

CAREER DEVELOPMENT OFFICE

PROCEDURES AND POLICIES

MISSION STATEMENT

The Career Development Office is invested in the success of our students and alumni and strives to provide employment leads and opportunities, career-related skills, training and education to ensure that every student is employed upon graduation. To facilitate this goal, the CDO will:

- Create and maintain a database of job listings and potential legal employers with information about the employers and contact persons at each employer.
- Develop and maintain robust relationships with law firms, judges and their staffs, in-house counsel, government attorneys and officials, nonprofits, and public interest organizations.
- Work with each student to develop and refine the skills necessary to find employment as a legal professional.
- Provide ongoing counseling to students and alumni on strategies to assist with both short and long-term career goals.

EMPLOYERS

The Career Development Office's (CDO) services are open to any employer which affirms that it is an equal opportunity employer; offering employment without regard to race, religion, color, sex, national origin, age, citizenship unless legally required, or any other basis prohibited by law, and provides equal employment opportunities to persons with disabilities, veterans, and veterans of the Vietnam era.

By utilizing the CDO, company and organization representatives agree to adhere to all applicable federal and state laws as well as to comply with the NALP recruiting process. Employers agree to adhere to laws protecting confidentiality of candidate information and will not disclose the information to other individuals without prior written consent of the applicant.

On-campus interviews are open only to direct-hire employers. Third-party recruiters may place job listings with the CDO by contacting a staff member for details and procedures.

STUDENTS AND ALUMNI

Students who are pursuing a degree from Widener University Commonwealth Law School are provided access to all services and resources of the CDO on a fair and equitable basis. Alumni of Widener University Commonwealth Law School may also utilize the CDO's services and resources. Services are provided at no charge and all student and alumni records are treated confidentially.

CANDIDATE RESPONSIBILITIES

CDO Interview Policy

An on-campus interview is a professional commitment and it is expected that the candidate will honor it as such. If a candidate is unable to honor the commitment, the CDO must be notified immediately. “No shows” and insufficient notices of cancellation (less than 24 hours in advance) require than a letter of apology be sent to the employer and may jeopardize future interviewing privileges. Each case is considered on its own merits.

ON-CAMPUS INTERVIEWS

Students who are registered are eligible to participate in the on-campus interview program. Several companies also offer career-related summer employment and internship opportunities.

Registration procedures are as follows:

- Provide the Office of Career Services with a current résumé, which must be updated every semester.
- Register and complete on-line profile and upload résumé on CORE, the CDO’s career database.

Students can obtain a user name and a password from the CDO. Complete instructions are provided by the CDO.

SIGN-UP PROCEDURES FOR ON-CAMPUS INTERVIEWS (OCI)

OCI schedules and interview bid sign-ups are available on CORE. The interview bid sign-ups are on a first-come, first-serve basis and students should meet all firm or company requirements before signing up.

The employer will then review all student-submitted materials on CORE and select the candidates they wish to interview. Students are notified if they are selected for an interview via CORE, then will choose their interview time on CORE.

JOB LISTINGS

Job listings for full-time, part-time, and internship positions are available to students who are pursuing a degree from Widener University Commonwealth Law School. Alumni are also eligible to access the listings. Students and alumni may review job listings on CORE.

Third-party recruiters may request CDO assistance through the job listings program. They may place job listings with the CDO if they provide the name and address of the company, the title and location of the position, and a description of the position for which they are recruiting.

SEMINARS AND WORKSHOPS

Lunch & Learn Workshops are offered to assist students with their job search, including developing resume writing skills, preparing for interviews, professional development workshops and practice area-specific career presentations. A schedule of dates and times can be found on the CDO TWEN page.

GRADUATING STUDENT SURVEYS

The CDO is required to obtain information from graduates that is vital for administrative reports. Information requested may include name, address, graduation date, employment status and information, as well as an assessment and evaluation of the CDO. Data is used to identify graduates who may need assistance after graduation, and to determine relocation trends, employers, local and national salary averages, and other assessment criteria. Information is analyzed for departmental use in preparing administrative reports. Salary information is reported, without graduate or company identification, to NALP.

