

Career Services

UALR William H. Bowen School of Law

Using Career Services

Facilities and Hours:

The Career Services Office is located in Room 116 of the Law School. A beautiful suite of offices, interview rooms and a Career Resources Library are there for your comfort and pleasure. The office is open 8:00 a.m. - 5:45 p.m. on Monday, and 8:00 a.m. - 5:00 p.m. Tuesday thru Friday. With an active Part-time Division, Career Services recognizes these times will not be convenient for all students, so additional times for any student in either division are available by appointment.

We are pleased to offer limited access for job search-related printing, copying and faxing, and a typewriter for the convenience of students and alums using Career Services.

I. Using Career Services

- A. A major asset in providing career development information and guidance, Career Services is available to all students in every stage of your academic career. Services are available even after you graduate. As a member of the National Association of Law Schools & Legal Employers, known as NALP, first-year students are invited and strongly encouraged to attend all educational programs and workshops and to seek information for the purpose of career planning. However, NALP guidelines prohibit full-time, first-semester students from using Career Services job search services until November 1.
- B. A series of workshops and activities in November, January and February are geared toward preparing all students for the impending job search. Note: This is not just for those in the first year who anticipate participating in on campus interviews. Regular annual programming include sessions on writing the legal resume, tips for effective interviewing and strategies for a productive job search. In early November, first-year students receive a welcome letter and password and an invitation to register on Symplicity. This password gives students access to job postings, the Spring On Campus Interviewing Program and several key passwords. Continuing students, including transfers and visitors, may complete Symplicity registration at any time. For all, the resume, transcript and writing sample must be uploaded to Symplicity **before** registration is complete and documents are released to OCI employers. Career

Services will contact students when resumes come to our attention that seem inadequate or inappropriate.

- C. The first opportunity for on campus interviewing for first-year students is in the spring term. These interviews are primarily for local law clerk positions for the summer, fall, and spring after the first year. Part-time students should actively participate in spring interviews as well. Important employment opportunities may be lost if you choose not to interview during your first spring term.
- D. Once your file is opened and approved, you can update it as often as you like. Be sure to update if you move or if you change your telephone number. Definitely update every fall.
- E. While the number of out-of-state employers participating on campus is limited, Career Services actively works with many employers who encourage your application as you plan to enter the legal job market. Those interested in out-of-state summer associate positions should communicate those plans to Career Services as soon as possible, the sooner the better. We will work with each Bowen student to develop and implement a job search as geographically expansive as you need. First-year students should prepare to submit credentials to firms outside Arkansas over the winter break or by the end of January at the latest. Second-year students should submit credentials by mid-August for summer associate positions the following summer. Career Services is always available to discuss your plans.

II. Other Services:

- A. The Career Services staff posts openings for part- and full-time, temporary and permanent positions on Symplicity. The office also communicates openings via the Intercollegiate Job Bank (graduates from other law schools should obtain the username and password from your home school).
- B. Individual career counseling appointments are available. Call 501-324-9436 to make an appointment. The staff provides personalized career planning and guidance as you explore the legal profession or consider career paths outside the traditional legal field. Individualized job search assistance is also available.
- C. Educational workshops are staffed by practicing members of the Bench and Bar and provide a wonderful networking opportunity to participants. While workshop topics may change each year, standard workshops focus on the mechanics of the job search, starting your own practice and nonlegal career options. For those unable to attend any session, including students in the part-time division who find it difficult to attend daytime programming, every effort is made to record all educational workshops for availability on the law school's

capture system. Check the Document Library on Symplicity to access career services-related recordings.

