

MCGEORGE CAREERSONLINE: YOUR ONLINE CAREER MANAGER

<https://law-pacific-csm.Symplicity.com/students>

McGeorgeCareersOnline is the Career Development Office's web-based career services management system. McGeorgeCareersOnline gives you the tools to:

- ✓ view job listings and apply on line,
- ✓ participate in on-campus interviews and other job fairs,
- ✓ receive e-mails targeted to your interests,
- ✓ update your own interest profile at any time,
- ✓ find informal mentors, and
- ✓ learn about upcoming workshops and events.

Getting Started

After you receive your password for accessing McGeorgeCareersOnline, go to the McGeorge website at www.mcgeorge.edu. Select Information For Current Students, then "McGeorgeCareersOnline: Online Career Manager." Your pacific.edu email address is your login (user name). Log in and then enter your password to get to the homepage. If you have forgotten your password, use the Forgot Password tab to receive a new password by email. You may change your password at any time by using the Change Password tab in the Profile section.

Navigation Tip

Click on the word "back," next to the green arrow icon at the left of the screen, to return to a previous page. Do NOT use your browser's back button.

TOOLBAR SECTION ONE: HOMEPAGE

Announcements

See brief messages and reminders about upcoming events.

Quick Links

Access key system features with just one click.

Calendar

View important events and deadlines by clicking on highlighted dates.

Alerts

View occasional personalized messages.

Toolbar

The toolbar includes 10 sections, one for each major system function.

TOOLBAR SECTION TWO: PROFILE

There are six tabs in the Profile section. You **MUST** complete your profile in order to use the system. Note: required fields are indicated with red asterisks. You may update your Profile information at any time.

Personal Information

Provide your name and contact information.

E-Groups Etc.

Indicate your practice area, practice setting, and geographic interests in order to receive targeted email updates about seminars, events and networking opportunities. Again, you may add and delete selections at any time.

Your career advisor will use this information for advising purposes. Please update this tab before each career advising session.

Privacy

We strongly recommend that you choose to receive email messages from CDO. While you may opt out, you risk missing important information. If you are concerned about receiving too many emails, before opting out, consider more narrowly tailoring your e-group selections. Please note that regardless of your privacy choice, on rare occasions, CDO may need to send administrative messages to the entire student body.

The “resume book” function allows employers to view and search the CDO database of student resumes. Choose “yes” if you wish to allow any employer to view your default resume at any time. Note: This function is not yet available.

Employment/Semester Update

Each semester (fall, spring, and summer) click “add new” to enter information about jobs, clinicals, or other activities, such as study abroad programs. Complete one form for each activity. You may complete more than one form per semester.

Password/Preferences

Change your password here at any time.

Activity Summary

View and search a log of your account activity.

TOOLBAR SECTION THREE: DOCUMENTS

Upload resumes, cover letters, unofficial transcripts, writing samples, and other materials by clicking on the Add New button. The maximum file size for any document is 200kb. You may have up to 20 documents saved on the system at any one time. Select the Make Default button to designate a version of your resume for online applications and for employer resume books.

Each uploaded document is automatically converted to a pdf file. Review your original and the pdf version to ensure that conversion has not changed the document’s formatting.

Transcripts

Transcripts can be scanned at the Information Commons or in the CDO lobby. When scanning in public places, be sure to save the document to a disk or memory stick so that your information is not made available to others who use the scanner. Be sure to save the document in a low resolution format so that it does not exceed 200kb. In the alternative, you can type up a current list of grades in a Word or WordPerfect document. If you choose to compose a Word or WordPerfect document, indicate at the top of the document that you will bring an unofficial transcript to your interviews.