1RD – Timeline

Date	<input checked="" type="checkbox"/>	Task
August	<input type="checkbox"/>	Attend 1L Orientation
September	<input type="checkbox"/>	Attend 1L Orientation
Oct. 16 – Dec. 15	<input type="checkbox"/>	Attend MANDATORY 1L meeting with CDO Counselor to discuss career goals and review written materials (résumé, cover letter, etc.)
October 15	<input type="checkbox"/>	Attend Professional Development Day/Evening
October-December	<input type="checkbox"/>	Complete Individual Development Plan (IDP)
	<input type="checkbox"/>	Begin your research for summer jobs, externships, or volunteer opportunities
	<input type="checkbox"/>	Join student activities/clubs that interest you and benefit your job search
Winter Break	<input type="checkbox"/>	Network
January	<input type="checkbox"/>	Attend second meeting with CDO Counselor to review IDP
	<input type="checkbox"/>	Plan summer employment application process
	<input type="checkbox"/>	Attend the Public Interest/Public Service (PIPS) workshop
February-April	<input type="checkbox"/>	Apply for internships and externships
	<input type="checkbox"/>	View job postings in CORE
	<input type="checkbox"/>	Attend PIPS Job Fair
	<input type="checkbox"/>	Participate in mock interviews
	<input type="checkbox"/>	Attend selected Lunch and Learn sessions
June	<input type="checkbox"/>	Update your resume with class rank, etc.
	<input type="checkbox"/>	Meet with CDO to review materials to upload on CORE
July	<input type="checkbox"/>	Place OCI job bids on CORE
	<input type="checkbox"/>	Network throughout the summer
August	<input type="checkbox"/>	Accept or decline OCI invitations via CORE
	<input type="checkbox"/>	Meet with CDO to prepare for OCI

2RD – Timeline

Date	<input checked="" type="checkbox"/>	Task
August	<input type="checkbox"/>	Replace default resume to reflect employment, academic or other changes since initial upload
	<input type="checkbox"/>	Review Writing Samples and Cover Letters
	<input type="checkbox"/>	Accept or Decline OCI invitations on CORE
	<input type="checkbox"/>	Attend DC Job Fair
Sept.-December	<input type="checkbox"/>	Mandatory meeting with CDO counselor to review summer experience and reassess IDP
	<input type="checkbox"/>	Mock interview with CDO
October 15	<input type="checkbox"/>	Attend Professional Development Day/Evening
Winter Break	<input type="checkbox"/>	Network
January	<input type="checkbox"/>	Meet with CDO to reassess IDP
	<input type="checkbox"/>	Prepare for spring recruitment opportunities
	<input type="checkbox"/>	Attend the Public Interest/Public Service (PIPS) Job Fair Meeting
February-April	<input type="checkbox"/>	Apply for internships and externships
	<input type="checkbox"/>	View job postings in CORE
	<input type="checkbox"/>	Attend PIPS Job Fair
	<input type="checkbox"/>	Attend selected Lunch and Learn sessions
June	<input type="checkbox"/>	Update your resume with class rank, etc.
	<input type="checkbox"/>	Meet with CDO to review materials to upload on CORE
July	<input type="checkbox"/>	Place OCI job bids on CORE
	<input type="checkbox"/>	Network throughout the summer
August	<input type="checkbox"/>	Accept or decline OCI invitations via CORE
	<input type="checkbox"/>	Meet with CDO to prepare for OCI

3RD – Timeline

Date	<input checked="" type="checkbox"/>	Task
August	<input type="checkbox"/>	Replace default resume to reflect employment, academic or other changes since initial upload
	<input type="checkbox"/>	Attend DC Job Fair
September	<input type="checkbox"/>	Mandatory meeting with CDO counselor to review summer experience and reassess IDP
October 15	<input type="checkbox"/>	Attend Professional Development Day/Evening
Winter Break	<input type="checkbox"/>	Network
Jan-April	<input type="checkbox"/>	View job postings in CORE
	<input type="checkbox"/>	Attend selected Lunch and Learn sessions
	<input type="checkbox"/>	Attend CDO exit interview

