

Equal Justice Works 2011 Conference and Career Fair Employer Registration Guide

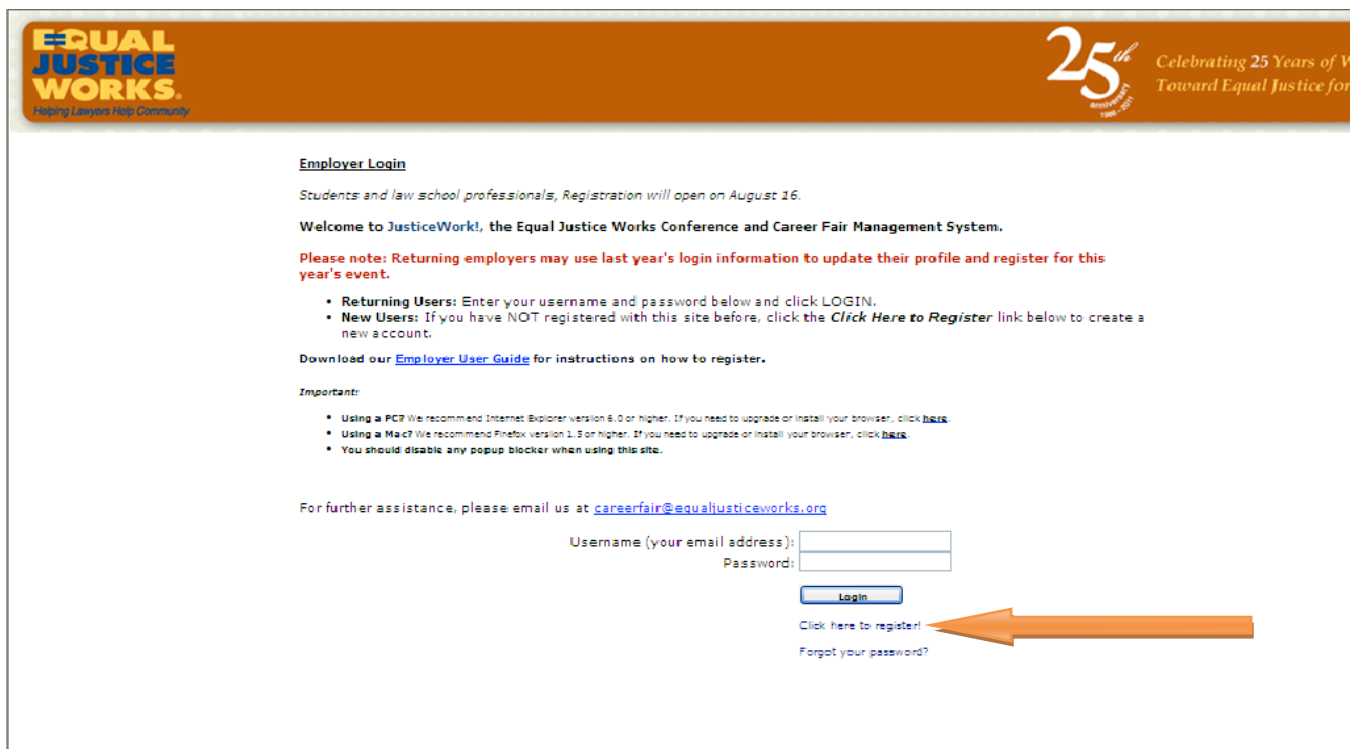
Friday and Saturday, October 21 and 22
Washington Marriott Wardman Park
2660 Woodley Road, NW
Washington, DC 20008

Employer Registration and Login: <https://www.myinterfase.com/equaljusticeworks/employer/>

Returning Employers: Your account in JusticeWorks! is still active and can simply be updated to use for this year's career fair. You will receive an email with login information. Please contact careerfair@equaljusticeworks.org if you do not receive an email with last year's username and password. *Please note that you will still need to register for this year's event.*

New Employers: Registration is easy. Simply create an account, register for the event and post jobs. We're always standing by to answer any questions you may have.

Step 1: Creating an Account



EQUAL JUSTICE WORKS.
Helping Lawyers Help Community

25th Celebrating 25 Years of
Toward Equal Justice for

Employer Login

Students and law school professionals, Registration will open on August 16.

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

Please note: Returning employers may use last year's login information to update their profile and register for this year's event.

- **Returning 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.

Download our [Employer User Guide](#) for instructions on how to register.

Important:

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 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

Username (your email address):

Password:

[Click here to register!](#)

[Forgot your password?](#)

If you do not already have an account in JusticeWork! click on the **Click here to register**. Note: If prompted, make sure you disable your pop up blocker for the JusticeWork! site.

The next screen will lead you through the process of registering your organization and yourself in the JusticeWork! system. Type in the first few words of the name of your organization to make sure that it does not already exist in the system. If your organization is found, click on it to continue with registering yourself. If not, click on **Can't find your organization?** and complete the form. This information will appear on your organization's online profile as well as in our Program Book.

Registration » Organization

Step 1 of 3: Create a JusticeWorks Account

Begin by **typing the name of your organization/company** in the **Find Your Organization** search field.

- If your organization/company name **is listed** check the box next to your organization/company name click the **Continue** button
- If your organization/company name **is NOT listed** click '**Can't Find Your Organization**' to complete a new registration

Note: Students and law school professionals registration will open on August 16.

