2012 Equal Justice Works Conference and Career Fair Student JusticeWork! User Guide

Friday and Saturday, October 26 and 27
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.

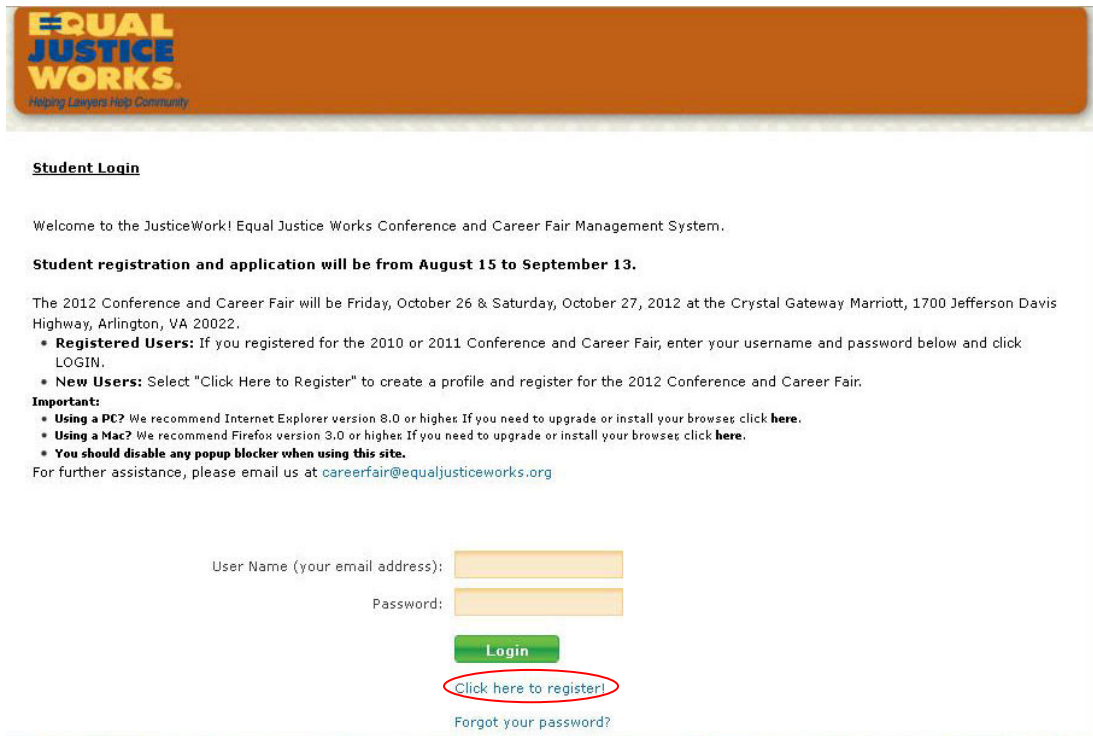This document will outline the following:

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

Important Dates

August 15 - September 17: Student and recent graduate registration and interview application
August 15 - October 11: Student registration only for those not seeking an interview (may attend conference workshops and Table Talk)
August 15 - October 16: Law school professional registration
September 20 - October 4: Employer application review and interviewee selection
September 20 - October 11: Students accept or decline interviews
October 16: Last day to cancel student registration with full refund
October 26 - 27: 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

Using a Previous JusticeWork! Account

- If you registered for the 2010 or 2011 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 2010/2011 to login. If you do not remember your password, click Forgot your password? to reset 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.

Registering to Attend

In the Top Menu, click on Event Registration to begin.
- Click the Search button to find the 2012 Conference and Career Fair.
- Click the 2012 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 2012 Conference and Career Fair.

Important Note: The registration fee is refundable if you cancel your registration by October 16. To receive a refund, you must send an email to careerfair@equaljusticeworks.org by 5 pm EST on October 16.

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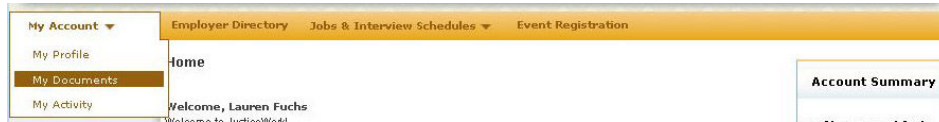
- Click on My Documents under My Account from the top menu.
- There are six document categories you may upload: Cover Letters, Resumes, Unofficial Transcripts, Writing Samples, Recommendations and Official Transcripts.


- Click Upload File that corresponds with the document you are uploading.
  - o Be sure to choose a unique name for your document, such as *Your Name Resume – ACLU.*
- Browse for the file and click Save.
- 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
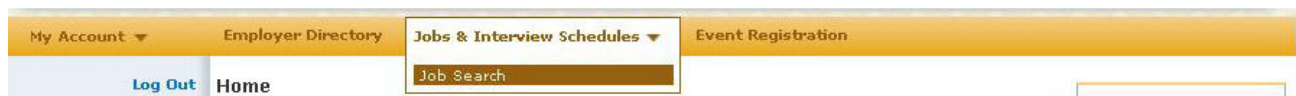
- Click on Job Search under Jobs & Interview Schedules from the top menu.
- You may search by Organization Name, Position Type and/or Practice Area.
- If you would like to see all job listings, then leave the search criteria blank and click Search.
- Note: Only jobs that you are eligible for will be listed.

By Employer

- Click on Event Registration and search for the 2012 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 Interview 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

You will receive an email notification by October 4 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 Jobs & Interview Schedules and click on the corresponding interview.

Reviewing Application Status Online

If you do not receive an email notification for an application by October 4, 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

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