



2018 Equal Justice Works Conference and Career Fair User Guide

Friday and Saturday, October 26 and 27
Hyatt Regency Crystal City
Arlington, VA

The Conference and Career Fair online system will allow you to register for the event, upload documents, and submit applications; allows employers to review applications and select interviewees; and allow you to accept and schedule interviews.

**The 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

May 7 - September 7: Employer registration and job posting

August 13 - September 14: Student and recent graduate registration and interview application

September 14 - October 26: Student and recent graduate registration (interview application period closed; registration for table talk and workshops only)

September 17 - September 28: Employer application review and interviewee selection

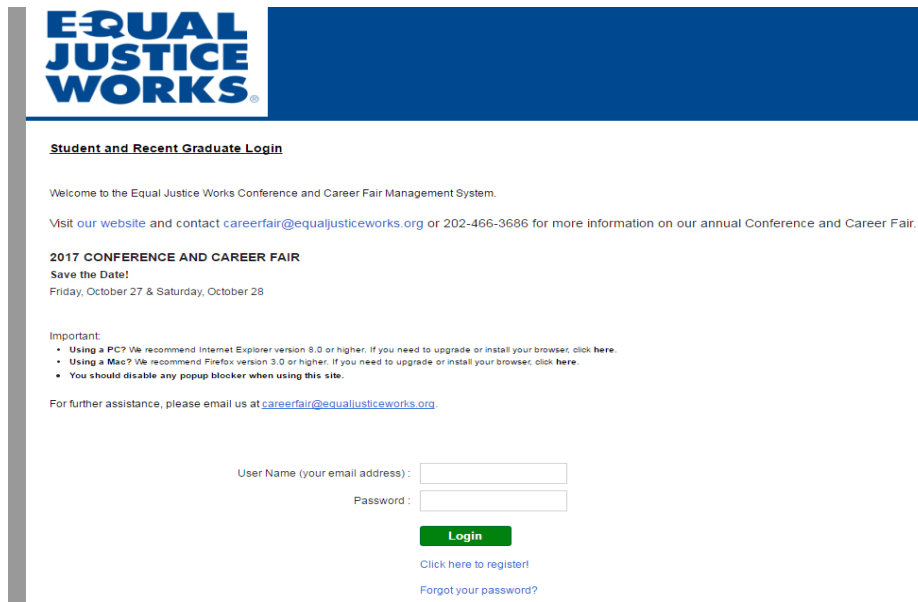
October 8: Last day for accepted students and recent graduates to sign up for an interview time

October 26 & 27: 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 an 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>



The screenshot shows the login page for the Equal Justice Works Conference and Career Fair Management System. The page features the Equal Justice Works logo at the top left. Below the logo, the text reads "Student and Recent Graduate Login". A welcome message follows, along with contact information for the career fair. The page also includes the dates for the 2017 Conference and Career Fair (October 27-28) and a list of important browser requirements. At the bottom, there is a login form with fields for "User Name (your email address)" and "Password", a green "Login" button, and links for "Click here to register" and "Forgot your password?".

EQUAL JUSTICE WORKS

Student and Recent Graduate Login

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

Visit our [website](#) and contact careerfair@equaljusticeworks.org or 202-466-3686 for more information on our annual Conference and Career Fair.

2017 CONFERENCE AND CAREER FAIR
Save the Date!
Friday, October 27 & Saturday, October 28

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 :

Login

[Click here to register](#)

[Forgot your password?](#)

Using a Previous Account

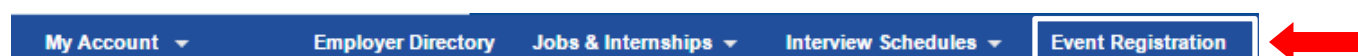
- If you've previously registered for the Conference and Career Fair, click here: <https://www.myinterfase.com/equaljusticeworks/student/>
- Enter your previous username (most likely your email address) and password to login. If you do not remember your password, click [Forgot your password?](#) to reset your password.

