Important Dates to Remember for Fall Recruiting

- **July 1, 2013**: Resume Reviews begin. **All first-time program participants must have a mandatory resume review.**

- **July 8, 2013**: Information on employers participating in Fall Recruiting will be available on Symplicity. To see On-Campus Interview (OCI) and Resume Collect employers, click on the “OCI” tab. To review Direct Contact employers, select the “Documents” tab, then “Document Library.” These resources will contain information regarding application documents to be submitted, hiring eligibility requirements (e.g. class rank) and on-campus interview dates.

- **July 8, 2013 at Noon and 5:30pm**: Fall Recruiting Program (required for all first time participants) A Fall Recruiting Program will be held to provide information on program registration requirements, how to bid on employers, and additional information and updates in regards to the Fall Recruiting program. **If you are planning to participate in Fall Recruiting, you must attend one of these sessions or follow the make-up procedures.** Check the Record for room locations.

- **July 25, 2013, Noon**: Resume Reviews end. **All first-time program participants must have a mandatory resume review** by a Career Advisor. If you have already had your resume reviewed, this can be done via email. If you have not already had your resume reviewed by a CSO Career Advisor, you must make an appointment. Students who participated in the program last year are not required to have a resume review, but are encouraged to do so. **OCI resume reviews end at noon, Thursday, July 25. All resumes must be reviewed and uploaded by noon on July 25. We advise sending your resume via email or making an appointment in June or early July, as appointments tend to fill up fast later in the summer.**

- **July 25, 2013, Noon**: Bidding system will be open for student bid entry.

- **August 1, 2013 at NOON**: Deadline for Fall Recruiting Program computer bidding and uploading of resumes and other required materials to Symplicity. All hard copy materials must also be turned in to the CSO by this date. The CSO will close at noon on August 1st.

- **August 2, 2013**: CSO closed for processing OCI resumes and interview schedules.

- **August 6-8, 2013**: Mock Interviews will be available for those who wish to brush up on their interviewing technique. Interview slots will be filled on a first-come, first-served basis. Sign-ups will be managed through a website; more information will be available at the July 23rd program. A number of other programs will also be held at the beginning of the semester which are designed to help you maximize your success in the OCI program as well as provide information about other types of career/employment opportunities. Watch The Record for details about all fall career programming.

- **August 9, 2013**: Student interview schedules will be available for viewing on-line.

- **August 12, 2013**: On-Campus Interviews begin.
Resources to Check This Summer for Fall Recruiting

1. Symplicity*
2. The Record*
3. CSO webpage: http://www.kentlaw.iit.edu/career-preparation/career-services/students/fall-recruiting-program*
4. Email: Your kentlaw.edu email address*
5. The NALP Directory: NALP conducts annual surveys of member firms and governmental organizations and publishes that information on-line at www.nalpdirectory.com. The NALP surveys give an overview of the practice areas, hiring history, salary information for summer associates and entry level associates, billable hour requirements of the firm, number of attorneys per practice area, the names of other law schools at which they interview, and other relevant information about a given legal employer.
6. Firm Websites: The sites are likely to include a firm profile, a list of practice areas, lists of branch offices, attorney biographies, and a listing of internal firm publications for which the interviewing attorney has written. Many firms also include extensive descriptions of their summer associate programs.
7. Lexis and Westlaw: Search the Lexis or Westlaw databases to find the most recent cases in which the employer has been involved. Also check the News feeds for information on recent mergers, big wins/deals, attorney profiles, etc.

* All students participating in Fall Recruiting are required to check these four resources regularly throughout the summer. **Not having reviewed these resources will not excuse you from missing a deadline or incorrectly registering for Fall Recruiting.**

Resources to Check This Summer for Judicial Clerkships

1. The Judicial Clerkship section of the CSO website (http://www.kentlaw.edu/depts/cso/students/judicial/judicial_intro.html)
2. OSCAR: Online System for Clerkship Application and Review (https://oscar.symplicity.com/)
5. Federal Judicial Clerkship Database (on Symplicity)
6. ALJ Postgraduate Clerkship Opportunities – resource for Administrative Law Judge opportunities (Document Library)
10. Sullivan’s Judicial Profiles: Book with profiles of all Illinois State and Federal judges, available in CSO and Library
13. Court Locator: Links to federal all federal circuits and districts (http://www.uscourts.gov/court_locator.aspx)