

Public Service Job Fairs: A Roadmap for Law School Professionals
Hand-outs accompanying the powerpoint slides (digital upload—shortened version)

Handouts are either actual planning documents or templates from the various fairs which the presenters are affiliated with:

Equal Justice Works Conference & Career Fair (Washington, D.C.)-EJW

Public Interest Legal Career Reception (NYC), Public Interest Legal Career Fair (NYC)-PILCFair

Public Interest/Public Sector (PIPS) Day , Northern CA -PIPS

Chicago Area Law School Consortium (CALSC) Midwest Public Interest Law Career Conference, Chicago, IL – CALSC/MPILCC

1. Budget: *PIPS*
2. Steering committee model with rotating roles: *PIPS*
3. Timeline & allocation of tasks: *CALSC/MPILCC*
4. Preparing students for the Fair:
 Tips for Successful Table Talk & Standard Interview Questions Employers and Students May Ask: EJW
5. Day of fair staffing . *PIPS*
6. Debriefing agenda & statistical reports

Additional hand-outs—which include some employer outreach messaging (postcards), poster publicizing a fair to students, and poster advertising series of programs to prepare students pre and post fair are available –but couldn't be posted electronically because of file size; Please email Hillary Exter, Fordham Law School, at HExter@law.fordham.edu if you would like copies emailed to you.

PI/PS Day 2014 Budget

Categories	Actual 2014	Approved 2014
EXPENSES		
Template Provider Contract	\$X	\$X
Program Printing	\$X	\$X
Event Supplies	\$X	\$X
Food	\$X	\$X
Stipends	\$X	\$X
Travel/Transportation of materials	\$X	\$X
Staff T-Shirt Laundering	\$X	\$X
TOTAL EXPENSES	\$X	\$X

INCOME		
Target Fundraising = \$10,000 annually		\$10,000
Law Firm 1	\$X	
Law Firm 2	\$X	
Law Firm 3	\$X	
Law Firm 4	\$X	
Law Firm 5	\$X	
Law Firm 6	\$X	
Law Firm 7	\$X	
Law Firm 8	\$X	
TOTAL INCOME	\$X	\$10,000

GRAND TOTALS	\$X	\$X
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PI/PS Day Steering Committee Rotation

YEAR	CHAIR	TREASURER	CHAIR ELECT	TREASURERELECT	HOST SCHOOL
2013	GGU	Stanford	USF	McGeorge	Hastings
2014	USF	Santa Clara	Davis	McGeorge	Hastings
2015	Davis	McGeorge	Berkeley	GGU	Hastings
2016	Berkeley	GGU	Stanford	USF	Hastings
2017	Stanford	USF	McGeorge	Davis	Hastings
2018	McGeorge	Davis	Santa Clara	Berkeley	Hastings

Chicago Area Law School Consortium
MPILCC CONFERENCE FEBRUARY 1, 2014
 Planning Calendar

Planning timeline (Chicago Area Law School Consortium)

