

2013 Equal Justice Works Conference and Career Fair Student JusticeWork! User Guide

**Friday and Saturday, October 25 and 26
Crystal Gateway Marriott
Arlington, VA**

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.

The JusticeWork! system works best on Internet Explorer and Mozilla Firefox.

This document will outline the following:

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

Important Dates

April 23 - September 5: Employer registration and job posting

August 13 - September 16: Student and recent graduate registration and interview application

August 13 - October 11: Student registration only for those not seeking an interview (may attend conference workshops and Table Talk)

September 19 - October 3: Employer application review and interviewee selection

October 8: Last day for students to accept or decline interviews

October 11: Last day to cancel student registration with full refund

October 25 - 26: Equal Justice Works 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 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

Student Login

Welcome to the JusticeWork! Equal Justice Works Conference and Career Fair Management System.

Student registration and application will be from August 15 to September 13.

The 2012 Conference and Career Fair will be Friday, October 26 & Saturday, October 27, 2012 at the Crystal Gateway Marriott, 1700 Jefferson Davis Highway, Arlington, VA 20022.

- **Registered Users:** If you registered for the 2010 or 2011 Conference and Career Fair, enter your username and password below and click LOGIN.
- **New Users:** Select "Click Here to Register" to create a profile and register for the 2012 Conference and Career Fair.

Important:

- **Using a PC?** We recommend Internet Explorer version 8.0 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.**

For further assistance, please email us at careerfair@equaljusticeworks.org

User Name (your email address):

Password:

[Click here to register!](#)

[Forgot your password?](#)

Using a Previous JusticeWork! Account

- If you registered for the 2010, 2011 or 2012 Conference and Career Fair on the JusticeWork! system, click here: <https://www.myinterfase.com/equaljusticeworks/student/>
- Enter your previous username (your email address) and password to login. If you do not remember your password, click [Forgot your password?](#) to reset your password or email careerfair@equaljusticeworks.org.

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

User Name (your email address):

Password:

[Click here to register!](#)

[Forgot your password?](#)

Navigating the JusticeWork! Homepage

The screenshot shows the homepage of Equal Justice Works. The top navigation bar (1. Top Menu) includes links for My Account, Employer Directory, Jobs & Internships, Interview Schedules, and Event Registration. The left sidebar (2. Side Menu) contains links for Home, Resource Library, My Favorites, I want to..., and View My Activity. The main content area features a welcome message for Lauren Fuchs, a list of action items (Register for the Conference and Career Fair, View Jobs, Cancel registration), and a link to the REGISTRATION AND APPLICATION GUIDE. The right sidebar (3. Connect with Us) displays an Account Summary with details like Profile Last Modified, Current E-mail Address, and Default Resume Last Modified. At the bottom, there is an Announcements section and a Connect With Us section (3. Connect with Us) with social media icons. A red box (4. Task List) highlights the REGISTRATION AND APPLICATION GUIDE link.

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.

Registering to Attend



In the Top Menu, click on [Event Registration](#) to begin.

- Click the [2013 Conference and Career Fair](#) link and click [Register for Event](#). There is a \$25 fee to register.
- Click the [check box](#) next to Student Registration in the Attendee Fees section and choose [Credit Card](#) as your payment method in the Payment section. When you click [Save](#), a credit card payment screen will appear.
- Once you [Submit Payment](#), you will be registered for the 2013 Conference and Career Fair.
- For a receipt, go back to your event registration, scroll down to the Payment section and click the [Receipt](#) button. (be sure your pop-up blocker is turned off)

Important Note: The registration fee is refundable if you cancel your registration by October 11. To receive a refund, send an email to careerfair@equaljusticeworks.org by 5 pm EST on October 11.

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.
- The document categories you may upload are: Cover Letters, Resumes, Unofficial Transcripts, Writing Samples, Recommendations, Official Transcripts, References, Application Form and Personal Statement. Employers specify which documents they require.



- 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.

Important 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.

Searching for Jobs and 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.

Applying for Interviews

- Click on the Job Title of the position.

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 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.

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

Reviewing Application Status Online

If you do not receive an email notification for an application by October 3, or if you just wish to view your application status, 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 3 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