
Note: This guide is only relevant to schools with a pre-established agreement with Equal Justice Works regarding payment:
Georgetown University Law Center
Duke University School of Law

If your school is not on this list, please refer to the general registration guide here or your registration will be invalid.

The system works best on Internet Explorer and Mozilla Firefox. If you encounter any problems, please email us at careerfair@equaljusticeworks.org.

Table of Contents

Important Dates.................................................................................................................................................. 1
Creating an Account .......................................................................................................................................... 2
Using a Previous Account ............................................................................................................................... 2
Registering to Attend ..................................................................................................................................... 3
Searching for Jobs & Employers ..................................................................................................................... 4
Uploading documents ..................................................................................................................................... 5
Applying for Interviews ................................................................................................................................. 6
Reviewing Application Status Online ........................................................................................................... 6
Accepting / Declining Interviews ................................................................................................................ 7
View and Print Interview Schedule ............................................................................................................. 7

Important Dates

Monday, August 14th - Wednesday, September 13th at midnight ET: Student and recent graduate registration and application for prescheduled interviews, workshops and Table Talk

Thursday, September 14th - Friday, October 27th: Student and recent graduate registration for workshops and Table Talk (job application period closed)

Friday, September 15th - Friday, September 29th at midnight ET: Employer application review and interview selection

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

October 27th & 28th: 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

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.
Registering to Attend

1. Click on "Register to Attend" on the Equal Justice Works website.

2. Fill in the registration form with your information and select the event(s) you want to attend.

3. Review your registration and make any necessary changes before finalizing your registration.

4. Click "Submit" to finalize your registration.

Follow each of these screen grabs to finalize your event registration. Select save and then you can log out. Your registration will be complete even though it says you have not paid.

**NOTE:** You will NOT receive a confirmation email from Equal Justice Works regarding your registration. Once you log back in, you will have a note in your “task list” on the home page that says your event registration is incomplete. However, this will not affect your ability to attend the event, view employers, apply for interviews, or be selected for interviews. Please ignore the message and continue following the instructions in the guide to upload documents, submit applications and accept interview invitations.
Searching for Jobs & 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 & 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.
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.
 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.

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

- 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 2\textsuperscript{nd} 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.