Planning Agenda and Item (all times C.S.T.)		School	Last Year 2012-13	2013-2014 Action
LAW SCHOOL/STUDENT CONTACT				
1.10	Create email list of Midwest schools	IL	Monday June 14, 2012	Monday, July 22, 2013
1.11	School MPILCC Invitation sent & school registration begins	IL	Monday, October 15, 2012	Monday, October 14, 2013
1.12	Registering law schools conference call - FAQ review	IL	Friday, October 26, 2012	Friday, October 25, 2013
1.13	Initial list of employers attending transmitted to schools via MPILCC Web Site	UC	Friday, November 9, 2012	Friday, November 8, 2013
1.14	Students BEGIN registering with their schools		Friday, November 9, 2012	Friday, November 8, 2013
1.15	Revised list of employers attending and student registration reminder sent	IL	Wednesday, November 28, 2012	Monday, November 25, 2013
1.16	School registration ENDS NOON - Schools transmit Excel Sheets to U Chicago	UC	Friday, December 7, 2012	Friday, December 6, 2013
1.17	Students e-mailed Symplicity login and password BEGINS NOON	UC	Monday, December 10, 2012	Tuesday, December 10, 2013
1.18	Student resume upload and bidding on Symplicity BEGINS 5:00 P.M.	UC	Monday, December 10, 2012	Tuesday, December 10, 2013
1.19	Deadline for student resume uploads and bidding on Symplicity ENDS NOON	UC	Friday, January 4, 2013	Friday, January 3, 2014
1.20	Employer resume book materials collected by Illinois to Northwestern for	IL	Friday, January 4, 2013	Friday, January 3, 2014
1.21	Scheduler run on Symplicity	UC	Thursday, January 17, 2013	Thursday, January 16, 2014
1.22	Initial schedules viewable on-line to students BEGINS NOON	UC	Thursday, January 17, 2013	Thursday, January 16, 2014
1.23	Student alternates notified by e-mail AT NOON	UC	Friday, January 18, 2013	Friday, January 17, 2014
1.24	Student interview/alternate cancellation deadline (via e-mail) ENDS NOON	UC	Wednesday, January 23, 2013	Wednesday, January 22, 2014
1.25	Cancelled slots filled in with student alternates (via Symplicity) BEGINS 12:30 pm	UC	Wednesday, January 23, 2013	Wednesday, January 22, 2014
1.26	Conference de-brief and next year planning		VALPO Day 2013	VALPO Day 2014

EMPLOYER CONTACT

2.10	Revise employer database list	Kent	June, July, 2012	June, July 2013
2.11	Initial CALSC "Save the Date" email	Kent	September, 2012	September, 2013
2.12	Refresh and revise MPILCC Web Site pages	UC	Friday, October 5, 2012	Friday, October 11, 2013
2.13	Email MPILCC Conference Registration Invitation to employers	Kent	Monday, October 8, 2012	Monday, October 14, 2013
2.14	Registration Confirmation e-mails sent to registered employers	UC	Tue, Oct 8 to Wed, Dec 7, 2012	October 14-December 6, 2013
2.15	Employer Encouragement - follow up phone calls (all Schools)		November 7-Nov 21, 2012	November 11-December 2, 2013
2.16	Last reminder to employers - one week left	Kent	Wednesday, November 28, 2012	Friday, November 29, 2013
2.17	Deadline for employer registration	UC	Wednesday, December 5, 2012	Friday, December 6, 2013
2.18	Student resumes sent to employers for screening	UC	Friday, January 4, 2013	Monday, January 6, 2014
2.19	Deadline for receipt of employer student choices	UC	Wednesday, January 16, 2013	Wednesday, January 15, 2014
2.20	Final schedule released to employers via Symplicity	UC	Thursday, January 24, 2013	Thursday January 23, 2014
2.21	Employers receive email with final conference day instructions	NW	Thursday, January 24, 2013	Thursday January 23, 2014

SITE PREPARATION (suggested deadlines)

3.10	Arrange for interview rooms	NW	Friday, November 23, 2012	Friday, November 22, 2013
3.11	Check with library about interview rooms	NW	Friday, November 23, 2012	Friday, November 22, 2013
3.12	Arrange for registration tables	NW	Thursday, January 3, 2013	Friday, January 3, 2014
3.13	Arrange for building to be open	NW	Thursday, January 3, 2013	Friday, January 3, 2014
3.14	Arrange for conference volunteers (registration, greeters, lottery)	NW	Monday, January 7, 2013	Monday, January 6, 2014
3.15	Arrange for sign stands, signs	NW	Monday, January 7, 2013	Monday, January 6, 2014
3.16	Arrange for breakfast catering	NW	Monday, January 7, 2013	Monday, January 6, 2014
3.17	Arrange for lunch catering	NW	Monday, January 7, 2013	Monday, January 6, 2014
3.18	Final site preparation review	NW	Monday, January 23, 2013	Monday, January 27, 2014
3.19	Final MPILCC organizers conference call - final check	NW	Wednesday, January 25, 2013	Monday, January 27, 2014