To scan a transcript at the Information Commons, follow these steps:

- Turn on the left power button.
- Insert your disk or memory stick.
- Select single or double sided by sliding the peg on the front of the scanner left to right.
- Put the document in the feeder, face up if single sided. We encourage you to scan both sides of the transcript as well as the single-sided class rank document.
- Double click on the HP Director icon.
- Click on the word “Settings.”
- Choose “Scan Document Settings.”
- Change the resolution of the “Text as Image” to 300 ppi (or less if you find your document scans to more than 200kb; 300 should be low enough).
- Change the “Output Type” to “Black and White (1-bit).”
- Click on the Scan Document icon.
- Select “No” for both the “Scan to Edit Text” and the “Original Contains Graphics” options.
- Scan to “Save to File.”
- Click “Scan” and then “Done.”
- When the “Save As” box appears: (1) select the drive to which you wish to save the document, (2) give your file a name, (3) select “PDF” as your “Save Type.”
- Click “Save.”
- If you have saved the document to the My Documents folder instead of a disk or a memory stick, click on “Start” and then select “Documents” and “My Documents” to view the newly saved file. When you are through uploading, be sure to erase it from the computer if you do not want other students to be able to view it.

TOOLBAR SECTION FOUR: JOBS

There are five tabs within the Jobs section. In this section, you will search job postings and, where an employer indicates, apply online. Postings include paid and volunteer, part-time and full-time, immediate and future openings.

Job Postings

Sort the job list by Practice Area, Position Type, Class Level, or by using the Keyword search. From your search results, select a link in the Job Title column to see position details and application instructions. When viewing position details, you will see grey boxes on the right side of the screen summarizing the application procedures.

If the employer is accepting applications electronically, choose from your uploaded documents, using the drop-down menus. After you have applied, the top grey box will display your application status. To attempt to withdraw an application, see the Applications tab.

Favorites

If you are interested in a job but not ready to apply, save the job posting in your Favorites tab, by clicking on the Add to Favorites icon on the right. You may return at any time to the Favorites tab to review the jobs you have saved.

Advanced Search

In order to run a search with multiple filters, including location and employer type, use the Advanced Search tab. To begin, click the Save As button and name your search by typing it into the text box. Choose a specific name such as “LA Government Jobs” or “Sacramento Employment Law.” Saving the search will enable you to repeat this particular search more easily. See Search Agents tab description below for details.

Search Agents

To view and edit your previously-created searches, go to this tab. If you would like McGeorgeCareersOnline to automatically run one or more of your searches periodically and to email you the results, select the “schedule” button and indicate how frequently you want the system to do so.

Applications

To view a list of employers to whom you have applied, go to this tab. In order to attempt to withdraw a previously submitted application, click on the Withdraw Application button. Note that if an employer has already reviewed or printed your materials, while it will appear that you have withdrawn your application, the withdrawal will be ineffective.

TOOLBAR SECTION FIVE: EMPLOYERS

This section is for staff administrative use only.

TOOLBAR SECTION SIX: MENTOR PROGRAM

We are proud to introduce our new Mentor/Career Resource Program as an invaluable resource to our current students and new graduates. During your professional development, you will discover that mentors along the way will serve as key contributors in your law careers. Mentors will assist you in many ways; providing information about their areas of expertise, career advice, develop your networking skills, and most importantly, building your professional as well as personal connections.

TOOLBAR SECTION SEVEN: JUDICIAL CLERKSHIPS

Rights to the Judicial Clerkship section and instructions about how to use it will be assigned to you only after you have attended Federal Judicial Clerkship Workshop (or viewed the DVD) in the spring of your 2D/3E year.

TOOLBAR SECTION EIGHT: ON CAMPUS INTERVIEWS (OCI)

Important Points to Remember

The On-Campus Interview (OCI) application process is completely paperless. Using your McGeorgeCareersOnline Online Career Manager you will “bid/apply” for employer interviews,

upload application materials (resume, cover letter, writing sample, etc.) and sign up for interviews online.

Most of our communication with you during the OCI process will be done via e-mail to your pacific.edu e-mail account. **Please check this account often!**

Researching Employers

You may begin reviewing participating employers on July 1, 2010. Beginning August 2, 2010, you may bid/apply on McGeorgeCareersOnline for employers with whom you would like to interview.

Getting Started To search for employers participating in On-Campus Interviews, click on the OCI tab located on the top toolbar.

