



Frequently asked Questions



Remember. always check your SIU email, even over the summer!

This is the email address we use to notify you of on-campus interviews and resume collections, some scheduled even before fall semester begins.

When are interviews and résumé collections?

Off-Campus Interviews in Chicago: Early August

Video Conference Interviews and Fall On-Campus Interviews: Mid August through October

Video Conference Interviews and Spring On-Campus Interviews: Mid January through March

Why are some on-campus interviews scheduled before fall classes begin?

The legal job marketplace is competitive. Other law schools in our region schedule early on-campus interviews. Recruiters from law firms suggested that SIU students could be at a disadvantage if we did not schedule early on-campus and off campus interviews.

What is a Résumé Collection Service?

Some employers prefer to receive all application materials in one packet from the Career Services office rather than individual mailings from students.

To view jobs listed for Résumé Collection, go to the Career Services link at <http://www.law.siu.edu> and then click recruitment. The jobs are also listed on the Career Boards, in the weekly Newsletter, and emailed to your SIU email. Check for updates often!

How do I find out what firms are scheduled for On-Campus Interviews?

To view jobs listed for On-Campus Interview, go to the Career Services link at <http://www.law.siu.edu> and then click recruitment.

The jobs are also listed on the Career Boards, in the weekly Newsletter, and emailed to your SIU email. Check for updates often!

What if I don't see any interviews or résumé collections scheduled through Career Services that are of interest to me?

Try the Job Vacancy Bulletin.

Go to the Career Services link at <http://www.law.siu.edu> and then the **Job Vacancy Bulletin** link for a list of jobs posted for current students and alumni. You may search the listings by job type, job location, salary, etc.

Your job search efforts should include more than the job posting and interview scheduling services provided by Career Services. Use the resources available in the Career Center, on the internet, and from your network (including faculty, alumni, former employers, friends, and relatives) to research positions. You should be sending application materials as early as summer and fall semester for jobs starting the following year.

It is to your advantage to submit application materials early, even if the employer does not have any positions listed as currently open.

What is required for On-Campus Interviews, Résumé Collections and Off -Campus Interviews-Chicago?

Required application materials depend on each individual employer request. Be sure to check carefully that you fill all the requirements and submit all materials requested by the deadline posted.

- **Transcript Release Form:** This allows us to request a copy of your transcript from the Registrar. You can allow us access to your transcript for one application, one year, or until you graduate. Please allow 48 hours for a transcript to be processed. **Please submit the Transcript Request Form before leaving campus in May so we may have it over the summer for early on-campus interviews.** Forms are available in the Career Center, rm. 104
- **Writing sample:** Copies of the Writing Sample Guidelines available at the Career Center, rm. 104.
- **Application Submission Form:** Forms are available in the Career Center, rm. 104. If you are not in Carbondale over summer break, you may submit the application form via email to lawjobs@siu.edu. The rest of the year, we ask that you bring a hard copy to Career Services for submission.



Frequently asked Questions

Passwords needed for Special Student Services

Jobs from other law schools across the United States are posted at the **Intercollegiate Job Bank** and available to students at member law schools. The usernames and passwords change each academic year. Passwords are available at Career Services, room 104.

Government Honors and Internships position are available online. The usernames and passwords change each academic year. Passwords are available at Career Services, room 104. Applications for these positions for next summer or fall are due throughout the year, but deadlines start as early as September.

Guide to State Judicial Clerkship Procedures are available online. The usernames and passwords change each academic year. Passwords are available at Career Services, room 104.

What is a Summer Associate position?

Many law firms hire 2Ls as summer associates during Fall OCI. These positions allow students to use their classroom skills and allow the firms to evaluate these student for a future associate position. *A few large law firms hire 1Ls as law clerks; a limited number are re-hired as Summer Associates.* Large law firms may make offers of permanent employment to those 2Ls who perform well as Summer Associates.

How do I use Reciprocity?

If you plan to relocate after law school and want to explore employment in that area, ask us to send a letter requesting “reciprocity” to another Law School’s Career Services office. If granted, you will be able to visit their office in person and view their materials. You are only allowed one visit per NALP member law school per six month period. No reciprocity is granted August—November during on-campus inter-

Where can I find information about Federal Judicial Clerkship positions?

If you are interested in a Federal Judicial Clerkship after graduation, register at <https://oscar.uscourts.gov> for the OSCAR system (Online System for Clerkship Application and Review) which lists federal judges who participate.

OSCAR electronically centralizes the application process for most Federal Judicial Clerkships. Applications from 3Ls will be sent electronically to selected judges starting in early September.

Mondays with Mary

Mary Payne is available in the cafeteria on Mondays from 11:30 am to 1:30 pm to give assistance with résumés, cover letters, career search questions, etc. No appointment needed; just stop by her table in the cafeteria.

What is an Externship?

An Externship is working for a legal public service entity outside the law school for class credit. All externships are managed by the SIU Legal Clinic Office. Information and pre-approved externship sites can be found at <http://www.law.siu.edu/clinics.asp>.

Where do I find SIU Student Law Jobs?

This information is available at the Career Services link at <http://www.law.siu.edu> and then at the Student Work Info and Openings link.

Where can I find résumé and cover letter samples, interview preparation information and sample interview questions??

This information is available at the Career Services link at <http://www.law.siu.edu> and then Career Services Handbook link. Hardcopies are also available in the Career Services library.

Where can I find SIU Alumni contact info?

The Career Services library in room 104 has alumni listed by city & state. The contact information includes graduation year, business name, address, and phone number. Updated twice per year.

You may also use West or Lexis.

Where can I find Public Interest Job Information?

SIU is a charter member at <http://www.pslawnet.org>. Click on the Sign Up Now tab for free registration and create a user account and password. Once you log into the site you have access to internship, fellowship, and job