



COOK COUNTY BAR ASSOCIATION

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MINORITY
LAW STUDENT
JOB FAIR

LAW STUDENT
REGISTRATION
INFORMATION
BROCHURE

www.ccbaminorityjobfair.org

MEMORANDUM

TO: Law Students Eligible to Participate in the
2016 Cook County Bar Association (“CCBA”) Minority Law Student Job Fair

FROM: 2016 CCBA Minority Law Student Job Fair Committee

DATE: March 14, 2016

RE: Student Registration Information for the 2016 Job Fair

The Cook County Bar Association (“CCBA”) is pleased to invite you to participate in the **33rd Annual CCBA Minority Law Student Job Fair (“Job Fair”)**. In an effort to keep the student-to-employer ratio as low as possible, we are only inviting JD students in the classes of 2018 (current 1Ls/rising 2Ls) and 2017 (current 2Ls/rising 3Ls). **Please note that students graduating in any month prior to December 2016 (current 3Ls) are not eligible.** All participating students must be from fully accredited law schools. Students must also fall into one of the following categories:

- attend a law school ranked among the top 30 as determined by *U.S. News and World Report*, or
- attend law school at a historically black college or university, or
- attend a law school located in the Midwest as defined by the National Association for Law Placement (NALP); or
- be a fellow or associate of the Council on Legal Educational Opportunity (CLEO).

This year’s Job Fair will be held on **Friday, August 12, 2016**, from 8:30 a.m. to 5:00 p.m. Please note that the Job Fair will return to the **Embassy Suites Chicago – Downtown/Lakefront**, located at 511 N. Columbus Drive, Chicago, Illinois 60611. The Embassy Suites is located two blocks from Chicago’s Magnificent Mile shopping and entertainment district and is minutes from Navy Pier, Lake Michigan and several world-class museums. The hotel’s large suites are conducive to conducting formal interviews, as the sleeping area is closed off while interviews are in progress.

The Job Fair typically attracts more than 500 students from the eligible law schools. Each year law firms, corporations, and governmental agencies register for the Job Fair. These employers are located primarily in Illinois, Indiana, Minnesota, Missouri, Ohio, Wisconsin, and Washington D.C. In addition, we have several employers registered from Colorado, Iowa, Kentucky, Maryland, Massachusetts, Michigan, and Nebraska. For more information, please visit our website at www.ccbaminorityjobfair.org.

The CCBA Job Fair primarily is designed to obtain summer associate positions for rising 2Ls (current 1Ls) during their second summer in law school. A limited number of employers also wish to interview rising 3Ls (current 2Ls) for entry-level associate positions. Rising 3Ls please be aware that **Job Fair interview slots for rising 2Ls typically outnumber those for rising 3Ls by a 4:1 ratio.**

The 2016 Job Fair Committee adheres to the definition of “minority” provided by NALP, which includes students that are part of certain racial, ethnic, gender, and sexual orientation groups. It is our policy that all students from eligible law schools may register for our event. However, the employers registered for the CCBA Minority Job Fair expect to be able to interview law students of color that are part of racial and ethnic minority groups.

Policy on Discrimination: The CCBA Job Fair Committee is committed to a policy against discrimination in employment based on age, sex, sexual preference, race, handicap, veteran status, or national origin. Job Fair services are available only to those employers whose practices are in agreement with this policy. By registering, law schools affirm their intent to comply with this policy.

During the last hour of the Job Fair we will be hosting an Open House Reception that will allow registered students to mingle with employers on an informal basis. Students interested in a particular employer who did not receive a formal interview with that employer will be given the opportunity to meet that firm/organization's representatives at the Open House Reception.

We will not have any sort of on-site matching process. Instead, with the help of the Law School Career Services offices, we will keep the amount of "no shows" to a minimum except in the cases of extreme emergencies only.

Each registered law school's career services office has provided us a contact person who will serve as that school's Job Fair Liaison. Students, your Job Fair Liaison will be the point person that should serve as your primary informational resource for our Job Fair. Additionally, Job Fair Liaisons will be called upon to verify each student's class year and graduation date once student registration closes. If you are unsure about your eligibility, please first ask your school's Job Fair Liaison.

Student Registration will open on **March 14, 2016**. You must adhere to our registration process as listed herein. Registration for the Job Fair is mandatory; **absolutely no "walk-ins"** will be allowed to participate. Registration for the Job Fair must be completed electronically through Symplicity, an internet matching program.

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2016 CCBA Minority Law Student Job Fair Registration Instructions

STEP ONE - Confirm Law School Registration

Students should first consult with their law school's CCBA Job Fair Liaison in their respective Career Services Offices to confirm that their law school has registered for the 2016 Job Fair. Law schools must register BEFORE any registration of its students will be approved.

