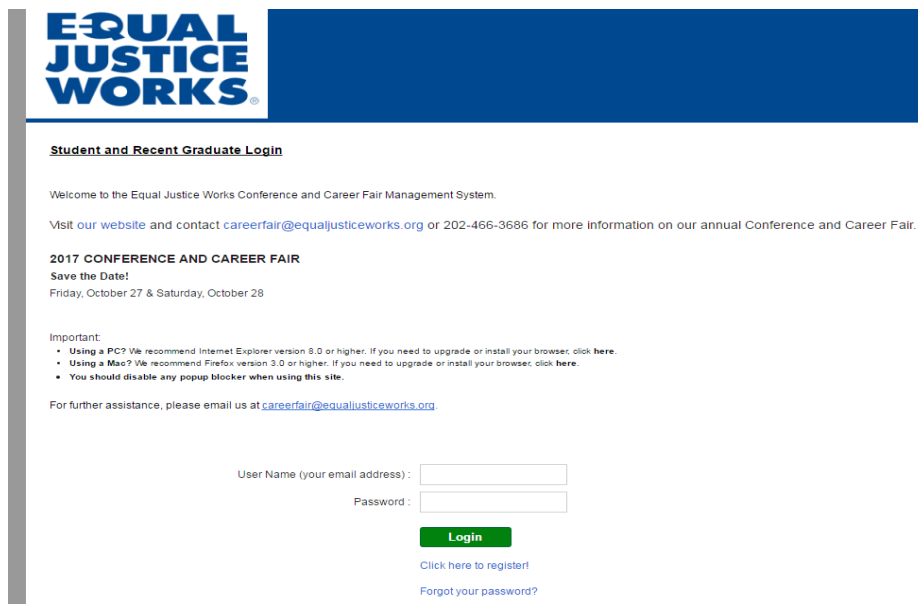
**October 8th at midnight ET:** Last day for accepted students and recent graduates to sign up for an interview time

**October 27th & 28th:** Conference and Career Fair

*For **schedule, workshops, hotel and more information** on this year's event, visit <http://equaljusticeworks.org/law-school/conference-and-careerfair/students>.*

## Creating an 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>



The screenshot shows the top of the Equal Justice Works website. It features the logo and a navigation bar. Below the header, there is a section titled "Student and Recent Graduate Login" with a welcome message and contact information. A prominent announcement for the "2017 CONFERENCE AND CAREER FAIR" is displayed, including dates and important browser instructions. At the bottom of the page, there is a login form with fields for "User Name (your email address)" and "Password", a green "Login" button, and links for "Click here to register!" and "Forgot your password?".

## Using a Previous Account

- If you've previously registered for the Conference and Career Fair, click here: <https://www.myinterfase.com/equaljusticeworks/student/>
- Enter your previous username (most likely your email address) and password to login. If you do not remember your password, click [Forgot your password?](#) to reset your password.

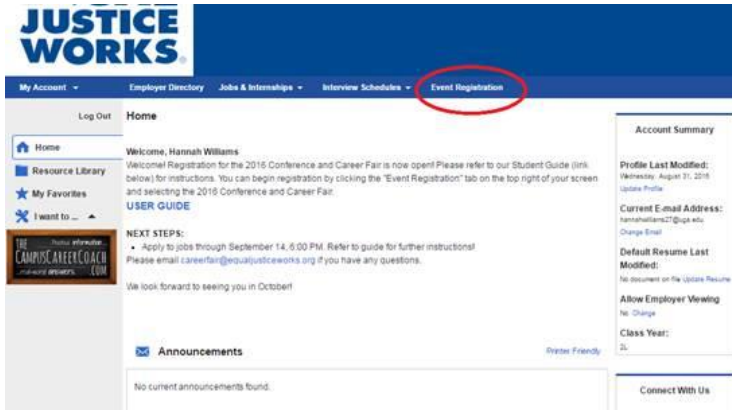
If you wish to cancel your registration, you must do so by **5 p.m. EDT, October 6** to receive a full refund.  
For further assistance, please email us at [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org)



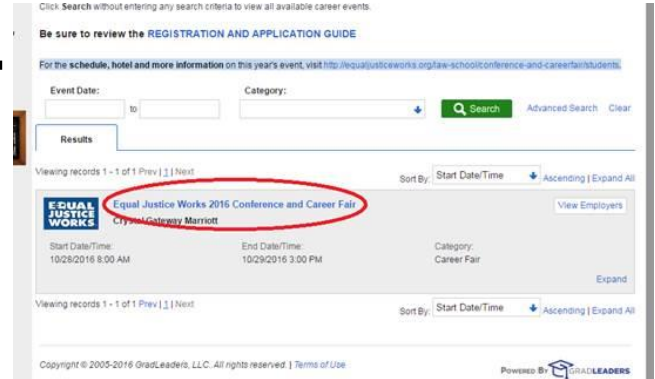
This is a close-up of the login form. It contains two input fields: "User Name (your email address):" and "Password:". Below the fields is a grey "Login" button. Underneath the button are two links: "Click here to register!" and "Forgot your password?". The "Forgot your password?" link is circled in red.