CONFERENCE DAY, Saturday, February 1, 2014

4.10	Employer Registration			7:30 a.m. - 9:15 a.m.
4.11	Student Registration			7:30 a.m. - 8:30 a.m.
4.12	Lottery Open Sign Ups			8:45 a.m. - 9:30 a.m.
4.13	Table Talk Period			9:30 a.m. - 11:45 a.m.
4.14	Interviewing Begins -20 minute schedule/30 minute schedule			9:40 a.m. / 9:45 a.m.
4.15	Lunch			12:00 noon - 1:00 p.m.
4.16	Interviewing Ends -20 minute schedule/30 minute schedule			5:10 p.m / 5:30 p.m.

Tips for Successful Table Talk

1. Bring up-to-date copies of your résumé.

If you are a 2L or above, include your summer work. If you are a 1L, include information about your law school and graduation date. Please bring copies with you as there is no complimentary copy service onsite. We will have several law school professionals assisting with resume review on a first-come, first-served basis at the career fair.

2. Practice your personal “tweet” introduction.

Prepare a quick elevator pitch to let employers know who you are, what experience, skills or contacts you can bring to their organization and why you are interested in that particular employer.

3. Be brief.

Employers will appreciate your ability to be concise and direct. Do not take up more than two minutes of their time and don't resist if the employer wishes to speak with more than one student at a time – follow their cue to make a good first impression.

4. Research employers.

As you may not have time to meet with every employer, strategize: browse the list of participating employers and rank them in order of preference. Come prepared with one or two specific questions you would like to ask. Maximize your few minutes with the employer by ensuring the answers to your questions are not readily available on the employer's website. Save your top employer for last so that you have perfected your elevator speech by the time you meet with them.

5. Dress for success.

You only have one chance to make a first impression. Business attire, preferably a suit, is the way to go.

6. Follow up is important.

Collect business cards and/or contact information. A good way to keep track of items of note for particular employers is to write something that was said during your conversation on the back of the employer's business card and refer to it in your follow-up. Be sure to follow up with an email re-introducing yourself and expressing your interest. Be sure to attach your résumé, even if you already gave them a hard copy.

**Equal Justice Works 2013 Conference & Career Fair
Standard Interview Questions Employers and Students May Ask**

1. Tell me about yourself.
2. Tell me about your experience.
3. What is your most important accomplishment to date?
4. How would you describe your ideal job?
5. Why did you choose this career?
6. What goals do you have in your career?
7. How do you plan to achieve these goals?
8. How do you personally define success?
9. Describe a situation in which you were successful.
10. What do you think it takes to be successful in this career?
11. Can you provide an example where you demonstrated initiative or creativity?
12. What accomplishments have given you the most satisfaction in your life?
13. If you had to live your life over again, what one thing would you change?
14. Would you rather work with information or with people?
15. Are you a team player?
16. What motivates you?
17. Why should I hire you?
18. Are you a goal-oriented person?
19. Tell me about some of your recent goals and what you did to achieve them.
20. What are your short-term goals?
21. What is your long-range objective?
22. What do you see yourself doing five years from now?
23. Where do you want to become ten years from now?
24. Do you handle conflict well?
25. Have you ever had a conflict with a boss or professor? How did you resolve it?
26. What major problem have you had to deal with recently?
27. Do you handle pressure well?
28. What is your greatest strength?
29. What is your greatest weakness?
30. If I were to ask one of your professors (or a boss) to describe you, what would he or she say?
31. Why did you choose to attend _____law school?
32. What changes would you make at your particular law school?
33. How has your education prepared you for your career?
34. What were your favorite classes? Why?
35. Do you enjoy doing independent research?
36. Who were your favorite professors? Why?
37. Why is your GPA not higher?
38. Do you have any plans for further education?
39. How much training do you think you'll need to become a productive employee?
40. What qualities do you feel a successful manager should have?
41. Why do you want to work in the _____ industry?
42. What do you know about our organization?
43. Why are you interested in our organization?
44. Do you have any location preferences?
45. How familiar are you with the community that we are located in?
46. Are you willing to relocate? In the future?
47. Are you willing to travel? How much?
48. How much money do you need to make to be happy?
49. What kind of salary are you looking for?
50. What types of challenges have you overcome in your past jobs or in life?