Employer Group The Fall On-Campus Interview season is divided into “Sessions,” a series of eight “Employer Groups.” These groups are determined by interview date. Please consult the following table for interview dates and bidding deadlines for each employer group:

Session Dates	Applicant Deadline
The Employer Group corresponds with the dates on which the employer is interviewing on campus.	This is the date by which students are required to have uploaded their application materials and requested to interview with employers.
Fall OCI Employer Group 1 Interview Dates: <i>September 7, 8, 10</i>	August 19, 2010
Fall OCI Employer Group 2 Interview Dates: <i>September 13, 14, 15, 16, 17</i>	August 26, 2010
Fall OCI Employer Group 3 Interview Dates: <i>September 20, 21, 22, 23, 24</i>	September 2, 2010
Fall OCI Employer Group 4 Interview Dates: <i>September 27, 28, 29, 30, October 1</i>	September 9, 2010
Fall OCI Employer Group 5 Interview Dates: <i>October 4, 5, 6, 7, 8</i>	September 16, 2010
Fall OCI Employer Group 6 Interview Dates: <i>October 11, 12, 13, 14, 15</i>	September 23, 2010
Fall OCI Employer Group 7 Interview Dates: <i>October 18, 19, 20, 21, 22</i>	September 30, 2010
Fall OCI Employer Group 8 Interview Dates: <i>October 25, 26, 27, 28, 29, 30</i>	October 7, 2010

Search by Session You must search for employers by Fall OCI Employer Group. Select a Fall OCI Employer Group under the Session drop-down menu. All the employers for that bidding period and who are interviewing your class year will appear.

Note: Employers may be added to a session at any time prior to the bidding deadline date for that Employer Group. Make sure to check McGeorgeCareersOnline periodically for new employers.

Search by Employer Below the Session drop-down menu is the Employers drop-down menu. You may choose to search all participating employers with “Show All” or all employers for which you have bid/applied with “Show Bids.”

Additional Employer Search Filters Clicking “Additional Employer Filters” will allow you to search by size, employer type, state, interview date, practice area, or keyword.

Important Dates It is very important that you check this section located at the right of the “Search Filters.” It contains important dates pertaining to the selected employer group. Here you will find the beginning and end dates of the bid/apply period and the interview sign up period.

Review Button To learn more about a listed employer and its Fall OCI schedule, click on “Review.” This will allow you to review the employer’s contact information, additional requests, and hiring criteria.

You will want to do additional research on the employers with whom you are interested in interviewing.

- The NALP (National Association for Law Placement) forms of firms and agencies who are participating in Fall 2010 OCI will be available on the McGeorge Website at www.mcgeorge.edu.
- Explore firm/agency websites.
- Search for media articles on law firms in WESTLAW’s “all news” database or LEXIS’ “news” database. Call 1-800-WESTLAW or 1-800-45LEXIS for assistance.
- Search for published case law from firm/agency litigation. (All firms will not have published appellate case law and you need not draw any negative inferences from its absence.)

Bidding/Applying for OCI Employers

Uploading your application materials

- ✓ View existing and upload new documents (resumes, cover letters, unofficial transcripts, writing samples, other documents) by clicking on the Documents tab on the top navigation bar.
- ✓ Click on “Add New” to upload a new document. The system will convert the document to a pdf file.
- ✓ Use the Make Default button to designate one version of your resume as the default or first option when applying to employers.

- ✓ After clicking the Add New button, enter a document title in the “Label” field; be sure to give each document an easily identifiable title.
- ✓ Select a “Document Type”.
- ✓ Click on the Browse button, select a file to upload and then click the Submit button.

Bidding/Applying To bid/apply for an employer, click “Review” to the left of the employer name. This will take you to the Bid Details screen. On the right side of the Bid Details screen, select which resume, cover letter and other documents from the corresponding drop-down menus you would like to submit to that employer. When you have selected the appropriate documents, click “Apply” to submit your application materials. After your documents are uploaded and you have applied for the position, you have the option to review the schedule information and update your materials.

If you find a mistake in your uploaded application materials during a bidding period, you have the option to withdraw that application. This must be done prior to that bidding period’s end date. Once your application materials have been withdrawn, you must re-bid on that employer with your updated application materials. Any application materials withdrawn prior to the bidding period end date will not be seen by employers. Once the bidding period closes, you will no longer be able to withdraw your application or change/update your resume for that employer.