STEP TWO - Create your personal CCBA Job Fair Profile

To register, please visit <https://law-ccba-csm.symplicity.com/> and register for a new account. If you are a rising 3L that participated in the 2015 CCBA Job Fair, please do not use your log-in information from last year. **All 2016 participants must create a new account.** You must list your correct class year and graduation date. Only rising 2Ls (current 1Ls) and rising 3Ls (current 2Ls) are allowed to register for our Job Fair. **Please note that students graduating in any month prior to December 2016 (current 3Ls) are not eligible.** Students, please note that you will be required to include the **correct email address for your law school's Job Fair Liaison** on your registration profile. Please identify this person prior to registering and consult with them as a resource for all questions related to the CCBA Job Fair.

CLEO fellows and associates: if you attend a law school listed on the drop-down menu, please make that selection. If you do not attend any school listed in the drop-down menu, **ONLY THEN** should you select the CLEO program as your "law school" for purposes of your student profile. Those students should provide the email address of the CLEO program director as their "Job Fair Liaison." Please note that CLEO students participating in the job fair solely through CLEO cannot register for the 2016 Job Fair until the CLEO program director registers the organization to participate in the 2016 Job Fair.

Once you complete your profile and click "submit," you will be sent an email asking to confirm your email address. Please be sure to also check your junk folder as some emails may go there instead of your inbox. Once you confirm your email address, then our administrators will review your profile information. After the Job Fair Committee confirms that your law school has, in fact, registered for the 2016 Job Fair, and you appear to meet our eligibility requirements, then you will be sent a student registration confirmation/welcome message for your records. You now may log back in to Symplicity to confirm or edit your profile information, change your password, and upload your resume.

STEP THREE - Submit your resume online by Sunday, May 15, 2016

Each participating student must register and upload their resume to their Job Fair profile by **Sunday, May 15, 2016 at 11:59 PM CST (NO EXCEPTIONS)**. It is best to upload your resume immediately after creating your profile. Your resume must include your name, email address, law school name, and your graduation date. Next, each student's registration will undergo the 2016 Job Fair Committee's approval process which includes:

1. Verification that each student's law school has registered for the Job Fair;
2. Confirmation from each student's Job Fair Liaison that they meet all participation criteria
 - a. Each student must actually attend the school listed in their profile and on their resume;
 - b. Each student must actually be in the classes of 2018 or 2017 (rising 2Ls and 3Ls only - no graduates may attend), and;

- c. Each student's projected graduation date must be correct.

Please note that we will compile a list of participating law students from each school and send it to each school's designated Job Fair Liaison in May following the student registration deadline. Each Job Fair Liaison will review their school's individual participation list, remove ineligible students, sign off on the final version, and send it back to us. All unverified students will be deleted from our system.

STEP FOUR - Bid for your top 25 employers of choice by May 29, 2016

After completing our approval process, each student will have the opportunity to bid for 25 ranked employer selections from approximately **May 23, 2016 through May 29, 2016**. Please note that students for whom we are unable to verify the school attended, class year, and/or graduation date will be deleted from our Symplicity registration system at this time.

All properly registered students will be able to bid for employers after they receive an email from us prompting them to do so. Students should log onto Symplicity utilizing their previously selected username and password. All student bids must be complete by **Sunday, May 29, 2016 at 11:59 PM CST - NO EXCEPTIONS**.

Before bidding, students should utilize the web, your school's Career Services Office, your Job Fair Liaison, and our website to obtain information about each employer. Students should seriously consider selecting a variety of employers with whom they wish to interview. It has been our experience that the majority of students tend to select large, national/international law firms. If you are open to working for firms outside of Chicago, corporate law departments, small/medium-sized law firms, and/or public interest/governmental agencies, you will probably maximize the number of employers with whom you are matched for interviews. For additional information, please visit www.ccbaminorityjobfair.org.

After each approved student selects their 25 ranked employers with whom they wish to interview, their registration process will be complete. Please note that you will only be allowed to view and select employers who are interviewing your J.D. year at the 2016 Job Fair. Registered employers then will be given the resume of every student that selected them. They then will pre-select eight students with whom they wish to interview comprising one-half of their interview schedule. The remaining one-half of their schedule will be filled based upon student preference selections through an electronically generated bidding process.