Questions Specifically for Public Interest Employers:

1. How have you demonstrated your commitment to this type of work?
2. How did you develop an interest in (certain issues, the target community, etc.)?
3. What is your experience working with diverse populations? Working with low-income individuals? the disabled? veterans? the homeless?
4. How much public interest experience do you have?
5. What constitutes success to you?
6. What types of volunteer work have you done, if any?
7. What did you take away from your clinical experience(s) (if applicable)?

Questions Students May Want to Ask the Public Interest Interviewer: (You should always be prepared with a few in case the employer asks “Do you have any questions for us?”)

1. What do you like most about your job?
2. How did you get your job?
3. How secure is your funding for the next several years?
4. How long does the average staff attorney remain with the organization?
5. Do alumni continue practicing public interest law?
6. What skills are most important to be a successful lawyer within this organization?
7. What are some of the challenges the organization is facing?
8. What type of training do new attorneys receive?
9. Does the organization provide for any type of loan repayment assistance?

Questions Students May Want to Ask Regarding Summer Internship Positions:

1. How would you describe a typical day for your summer intern(s)?
2. How much responsibility does a summer intern with your organization have?
3. What is the percentage of summer interns who are hired into staff attorney positions at your organization?
4. What type of training do summer interns receive?
5. How are interns supervised?
6. How are projects assigned to interns?
7. How often and in what format is feedback received?
8. Are interns able to develop a writing sample by the end of their summer internship?
9. How many summer interns do you plan to hire?

Staffing: Day of Fair (Public Interest/Public Sector (PIPS))

Task	Name	School
Friday Set-Up		
	Louise Francis	Hastings
	Brent Bynum	MCG
	Van Luong	USF
	Christina Johnson	SCU
	Fairuz Abdullah	Hastings
	Kirsten Hill	UCD
	Liz Jurmu	USF
	Leor Neta	GGU
	Eric Stern	Berkeley
	Thieu Do	OneJustice
	Sari Zimmerman	Hastings
	Annabrooke Temple	Hastings
PIPS Day		
Check-in at 200 McAllister	Anna Borg	Hastings
	Ellen Strauss	USF
Employer Registration	Annabrooke Temple	Hastings
	Kirsten Hill	UCD
	Julia Wilson	OneJustice
	Renae Getlin	OneJustice
	Natasha Ong	OneJustice
	Susanne Aronowitz (Lead)	GGU
	Linda Kim	OneJustice
	Andrea Shaheen	SCU
	Liz Jurmu	USF
	Phoebe Kasdin	OneJustice
Final Clean-Up Checks	Fairuz Abdullah	Hastings
	Sari Zimmerman	Hastings
Info and Summer Stipend Drawing Table	Stephen Downey	OneJustice
	Ora Prochovnick	JFKU
	Johanna Hartwig	USF
Liason with EJW and NALP	Annabrooke Temple	Hastings
Liason with NALP	Leor Neta	GGU
Table Talk 198 McAllister (Public Interest)	Annabrooke Temple	Hastings
	Kirsten Hill	UCD
	Brent Bynum	MCG
	Leor Neta (Lead)	GGU
Table Talk 200 McAllister (Public Sector)	Johanna Hartwig	USF
	Louise Francis (Lead)	Hastings
	Jan Nussbaum	GGU
Open Interview Slot Sign-Up	Liz Jurmu	USF
	Eliza Leoni	Hastings
	Patrick Fodell (AM Lead)	OneJustice
	Virginia Green	USF
	Van Luong	USF

