

**GEORGETOWN LAW /  
GEORGE WASHINGTON LAW**

**2012 PUBLIC SECTOR RECRUITING  
PROGRAM**

**STUDENT INSTRUCTIONS AND  
INFORMATION**

Saturday, January 28, 2012  
The George Washington University  
Marvin Center  
800 21<sup>st</sup> St., NW

# 2012 Public Sector Recruiting Program Instructions

The Program includes three different participation options:

1. A **day long interview program** for Georgetown and George Washington law students to interview with nonprofit organizations, government agencies and private public interest law firms for summer internships and permanent positions;
2. A **resume/cover letter collection** for employers that cannot interview on the day of the program; and
3. **Table talk**: an opportunity for students to speak informally with employers at the Marvin Center.

This is a “**pre-screened**” program, which means that employers review student application materials (resumes & cover letters) and then select the students they wish to interview.

GW and Georgetown use a joint Symplicity site to administer this program. You will research employers, upload your cover letters and resumes, “bid for” (request) interviews and schedule your interviews on the Public Sector Recruiting Program Symplicity site.

## IMPORTANT DATES

**Friday, December 16 (5:00 pm)** – Participating employer information is available on the Symplicity site and students may begin bidding

**Thursday, January 5 (12:00 pm)** – Deadline to upload resume/cover letters and bid for interviewing employers (**Public Sector Interview Option 2012**)

**Wednesday, January 11 (5:00 pm)** – Deadline to upload resume/cover letters and bid for resume collection employers (**Public Sector Resume Collection Option 2012**)

**Tuesday, January 17 (9:00 am)** – Begin checking Symplicity for interview selection and begin scheduling interviews

**Friday, January 20 (12:00 pm)** – Last day for preselected candidates to schedule interviews

**Friday, January 20 (2:00 pm) – Monday, January 23 (5:00 pm)** - Alternates schedule interviews

**Saturday, January 28** – Public Sector Recruiting Program (GWU Marvin Center)

## Login to Symplicity

Login to the PSRP [Symplicity](#) site using your NetID and password. Please note that the PSRP Symplicity site is separate and distinct from the primary Georgetown Symplicity site that includes job postings and information regarding all other recruiting programs.

## Check Your Year in School

You may only bid for employers that are interviewing candidates from your class year. Thus, it is critical that you verify that your class year (1L, 2E, 3L, etc.) is listed correctly in Symplicity, especially if you are a *joint degree or evening student who switched to the day program*.

1. Click on the **Profile** tab on the top navigation bar.
2. Click on the **Academic Information** tab to check that your year in school is accurate (please note: all other fields are irrelevant; you need not complete them). If your class year is not accurate, please contact Ruby Sheikh, Manager of Public Sector Recruitment, at [ris6@law.georgetown.edu](mailto:ris6@law.georgetown.edu).

## Research Participating Employers

1. Click on the **Public Sector Program** tab on the top navigation bar.
2. Employers participate in one of two ways. Some employers accept application materials and select students to interview at the Public Sector Program (**Public Sector Interview Option 2012**); others register to collect application materials and will contact students individually (**Public Sector Resume Collect Option 2012**). Select either the Interview or Resume option from the **Session** drop down menu to view the employer list for each option.
3. To learn more about employers, click on the **Review** button next to each employer to review basic information (i.e., employer website, position description, salary, hiring criteria, additional materials to bring to the interview, employer contact information, etc.)

*Note: Do NOT use the additional employer filters to refine your search. You may miss out on an employer by doing so. Many employers only provide us with a basic list of their practice areas. We suggest you take the time to review employer websites for additional information.*

## Upload Your Resume & Cover Letters

All applicants are required to upload a default resume (that will be used for all employer bids) and a separate cover letter for each employer. It is possible to upload employer-specific resumes as well.

1. Begin by clicking on the **Documents** tab on the top navigation bar.
2. Click on the **Add New** button to upload your resume and employer-specific cover letters.
3. Type in a name for each separate document in the label field (e.g., cover letter Bread for the City)
4. Select the **Type of document** (resume or cover letter).
5. Click on the **Browse** button, select a file to upload, click **Open** and then click **Submit**.
6. If you upload more than one resume, the first resume that you upload will automatically be designated as your default resume. In order to change this, click on the **Make Default** button adjacent to the resume that you wish to be your default resume.