Navigating the Homepage

The screenshot shows the homepage of Equal Justice Works. At the top, there is a blue header with the logo and a navigation bar. A red box labeled '1. Top Menu' points to the navigation bar which includes 'My Account', 'Employer Directory', 'Jobs & Internships', 'Interview Schedules', and 'Event Registration'. On the left, a 'Side Menu' (red box '2. Side Menu') contains links for 'Home', 'Resource Library', 'My Favorites', and 'I want to...'. The main content area features a 'Welcome' message, a 'USER GUIDE' link, and 'NEXT STEPS' for job applications. A 'Task List' (red box '4. Task List') is located at the bottom left. On the right, an 'Account Summary' box and a 'Connect with Us' section (red box '3. Connect with Us') with social media icons are visible. An 'Announcements' section shows no current announcements.

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 interview invitations.

Registering to Attend

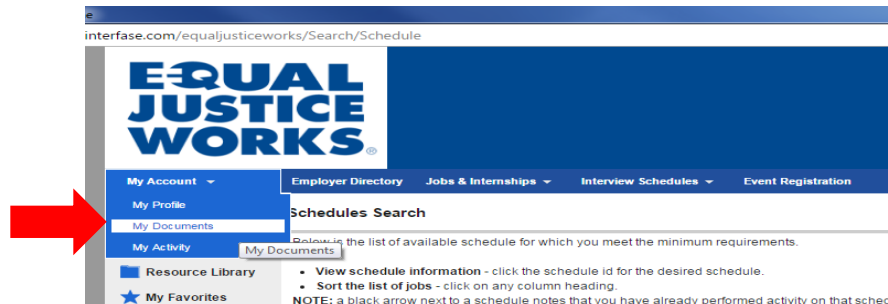


In the Top Menu, click on [Event Registration](#) to begin.

- Click the [2018 Conference and Career Fair](#) link and click [Register for Event](#). There is a \$25 fee to register and it is non-refundable.

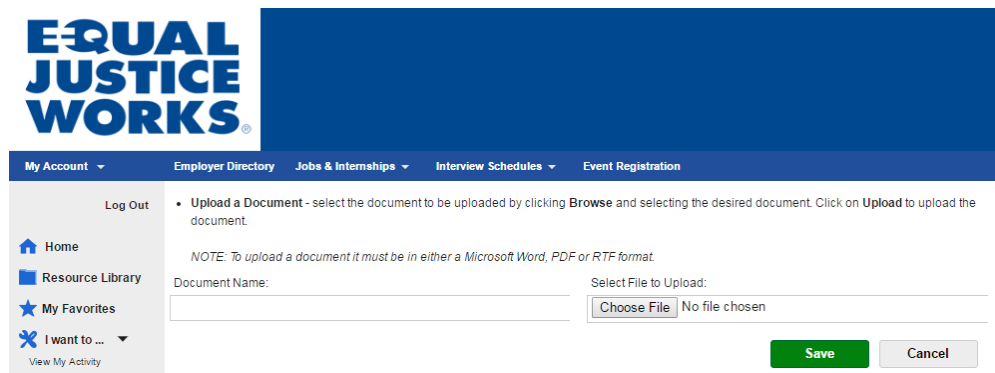
- Click the check box next to Student Registration in the Attendee Fees section and choose Credit Card as your payment method in the Payment section. When you click Save, a credit card payment screen will appear.
- Once you Submit Payment, you will be registered for the 2018 Conference and Career Fair.
- 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)

Uploading documents



- 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, References, Application Form and Personal Statement. Employers specify which documents they require.

Note: If an organization has required an application form but you do not see a link to one posted, please reach out to careerfair@equaljusticeworks.org.