Student Registration

Jared Solovay (Lead)	GGU
Ora Prochovnick	JFKU
Morgan Dain	SCU
Negar Kaitria (AM Lead)	Stanford
Alison Shinsato	UCD
Sarah Cuniff	Berkeley
Melanie Rowen	Berkeley
Phil Marshall (PM Lead)	Hastings
Alex Lee	Berkeley
Jared Solovay	GGU

Time

1-3:30pm

1-5pm

1-5pm

~~1-4pm (Will bring water from-~~

1-5pm

1-5pm

1-5pm

1-5pm

~~1-5pm~~

1-5pm

1-5:30pm

3:30-5:30pm

7:30-12pm, 1-1:30pm

12:30-5pm

7:30-9am

7:30-9am

7:30-10:30am

7:30-12:00pm

7:30-12:00pm

7:30-12:30pm

7:30-12:30pm

7:30-12:30pm

12:30-5pm

12:30-5pm

5-6pm

5-6 pm

7:30-12:00pm

11:30-12:30pm

12:30-5pm

11:30 AM; (Room B) 12:30 PM;

2:00 PM Room B

9-11:30am

9-12:30pm

9-1pm

9-1pm

8am -1pm

8:30-1pm

9-1pm

7:30-11:30pm

7:30-12:00pm

7:30-12:30pm

7:30-12:30pm

7:30-12:30pm

12:30-3pm

7:30-11:30am

7:30-11:45am

7:30-12:30pm

7:30-12:30pm

7:30-12:30pm

7:30-12:30pm

12-5pm

2-4pm

3-4:30pm

**PI/PS Day 2014 Debrief Meeting
AGENDA**

1. Introductions (5 minutes)
2. PI/PS Day Statistics (5 minutes)
3. 2014 Budget and Fundraising Results (7 minutes)
4. 2014 Event Overview and Survey Results (20 minutes)
5. Discussion Items (45 minutes)
 - a. Event Timing
 - b. Student Application Time Period
 - c. Student Statistics and Outreach Methods
 - d. Contacting staff during the event
 - e. Event Staffing
6. Steering Committee Rotation (3 minutes)
7. Closing (5 minutes)

PI/PS Day 2014 Statistics

Overview of Student Attendance

School	2009	2010	2011	2012	2013	2014	% Change From Last Year
School 1	97	111	113	75	87	94	+8%
School 2	81	93	67	69	91	61	-33%
School 3	114	70	70	75	75	46	-39%
School 4	174	210	207	189	179	167	-7%
School 5	2	15	16	5	10	8	-20%
School 6	41	44	36	28	23	19	-17%
School 7	76	64	70	64	44	58	+32%
School 8	20	19	17	15	8	6	-25%
School 9	93	106	111	88	108	66	-39%
Non-Consortium Law Schools	21	12	18	17	10	8	-20%
Total Attendance	719	744	727	623	635	533	-16%

Overview of Employer Attendance

	2012	2013	2014
Total Interviewing Employers	103	107	107
PI Interviewing Employers	81 (79%)	82 (77%)	77 (72%)
PS Interviewing Employers	22 (21%)	25 (23%)	30 (28%)
Total Table Talk Employers	72	83	79
PI Table Talk Employers	50 (70%)	55 (66%)	51 (65%)
PS Table Talk Employers	22 (30%)	28 (34%)	28 (35%)
Total Employer Attendance	131	141	136

Overview of Student Interviews

Totals	2012	2013	2014	% Change From Last Year
Student Roster	6,298	5,978	5,428	-9%
PI/PS Day Attendees	623	635	533	-16%
Students who applied for interviews	809	846	711	-16%
Students scheduled for interviews	445	502	434	-14%
Total interviews granted	919	1,055	978	-7%
Total open-slot interviews granted	125	104	145	+39%