STEP FIVE - Review your initial interview schedule in late June

We expect initial schedules to be generated on or about June 22, 2016. **We will send each student an email prompting them to view their initial interview schedule when it becomes available on Symplicity.**

STEP SIX - Amend your initial interview schedule in July

After your initial interview schedule becomes available on Symplicity, you will have the opportunity to amend it through the drop, add, and cancellation process. You will be able to cancel individual interviews or your entire interview schedule if you so desire. If you did not receive as many interviews as you anticipated, then you will have the opportunity to bid for open interview slots and for any newly-added, additional employers available at that time. All initial drops and cancellations should be completed as soon as possible after the receipt of your

interview schedule. All interview additions should be selected by **Tuesday, June 26, 2016 at 11:59 PM CST.**

STEP SEVEN - Confirm attendance or cancel registration by July 10, 2016

Between June 30, 2016 and July 10, 2016, you will be given the final opportunity to cancel individual interviews or your entire interview schedule. Your school's Job Fair Liaison then will be asked to confirm your participation in the Job Fair. Once you confirm your participation two weeks prior to the Job Fair, **only under extreme emergencies will you be allowed to cancel your CCBA Job Fair interviews.**

Students will be finished with the registration process after all **seven steps** have been completed. Once you confirm your participation with your Job Fair Liaison, you will be expected to attend the Job Fair and participate in all of your interviews. Please understand that "no shows" are extremely inconvenient to the employers who set aside the day and expect to interview 16 students. We will not tolerate student "no shows" as they reflect poorly upon this Job Fair's reputation that has been established over the last 30 years. **Your school's Job Fair Liaison has been advised that any "no shows" by their students will jeopardize your school's future participation in the Job Fair.** We are enforcing this policy to ensure that the Job Fair runs as smoothly as possible for all students and employers involved.

If you have any questions about registration for the 2016 CCBA Minority Job Fair, please first consult our informational website at www.ccbaminorityjobfair.org. If you are unable to find the answer to your question online, feel free to email student inquiries to info@ccbaminorityjobfair.org after March 14, 2016.

We hope that you will join us in August for the 2015 Cook County Bar Association Minority Law Student Job Fair.

Thank you for your assistance.

Sincerely,

The 2016 Cook County Bar Association Minority Law Student Job Fair Committee



2016 CCBA JOB FAIR STUDENT INFORMATION SHEET

IMPORTANT DATES FOR STUDENTS

- Student Registration is open from **March 14, 2016 to May 15, 2016** at 11:59 PM CST.
- Each student must complete their profile and upload their resume by **May 15, 2016** at 11:59 PM CST. **The Sunday, May 15, 2016 deadline is a strict deadline and will not be extended.** Please plan ahead and register well in advance of the deadline.
- Each student must bid for 25 ranked employer selections by **May 29, 2016** at 11:59 PM CST.
- Students should receive their initial schedule on or before **June 22, 2016**.
- **Initial** drops, adds, and cancellations completed by **June 26, 2016** at 11:59 PM CST.
- **Final cancellations** should be completed by 11:59 PM CST Friday, **July 10, 2016**.
- The Minority Law Student Job Fair will be held on **August 12, 2016**, at the **Embassy Suites - Chicago located at 511 N. Columbus Drive, Chicago, Illinois 60611**.
- Our informational website is www.ccbaminorityjobfair.org and our registration website is <https://law-ccba-csm.symplicity.com/students/>.

If you have any questions please first consult our informational website at www.ccbaminorityjobfair.org. If you are unable to find the answer to your question online, feel free to email student inquiries to info@ccbaminorityjobfair.org after March 14, 2016.

INTERVIEW SCHEDULES/SUMMER E-MAILS

Your interview schedule will be e-mailed to you during the summer. Because you will receive your schedule via e-mail, as well as all other correspondence from us, **it is critical that you establish (if necessary) and provide us with an e-mail address through which you can be reached both now and this summer.** Those students who, for whatever reason, will not have access to their school e-mail accounts over the summer will have to use or open some other e-mail account (i.e. yahoo, hotmail, gmail, etc...).

Moreover, **if you need to establish an e-mail account that will be accessible during the summer, you must do so now** (i.e., before you register for the Job Fair ONLINE) so that you can provide us with that e-mail address on your Online Student Registration Form. We apologize in advance, but we will be unable to process hundreds of change-of-e-mail-address requests. Therefore, **please provide us with an e-mail address that you truly believe will be reliable from now until the date of the Job Fair.**

OVERNIGHT ACCOMMODATIONS FOR STUDENTS

Though you certainly are not required to stay overnight in Chicago while participating in our Job Fair, we certainly urge you to consider doing so in order to minimize the possibility of missing or being late for any of your interviews. **Please note that there is no room block of available hotel rooms in the Embassy Suites Chicago for students participating in the 2016 Minority Job fair.** To that end, you may find it useful to investigate the many travel-related web sites through which other hotel accommodations may be made. Please understand that it would serve you well to make your arrangements sooner rather than later. Please note that you may find less expensive accommodations outside of the downtown area.