## Registering to Attend

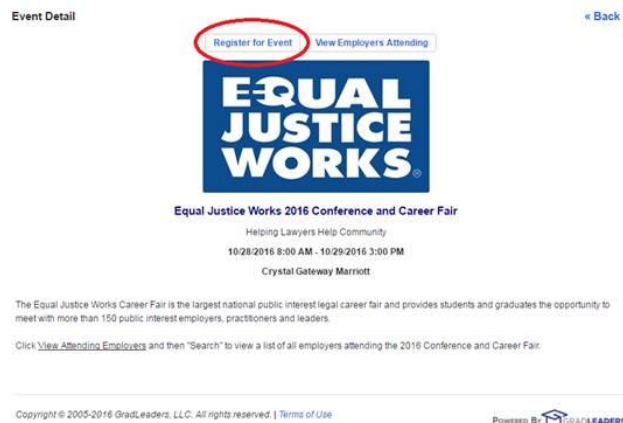
1.



2.



3.



4.



Follow each of these screen grabs to finalize your event registration. Select save and then you can log out. Your registration will be complete even though it says you have not paid.

**NOTE:** You will NOT receive a confirmation email from Equal Justice Works regarding your registration. Once you log back in, you will have a note in your “task list” on the home page that says your event registration is incomplete. However, this will not affect your ability to attend the event, view employers, apply for interviews, or be selected for interviews. Please ignore the message and continue following the instructions in the guide to upload documents, submit applications and accept interview invitations.

## Searching for Jobs & Employers

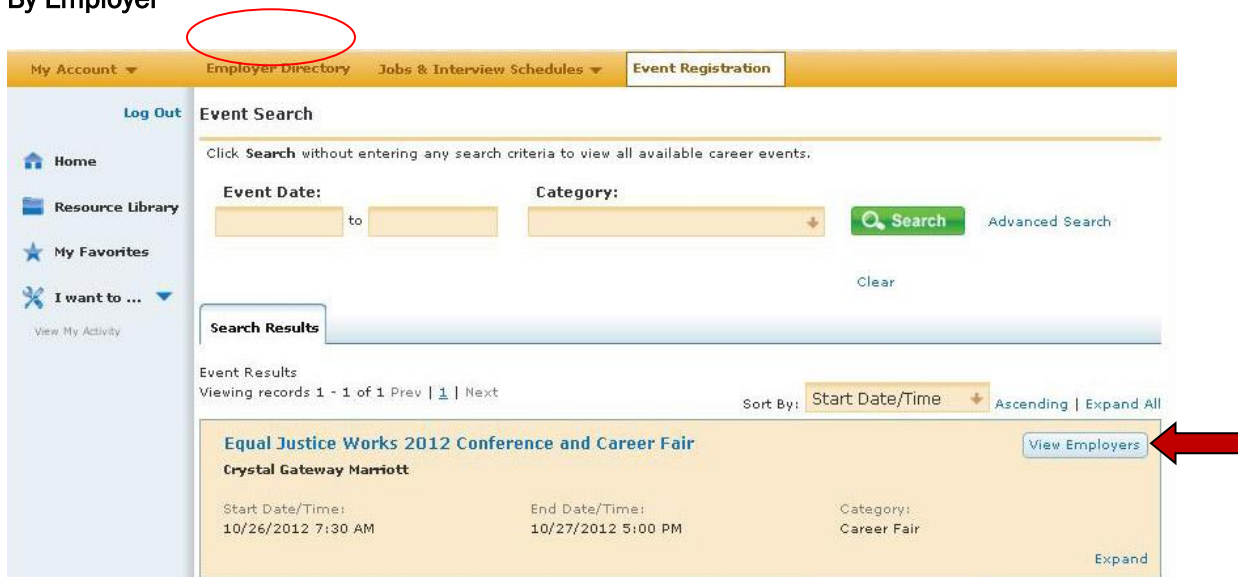
**NOTE:** Employers may still be adding new jobs into the system. To be notified when new jobs are added, you can create a Job Agent to receive an email when a new job is added that meets your search criteria. Click on [Create Job Agent](#) at the top of the search page.