- D. The Career Resources Library contains books, directories and binders found to be of real value to the career exploration/job search process. In addition to a typewriter, computer and printing access, popular resources in the CRL include [Guerrilla Tactics for Getting the Legal Job of Your Dreams](#), the [NALP Directory of Legal Employers](#), [Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market](#), [What Can I Do with A Law Degree?](#), [Building Career Connections: Networking Tools for Law Students and New Lawyers](#), and alumni information. Hard copies of the online subscriptions: *Government Honors and Internships Handbook*, *NALP's Federal Legal Employment Opportunities Guide* and the *Vermont School of Law Guide to State Judicial Clerkship Procedures* are in Room 116.
- E. If you are interested in clerking or looking for full-time work in another state, read *Conducting a Successful Job Search* in this section. The Intercollegiate Job Bank also has alumni job announcements from over 100 law schools nationwide and will help you identify small and medium-sized firms that are actively hiring. Use that information to develop your own search strategies. The IJB can be found at http://www.law2.byu.edu/Career_Services/php. The username and password are available on Symplicity. We can also request reciprocity services for you from law schools in selected areas. Approved reciprocity agreements allow you to use the resources of career services offices in the area(s) where you are looking for employment. NOTE: Reciprocity agreements are generally limited to one school per state and are not available at most schools during the fall on-campus interviewing seasons.

Rules for Participating in the On-campus Interviewing Process

- 1. Second- and third-year students may use the resources of the Career Services program at any time.** First-year students may use job search services after November 1. Our alumni may use Career Services resources at any time but should understand that our services are geared more towards law students and new graduates. With prior reciprocity approval, students and graduates of other law schools may have limited access to Career Services resources. A letter of reciprocity is required from the referring law school before services are provided. This may be emailed to law-careers@ualr.edu.
- 2. Student classification determined by earned hours.** Career Services follows the classification by hours as determined by the School of Law administration and noted here:

1 st year:	0 -17 hours
2 nd year:	18 - 53 hours
3 rd year:	54 - 90 hours

If you have questions about your “year status” as it relates to job listings, please see us in Room 116.

- 3. Be certain that the information waiver you signed reflects your intention.** During orientation of your first year, you are asked to sign a document styled “Records Policy.” This document says that we may (or may not) release certain information about you. When employers request names and addresses of those in the top x% of the class, we DO NOT release this information about you if you have requested that we not do so. If you change your mind and want to make this information available to prospective employers, you must go to the Registrar’s Office in Room 104 and complete a new form. Inform Career Services if you have changed your waiver.
- 4. Your official class rank and GPA can only be calculated by the Registrar.** You should not attempt to calculate your “official” rank yourself. A representation of your GPA or class rank which reflects other than that shown by the Registrar’s Office is false and may be considered an honor code violation. “Rounding up” is not ethical. If you want to put a better “spin” on your academic information or if you want to complete a resume before the semester’s information is available, please see us for suggestions. Update your resume at least once per year to reflect your changed GPA and rank, class status, contact information, and recent employment. Inaccurate resumes (GPA, rank, etc.) will not be released to employers.
- 5. Symplicity registration, your profile, job search credentials.** To participate in on campus interviewing, you must register with Symplicity. This includes completing your profile and uploading at least one copy of your resume, a writing sample and your most recent transcript. Symplicity will allow you to upload up to 10 documents allowing for more than one resume should you wish to develop targeted resume documents.
- 6. Keep documents on Symplicity updated.** If you’ve updated your resume, please upload the new one to Symplicity. Old resumes may reflect outdated GPAs or not show important honors and activities. It is important that you put your “best foot forward” by providing accurate information.
- 7. Meet the interview criteria or ask what to do if you don’t meet the criteria.** Employers tell us their criteria for interviewing prospective clerks/associates. If they require a 3.0 and you have a 2.9, don’t fudge and attempt signing up for the interview. Most will allow you to sign up to interview 48 hours prior to the actual visit when interview slots are available. Check the interviewer’s sign-up sheet for that information.
- 8. If you can’t keep the scheduled interview, call us.** If you must miss an appointment due to an emergency, please call 501-324-9436 or email law-careers@ualr.edu prior to your

appointment time. Failure to keep an interview appointment without notifying Career Services prior to the appointment may result in your inability to interview on campus again during that interview season. Before access to services is reinstated, a letter of apology/explanation must be sent to the employer and copied to Career Services. Failure to show for or call prior to missing a scheduled interview is irresponsible and reflects poorly on you and the Law School.

That's it! Just eight (8) rules for your use of Career Services. We hope you find this information helpful. If you have questions or comments about them, please see the staff in Room 116.

The Career Services program is an excellent source for your use in exploring the legal profession and planning and conducting the job search. Use us. Use all the resources you can identify. Your career planning and job search will be richer for it!