Below please find a list of employers that registered for the 2015 Job Fair*

BairdHolmLLP (Omaha, NE)	McDermott Will & Emery LLP (Chicago, IL)
Baker & McKenzie LLP (Chicago, IL)	McDonnell Boehnen Hulbert & Berghoff LLP (Chicago, IL)
Barack Ferrazzano Kirschbaum & Nagelberg LLP (Chicago IL)	McGuireWoods LLP (Chicago, IL)
Barnes & Thornburg LLP (Chicago, IL)	Morgan, Lewis & Bockius LLP (Chicago, IL)
Bartlit Beck Herman Palenchar & Scott LLP (Denver, CO)	Neal & Leroy, LLC (Chicago, IL)
Bricker & Eckler LLP (Columbus, OH)	Nutter McClennen & Fish LLP (Boston, MA)
Bryan Cave LLP (Chicago, IL)	Office of the State Appellate Defender (Chicago, IL)
Chapman and Cutler LLP (Chicago, IL)	Pattishall, McAuliffe, Newbury, Hilliard & Geraldson LLP (Chicago, IL)
Chicago Transit Authority (Chicago, IL)	Perkins Coie LLP (Chicago, IL)
Clark Hill PLC (Detroit, MI)	Polsinelli PC (Kansas City, MO)
Cook County Office of the Public Guardian (Chicago, IL)	Procter & Gamble Legal Division (Cincinnati, OH)
Cook County State's Attorney's Office (Chicago, IL)	Quarles & Brady LLP (Milwaukee, WI)
Dickinson Wright PLLC (Detroit, MI)	Reed Smith (Chicago, IL)
DLA Piper LLP (US) (Chicago, IL)	Schiff Hardin LLP (Chicago, IL)
Drinker Biddle & Reath (Chicago, IL)	Securities and Exchange Commission (Chicago, IL)
Dykema Gossett PLLC (Chicago, IL)	Seyfarth Shaw LLP (Chicago, IL)
Faegre Baker Daniels LLP (Denver, CO)	Shook, Hardy & Bacon L.L.P (Kansas City, MO)
Foley & Lardner LLP (Chicago, IL)	Sidley Austin LLP (Chicago, IL)
Franczek Radelet P.C. (Chicago, Illinois)	Skadden, Arps, Slate, Meagher & Flom LLP (Chicago, IL)
Hall Render Killian Heath & Lyman, P.C. (Indianapolis, IN)	Squire Patton Boggs (Cleveland, Ohio)
Holland & Knight LLP (Chicago, IL)	Stinson Morrison Hecker LLP (Kansas City, MO)
Ice Miller LLP (Indianapolis, IN)	Stites Harbison, PLLC (Louisville, KY)
Illinois Attorney General's Office (Chicago, IL)	Swanson, Martin & Bell, LLP (Chicago, IL)
Indiana Attorney General (Indianapolis, IN)	Taft Stettinius Hollister, LLP (Indianapolis, IN)
Jenner & Block LLP (Chicago, Illinois)	Thompson Coburn LLP (St. Louis, MO)
Jones Day (Chicago, IL)	U. S. Air Force Judge Advocate General's Corps (World Wide)
K&L Gates LLP	U.S. Army Judge Advocate General's Corps (Worldwide)
Katten Muchin Rosenman LLP (Chicago, IL)	U. S. Attorney's Office (Chicago, IL)
Keating Muething & Klekamp PLL (Cincinnati, OH)	U.S. Dept, of Homeland Security/Immigration and Customs Enforcement (Chicago IL)
Kirkland & Ellis LLP (Chicago, IL)	Varnum, LLP (Grand Rapids, MI)
Krieg DeVault LLP (Indianapolis, IN)	Vedder Price P.C. (Chicago, IL)
Littler Mendelson (San Francisco, CA)	Von Briesen & Roper, s.c.
Locke Lord (Chicago, IL)	Warner Norcross & Judd LLP (Grand Rapids, MI)
Marshall, Gerstein & Borun LLP (Chicago, IL)	Winston & Strawn LLP (Chicago, IL)
Maslon Edelman Borman & Brand (Minneapolis, MN)	
Mayer Brown LLP (Chicago, IL)	

**Please note, this list is an example of the types of employers that interview at the CCBA Minority Job Fair, and not a guarantee as to the employers who will participate this year, as that list has yet to be finalized.*