*Note: Be sure to view and print the PDF version after the conversion is complete. It is your responsibility to view your resume to ensure that it is formatted correctly. Employers will see your resume exactly as it appears to you on the screen. To view your uploaded materials, click the Adobe Acrobat icon under the view column.*

## **Bidding**

Students can bid for up to **15 employers** participating in the Interview Option and an unlimited number participating in the Resume Collection option.

### **Bidding for Employers in the Public Sector Interview Option:**

1. Click on the **Public Sector Program** tab.
2. Select **Interview Option 2012** from the drop down menu
2. Click **Apply** next to each employer for which you would like to bid.
3. Select the correct resume and cover letter from the relevant drop down menus. Complete each bid by clicking on the **Apply** button under the drop down menus.
4. You may edit your bids any time prior to **12:00 pm on Thursday, January 5**. (Click on **Withdraw** to remove a bid)

*Note: Leave the "Preferred Locations" box empty for all bids.*

### **Bidding for Employers in the Public Sector Resume Collection Option:**

1. Click on the **Public Sector Program** tab.
2. Select **Resume Collect Option 2012** from the drop down menu.
3. Follow the same bidding procedures as listed above. (There is no maximum number of bids for the resume collect option)
4. You may edit your bids any time prior to **5:00 pm on Wednesday, January 11**. (Click on **Withdraw** to remove a bid)

*Remember: these employers are not scheduling interviews at the Marvin Center. They will contact students directly to arrange phone or in-person interviews.*

## **Post-Bidding Changes to Application Materials Prior to the Bidding Deadline**

**Resume Changes:** After placing bids, you may change the resumes that are attached to particular bids in one of two ways. If you wish to attach a new resume to each existing bid: upload the new resume under the **Documents** tab, click on the **Public Sector Program** tab, select the new resume from the drop down menu labeled **Default OCI Resume**, and click **Update All**. If you wish to attach a new resume to one or some (but not all) of your existing bids: upload the new resume, click on the **Public Sector Program** tab, click on the **Review** button adjacent to the employer for which you placed a bid, select the new resume from the drop down menu, and click **Submit**.

**Cover Letter Changes:** If you wish to change the cover letter for an employer for which you already bid, please upload a new cover letter and attach it to that bid in the same manner that you would update the resume attached to a particular bid.

*Note: The above instructions concern changes to application materials after you have placed bids but before the bidding deadline. Students will **NOT** have an opportunity to alter their application materials in any way after the bidding deadline.*

## **Candidate Selections**

Information regarding candidate selections will be available in Symplicity beginning **Tuesday, January 17**.

1. Click on the **Public Sector Program** tab.
2. If you have been selected for an interview, there will be an **Accept Preselect** button in the **Invitations Column**.
3. If the employer selects you as an alternate, it will say **Alternate** in the **Invitations Column**.
4. If the employer has not submitted their selections, it will say **Pending** in the **Invitations Column**.

5. If you have not been selected, it will say **Not Selected** in the **Invitations Column**.

### **Scheduling Interviews**

Scheduling is administered on a first-come, first-served basis beginning at **9:00 am on January 17**.

1. To schedule an interview, click on the **Accept Preselect** button. The available times for that employer will appear. Select a time and click **Sign Up**.
2. Review your scheduled interviews by clicking on the **Scheduled Interviews** tab.
3. Please confirm the materials that each employer has requested candidates bring to the interview (i.e., writing sample, references, transcript, etc.) under **Bid Details** for that employer.

*Note: You must schedule your interviews by 12:00 pm Friday, January 20.*

### **Important Information for Alternates**

1. If you are selected as an alternate, the invitation column will display **Alternate**. If there are any unscheduled slots for this employer, they will be released for open sign up to alternate candidates from **2:00 pm, Friday, January 20 through 5:00 pm, Monday, January 23**.
2. If there are available slots, the **Alternate Invitation** will turn into an active **Alternate** button. Click on the **Alternate** button and available times for that employer will appear. Select a time and click **Sign Up**.

*Note: Please check Symplicity frequently because open slots will be filled on a first-come, first-served basis.*

**YOU MUST ATTEND ALL INTERVIEWS FOR WHICH YOU ARE SCHEDULED UNLESS YOU NOTIFY US THAT YOU HAVE RECEIVED AN OFFER THAT YOU PLAN TO ACCEPT.**

**PLEASE NOTIFY US ASAP, SO ANOTHER STUDENT CAN SCHEDULE AN INTERVIEW.**

OPICS counselors will be available throughout the winter break (with the exception of December 23 through January 2) for bidding and resume/cover letter questions. Contact us at [opics@law.georgetown.edu](mailto:opics@law.georgetown.edu) with any questions.