

Career Planning Center

Spring Recruiting Options

Dear Employer,

Fordham Law School and the Career Planning Center would like to invite you to participate in our upcoming Spring Recruitment Program. There are three options to recruit Fordham Law Students during the Spring semester:

- (1) The Spring On-Campus Interview Program (Spring OCI);
- (2) The January Resume Collect Program; or
- (3) Posting a Job in our Online Job Bank.

All three recruiting options offer employers 100% selection of students to be interviewed and are offered without a registration fee.

Special Note re First-Year Evening Division Students: At the end of the academic year, some students will transfer from the first-year evening program to the first-year day program, taking classes during the summer session to fulfill requirements. If you are able to consider these students, please indicate this in the Notes section of your schedule request.

1. Spring OCI

This program primarily facilitates employer interviews for summer positions with first-year J.D. students. We also welcome employers interested in interviewing our upper-division J.D. students for summer or post-graduate positions.

Relevant Dates:

<i>Employer Registration Opens:</i>	Wednesday, November 16, 2018
<i>Deadline to Register:</i>	Friday, January 11, 2019
<i>Spring OCI Dates:</i>	February 11 - March 8, 2019

To Register: Registration should be completed online through Symplicity at <https://law-fordham-csm.symplicity.com/employers>. If you are in need of a Symplicity username and password, please contact us at careers@law.fordham.edu or at 212-636-6926.

How to Register

1. Log into Symplicity, select the "OCI" Tab, then the "Schedule Request" tab, and click the button labeled "Request Schedule."
2. From the Sessions drop-down menu, select the desired Spring Week from among the listed Spring OCI sessions and complete the form.
3. Employers requiring additional materials beyond a resume must indicate those materials by checking off the appropriate boxes on the Schedule Request form.
4. Employers should indicate three (3) possible interview dates within the week they have selected in the Notes section of the Schedule Request. Our best efforts will be made to assign employers one of these three dates.

Register for OCI through Symplicity

2. Resume Collect Program

The CPC offers a Resume Collect Program for employers interested in recruiting first-year or upper-division J.D. students. Employers receive application materials from interested students on Friday, January 25, 2019 and invite selected students to their offices for an interview.

Relevant Dates:

<i>Employer Registration Opens:</i>	Wednesday, November 16, 2018
<i>Deadline to Register:</i>	Friday, January 11, 2019
<i>Employers Receive Application Materials:</i>	Friday, January 25, 2019

To Register: Registration should be completed online through Symplicity at <https://law-fordham-csm.symplicity.com/employers>. If you are in need of a Symplicity username and password, please contact us at careers@law.fordham.edu or at 212-636-6926.

How to Register

1. Log into Symplicity, select the "OCI" Tab, then the "Schedule Request" tab, and click the button labeled "Request Schedule."

2. From the Sessions drop-down menu, select "Resume Collect - January 25, 2019" and complete the form.
3. Employers requiring additional materials beyond a resume must indicate those materials by checking off the appropriate boxes on the Schedule Request form.

Register for OCI through Symplicity

3. Online Job Bank

Employers have the option to post part-time, summer, post-graduate, and lateral positions in our password-protected online job bank at any time. The job bank is accessible to Fordham Law students and alumni.

To Post a Job: To post a job, please visit law.fordham.edu/postajob. This webpage provides you with the ability to register as an employer in our Symplicity system, register and post a job, OR for registered employers, directly post a job. In addition, we have set forth the relevant parameters for you to consider when crafting your posting, as well as helpful hints.

If you have questions or need assistance please email us at careers@law.fordham.edu or call us at 212-636-6926.

4. Fordham Facts

Fordham's nationally-recognized faculty trains students to be lawyers' lawyers: strong researchers, problem solvers, oral advocates, and writers. Over the past decade, the quality of the students at Fordham, while always impressive, has become truly outstanding. We invite you to review more information about Fordham Law School and our students.

5. Contact Us

Whether you are new to Fordham or a returning employer, we look forward to assisting you with your recruitment needs. Should you have questions about any of these programs, please contact us at 212-636-6926 or at careers@law.fordham.edu.

The Career Planning Center
Fordham University School of Law