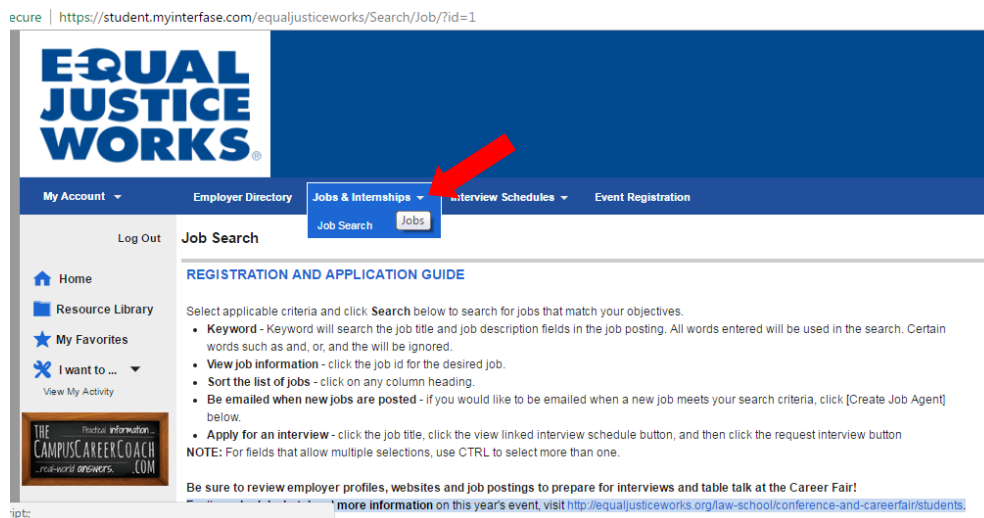
- Click Add next to the type of document you are uploading.
- Browse for the file, add a Document Name, and click Save.
 - Be sure to choose a unique name for your document, such as *Your Name Resume – ACLU*.
- Repeat this process for each document you would like to upload into the system in order to apply.

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

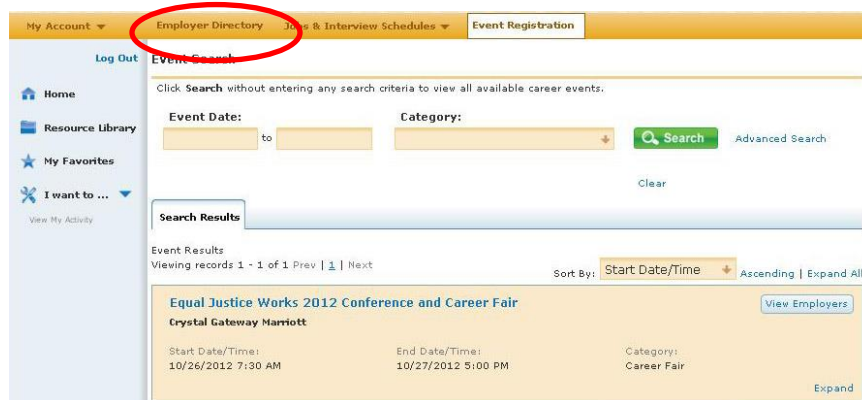
NOTE: If you're registering before September 7th, employers may still be adding new jobs into the system. To be notified when new jobs are added, you can create a Job Agent to receive an email when a new job is added that meets your search criteria. Click on [Create Job Agent](#) at the top of the search 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

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 Job Title of the position.

Job Results
Viewing records 1 - 1 of 1 Prev | 1 | Next

Sort By: Job ID Ascending | Expand All

434 / Summer Intern
Rocky Mountain Children's Law Center

Job Location (City, State): Denver, CO Position Type: Internship Expiration Date: 9/13/2012

Expand

- Click on the View Linked Interview Schedule and click on the Request Interview button.

Add To Favorites View Linked Interview Schedule View Linked Events

434 / Summer Intern
Rocky Mountain Children's Law Center

Position Information
To apply, click on "View Linked Interview Schedule." Do not apply directly to the employer!

Schedule 341
Rocky Mountain Children's Law Center
434 / Summer Intern

You qualify for job: Summer Intern

Request Interview

- Use the drop down menu feature to select which documents you would like to submit.
- Click Request Interview to submit.

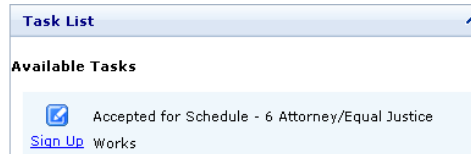
Reviewing Application Status Online

If you do not receive an email notification for an application by October 2, or if you just wish to view your application status earlier, 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 2nd 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.