Find Your Organization:

Please be sure to fill in as much information as possible. ***Please also make sure to list an email that goes directly to a person, NOT a general inbox.*** Email is our main form of communication with you and we don't want you to miss any important information.

Please also list a secondary contact person in case you are no longer the contact person at any point.

Employer Information

*** Organization Name:**

Location:

*** Website:**

*** Address Line 1:**

Address Line 2:

*** City:**

*** State:**

*** Zip:**

*** Are you an Equal Justice Works 2009/2010 host organization?:**

Phone:

*** Company Profile:**

*** Practice Areas:**

Employer Information

Please enter your contact information below. Any fields marked with an * are required. Please note that this information will not be made available to students unless you specify.

Contact Information

*** First Name:**

Middle Initial:

*** Last Name:**

*** Username (your email address):**

*** Password:**

Title:

Salutation ? :

Copy Employer Address Below:

*** Address Line 1:**

Address Line 2:

City:

*** State:**

*** Zip:**

Country:

*** Phone:**

*** Email ? :**

Equal Justice Works Alum:

*** Include My Contact Info in Employer Directory ? :**

*** Secondary Contact First Name ? :**

*** Secondary Contact Last Name:**

*** Secondary Contact Email:**

Contact Information



Step 2: Register to Attend

After creating an account you will then need to register to attend. Simply click on **Register to Attend Events**. Click on the **Search** to view all available events.

EQUAL JUSTICE WORKS
Helping Lawyers Help Community

25th anniversary 1986-2011
Celebrating 25 Years of Working Toward Equal Justice for All

Home My Profile My Jobs My Interview Schedules & Requests **Register to Attend Events** Sign Out

Home

Resource Library

Welcome, Sarah Whitfield
Thank you for creating an account for the 2011 Career Fair. **To attend you must also Register under Register to Attend Events.**

For helpful hints to select applicants, download our [Selection Guide](#).

Announcements
No current announcements found.

Printer Friendly >

Account Summary
Profile Last Modified: Friday, March 04, 2011
[\[Update Profile\]](#)
Current E-mail Address: whitfield@equaljusticeworks.org
[\[Change\]](#)

f t in

Please keep a lookout for important announcements on your homepage.

Click on **Register** to begin your registration.

Step 2 of 3: Register to Attend the Career Fair

Instructions: Click on the **REGISTER** link to register for the Equal Justice Works Conference and Career Fair.

Career Event Search Results [\[Change Criteria\]](#)

< < 1 > > Page 1 of 1, items 1 to 1 of 1

| Career Event Name | Event Type | Start Date/Time | End Date/Time | Location | Category | Students | Action | Activity |
|---|-----------------|--------------------|--------------------|----------------------------------|-------------|----------|----------|----------|
| Equal Justice Works 2011 Conference and Career Fair | Career/Job Fair | 10/21/2011 7:00 AM | 10/22/2011 5:00 PM | Washington Marriott Wardman Park | Career Fair | 0 | Register | |

< < 1 > > Page 1 of 1, items 1 to 1 of 1

Make sure your profile information is correct and fill in any information that is not. If your organization has a logo, you may upload it into the system.

Please be sure to choose the correct fee based on your organization type and the days you will be attending. **Please note that the fees are the same for one or two days but we do need to know which day(s) you'll be attending.**

| Attendance Fees | | |
|---|--|----------|
| Title | | Amount |
| <input type="checkbox"/> Host Organization - Friday Only If you are a host organization for a 2010-2011 Equal Justice Works Fellow, please use this rate. | | \$0.00 |
| <input type="checkbox"/> Host Organization - Saturday Only If you are a host organization for a 2010-2011 Equal Justice Works Fellow, please use this rate. | | \$0.00 |
| <input type="checkbox"/> Host Organization - Friday and Saturday If you are a host organization for a 2010-2011 Equal Justice Works Fellow, please use this rate. | | \$0.00 |
| <input type="checkbox"/> Nonprofits, Government and Public Interest Organizations - Friday Only If you are a nonprofit, government or public interest organization, please use this rate. | | \$250.00 |
| <input type="checkbox"/> Nonprofits, Government and Public Interest Organizations - Saturday Only If you are a nonprofit, government or public interest organization, please use this rate. | | \$250.00 |
| <input type="checkbox"/> Nonprofits, Government and Public Interest Organizations - Friday and Saturday If you are a nonprofit, government or public interest organization, please use this rate. | | \$250.00 |
| <input type="checkbox"/> Private Law Firm Table - Friday Only If you are a private law firm , please use this rate. | | \$500.00 |
| <input type="checkbox"/> Private Law Firm Table - Saturday Only If you are a private law firm , please use this rate. | | \$500.00 |
| <input type="checkbox"/> Private Law Firm Table - Friday and Saturday If you are a private law firm, please use this rate. | | \$500.00 |

*The fees reflected in this guide are the Early Bird Registration fees. After June 1, fees will increase.

Please add the names of the recruiters who will be attending. You will be able to edit this information if changes need to be made at a later date.

| Attending Recruiters | | | |
|----------------------|-----------------|----------------------------------|-----------------|
| Recruiter Name | Recruiter Phone | Recruiter Email | Action |
| Sarah Whitfield | | swhitfield@equaljusticeworks.org | [Edit] [Remove] |

Add New Recruiter

*Recruiter Name: Recruiter Phone: Recruiter Email:

Click **Continue** and your registration is complete!