1ED – Timeline

Date	<input checked="" type="checkbox"/>	Task
August	<input type="checkbox"/>	Attend 1L Orientation
September	<input type="checkbox"/>	Attend 1L Orientation
Oct. 16 – Dec. 15	<input type="checkbox"/>	Attend MANDATORY 1L meeting with CDO Counselor to discuss career goals and review written materials (résumé, cover letter, etc.)
October 15	<input type="checkbox"/>	Attend Professional Development Day/Evening
October-December	<input type="checkbox"/>	Complete Individual Development Plan (IDP)
	<input type="checkbox"/>	Begin your research for summer jobs, externships, or volunteer opportunities
	<input type="checkbox"/>	Join student activities/clubs that interest you and benefit your job search
Winter Break	<input type="checkbox"/>	Network
January	<input type="checkbox"/>	Attend second meeting with CDO Counselor to review IDP
	<input type="checkbox"/>	Plan summer employment application process
	<input type="checkbox"/>	Attend the Public Interest/Public Service (PIPS) workshop
February-April	<input type="checkbox"/>	Apply for internships and externships
	<input type="checkbox"/>	View job postings in CORE
	<input type="checkbox"/>	Attend PIPS Job Fair
	<input type="checkbox"/>	Participate in mock interviews
	<input type="checkbox"/>	Attend selected Lunch and Learn sessions
June	<input type="checkbox"/>	Update your resume with class rank, etc.
	<input type="checkbox"/>	Meet with CDO to review materials to upload on CORE
July	<input type="checkbox"/>	Place OCI job bids on CORE
	<input type="checkbox"/>	Network throughout the summer
August	<input type="checkbox"/>	Accept or decline OCI invitations via CORE
	<input type="checkbox"/>	Meet with CDO to prepare for OCI

2ED – Timeline

Date	<input checked="" type="checkbox"/>	Task
August	<input type="checkbox"/>	Replace default resume to reflect employment, academic or other changes since initial upload
	<input type="checkbox"/>	Review Writing Samples and Cover Letters
	<input type="checkbox"/>	Accept or Decline OCI invitations on CORE
	<input type="checkbox"/>	Attend DC Job Fair
Sept.-December	<input type="checkbox"/>	Mandatory meeting with CDO counselor to review summer experience and reassess IDP
	<input type="checkbox"/>	Mock interview with CDO
October 15	<input type="checkbox"/>	Attend Professional Development Day/Evening
Winter Break	<input type="checkbox"/>	Network
January	<input type="checkbox"/>	Meet with CDO to reassess IDP
	<input type="checkbox"/>	Prepare for spring recruitment opportunities
	<input type="checkbox"/>	Attend the Public Interest/Public Service (PIPS) Job Fair Meeting
February-April	<input type="checkbox"/>	View job postings in CORE
	<input type="checkbox"/>	Attend PIPS Job Fair
	<input type="checkbox"/>	Attend selected Lunch and Learn sessions
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	<input type="checkbox"/>	Network throughout the summer
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3ED – Timeline

Date	<input checked="" type="checkbox"/>	Task
August	<input type="checkbox"/>	Replace default resume to reflect employment, academic or other changes since initial upload
	<input type="checkbox"/>	Review Writing Samples and Cover Letters
	<input type="checkbox"/>	Accept or Decline OCI invitations on CORE
	<input type="checkbox"/>	Attend DC Job Fair
Sept.-December	<input type="checkbox"/>	Mandatory meeting with CDO counselor to review summer experience and reassess IDP
October 15	<input type="checkbox"/>	Attend Professional Development Day/Evening
Winter Break	<input type="checkbox"/>	Network
January	<input type="checkbox"/>	Meet with CDO to reassess IDP
	<input type="checkbox"/>	Prepare for spring recruitment opportunities
	<input type="checkbox"/>	Attend the Public Interest/Public Service (PIPS) Job Fair Meeting
February-April	<input type="checkbox"/>	View job postings in CORE
	<input type="checkbox"/>	Attend PIPS Job Fair
	<input type="checkbox"/>	Attend selected Lunch and Learn sessions
June	<input type="checkbox"/>	Update your resume with class rank, etc.
	<input type="checkbox"/>	Meet with CDO to review materials to upload on CORE
July	<input type="checkbox"/>	Place OCI job bids on CORE
	<input type="checkbox"/>	Network throughout the summer
August	<input type="checkbox"/>	Accept or decline OCI invitations via CORE
	<input type="checkbox"/>	Meet with CDO to prepare for OCI

4ED – Timeline

Date	<input checked="" type="checkbox"/>	Task
August	<input type="checkbox"/>	Replace default resume to reflect employment, academic or other changes since initial upload
	<input type="checkbox"/>	Attend DC Job Fair
September	<input type="checkbox"/>	Meet with CDO counselor to review summer experience and reassess IDP
October 15	<input type="checkbox"/>	Attend Professional Development Day/Evening
Winter Break	<input type="checkbox"/>	Network
Jan-April	<input type="checkbox"/>	View job postings in CORE
	<input type="checkbox"/>	Attend selected Lunch and Learn sessions
	<input type="checkbox"/>	Attend CDO exit interview