Default OCI Resume To make a change to or update your default resume, select the updated resume from the drop-down menu and click “Update Default.” This will replace the “old” default resume with the “new” default resume for all employer bids that you have specified to receive a default resume. If you would like to update all bids with a new resume, select the desired resume from the drop-down menu and click “Update All.” This will replace all resumes for all bids.

Interview Notification

If you are selected for an interview, you will receive a notification e-mail at your pacific.edu e-mail account. If you are not selected for an interview, you will not receive an e-mail notification. At any time after the bidding period closes, you may check the status of your bids by logging onto the McGeorgeCareersOnline site, returning to the OCI main menu, and clicking on the Employer/Bidding tab. The Invitations Column will indicate whether you have been invited for an interview, not invited for an interview, or whether your application is still pending.

Scheduling Interviews

After you receive notification that you have been granted an interview, you must schedule an interview time slot. Log onto the McGeorgeCareersOnline site and click on the OCI tab on the main toolbar. Select the appropriate Employer Group under the “Session” drop-down menu. Under the Invitations column, choose “Accept Pre-select.”

The grey box at the right will describe the Schedule Details, including the name of the employer, location/s for which the employer is interviewing, and interview time length.

Click on the desired interview time, and then click the Sign up button to submit your selection.

NOTE: To improve your chances of getting an interview slot that does not conflict with your class or work schedule, make sure to log on as soon as you receive notification of your granted interview(s).

To review your scheduled interviews, click on the Scheduled Interviews tab on the OCI main page. An e-mail will be sent to you one day prior to your interview to remind you of the interview time, location and employer.

Canceling Interviews

The following is the CDO's policy regarding withdrawal from interviews:

Acceptance of Job Offer

As soon as possible after accepting a job offer, a student shall meet with the CDO Legal Employment Coordinator to complete the *Withdrawal from Consideration* form. The CDO will then cancel all remaining scheduled interviews and remove the student from consideration for subsequent interviews.

Student Does Not Wish to Interview with Employer

If a student has submitted a resume to an employer and later decides that s/he does not wish to interview with that employer, the student may withdraw her/his name from consideration by following these procedures:

- A. **The request for withdrawal from consideration must be made by 5:00 p.m. three (3) days before the interview date.**
- B. To withdraw, the student must meet with the CDO Legal Employment Coordinator in order to complete the *Withdrawal from Consideration* form by the deadline.
- C. The student is to advise the employer immediately, by telephone, of the Withdrawal from Consideration.
- D. Students not meeting the deadline will be charged with a "no-show," as outlined in the No-Show Policy.

A withdrawal from consideration will not count as a missed interview. After three (3) such withdrawals, however, the student will be removed from the interview program for the remainder of the academic year. To eliminate the incidence of withdrawals, students are encouraged to give serious thought to the employers to whom they will submit resumes.

Interview No-Show Policy

A first-time unexcused failure to attend an interview will require that the individual promptly file a written explanation with the employer in question and provide a copy to the CDO before continuing to participate in the interview program.

A second unexcused failure, in the absence of extraordinary circumstances, as determined by the Assistant Dean of Career and Professional Development, will unfortunately necessitate that the individual be excluded from participating in the CDO interview activities for the remainder of the academic year.

TOOLBAR SECTION NINE: EVENTS

The events section lists all upcoming programs, workshops and other events presented or co-sponsored by the Career Development Office. On occasion, CDO may use this section to publicize other career-related events at McGeorge or elsewhere. Make sure to periodically check the “Events” section.

To RSVP for an event, click on the event description and click on the RSVP button to confirm your attendance.

TOOLBAR SECTION TEN: CALENDAR

There are six tabs within the Calendar Section.

CDO-posted Events

The first five tabs permit you to view scheduled events by various timeframes. “Today” simply lists the day’s events. The day and week views provide hour-by-hour calendars; the month view gives you an overview of the entire month.

Personal Events

By clicking on the sixth tab, you can create and view your own personal calendar. Click on “Add New” to enter a title, description, date, start and end times, and location of specific appointments and programs. You can also request an email reminder of an upcoming event.