### By Job



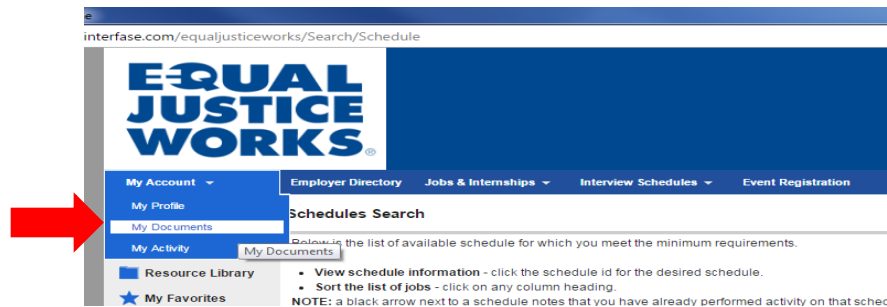
- Click on [Job Search](#) under [Jobs & Internships](#) from the top menu.
- You may search by Organization Name, Class Year, Position Type and/or Practice Area by clicking [Advanced Search](#) next to the Search button.
- If you would like to see all job listings, then leave the search criteria blank and click [Search](#).

### By Employer



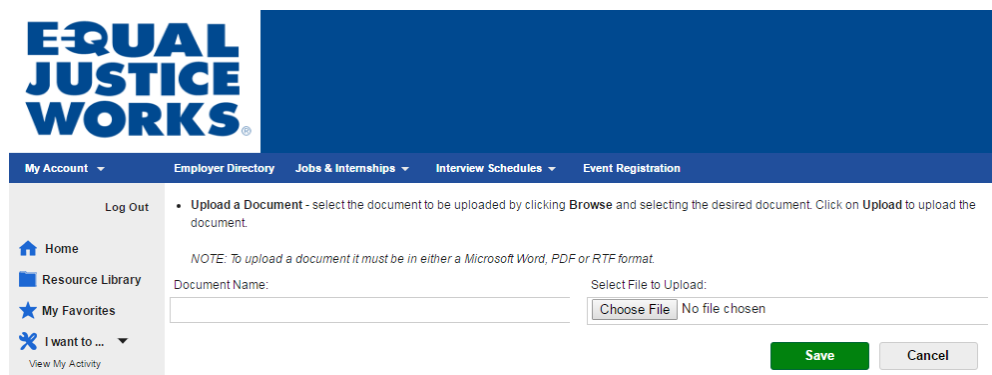
- Click on [Event Registration](#) and click on [View Employers](#) to view employers and all of their job listings.
- Or click [Employer Directory](#) in the top menu bar.

## Uploading documents



- Click on [My Documents](#) under [My Account](#) from the top menu.
- The document categories you may upload are: Cover Letters, Resumes, Unofficial Transcripts, Writing Samples, Recommendations, References, Application Form and Personal Statement. Employers specify which documents they require.

*Note: If an organization has required an application form but you do not see a link to one posted, please reach out to [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org).*



- Click [Add](#) next to the type of document you are uploading.
- [Browse](#) for the file, add a Document Name, and click [Save](#).
  - Be sure to choose a unique name for your document, such as *Your Name Resume – ACLU*.
- Repeat this process for each document you would like to upload into the system in order to apply.

**Note:** Do not delete or replace documents on the system after you submit them to the job posting or the employer will not be able to view them.



## Applying for Interviews

**Note:** You will only be able to apply for interviews to jobs that you qualify for based on the employer specified criteria – including class year or required application documents.

- Click on the Job Title of the position.



- Click on the View Linked Interview Schedule and click on the Request Interview button.



- Use the drop down menu feature to select which documents you would like to submit.
- Click Request Interview to submit.

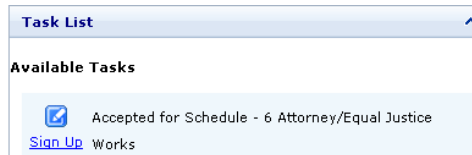
## Reviewing Application Status Online

If you do not receive an email notification for an application by October 2, or if you just wish to view your application status earlier, follow the steps below.

- Click View My Activity on the left side of your home page
- Click the Schedules tab
- Click the Preselect tab
- All your submitted applications will appear here. Under the Preselect Status column next to each application, the status will show one of the following options:
  - Requested – your application is submitted and the employer has not yet selected interviewees
  - Accepted – you were accepted for an interview and can accept or decline the interview using the steps noted in the above section
  - Not accepted – you were not accepted for an interview
- Once you accept an interview and sign-up for a timeslot, the application information will move from the Preselect tab to the Interviews tab

## Accepting / Declining Interviews

You will receive an email notification by October 2<sup>nd</sup> to let you know whether you received an interview invitation or not. If you receive an invitation, follow the steps below to accept or decline it.



When you log in to your home page, you will see the list of accepted interviews in your Task List which is towards the bottom of the page.

- 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 Interview Schedules and click on the corresponding interview.

## View and Print Interview Schedule

Prior to the event, be sure to view and print your interview schedule to have on hand.

- Click View My Activity on the left side of your home page
- Click the Schedules tab
- Click the Interviews tab
- Click Print Upcoming Interviews button.