



# VETERANS' **LEGAL** CAREER FAIR

On May 1-2, 2015, the nation's first-ever Veterans' Legal Career Fair will take place in Washington, D.C. This unique two-day event will match employers seeking to hire experienced lawyers with lawyers who have served in the US military or are transitioning out of military service. Our goal is to help participants find jobs as lawyers and to help top employers gain access to a pool of first-rate candidates who have received unique training, skills and legal insights through their military service.

We are excited to partner with the American Legion; corporate founding sponsors Microsoft Corporation, Morgan Stanley and ALM Media; and private practice sponsors Shearman & Sterling and the D.C. Diverse Partners Network to create this career fair.

**Where:** Marriott Metro Center, 775 12<sup>th</sup> Street NW, Washington, D.C.

**When:** In celebration of Armed Forces Appreciation Month, this event will begin on Friday, May 1, 2015 with an evening panel discussion and networking reception, followed by a full day of one-on-one interviews on Saturday, May 2, 2015.

## **Schedule:**

### Friday, May 1, 2015

- ★ 5:00 – 6:00 pm: Panel Discussion
- ★ 6:00 – 8:00 pm: Networking Reception

### Saturday, May 2, 2015

- ★ 7:30 am: Employer and Candidate Check-in Begins
- ★ 8:30 – 10:00 am: Panel Discussion
- ★ 10:00 am – 12:25 pm: Morning Interviews
- ★ 12:25 pm – 1:00 pm: Lunch
- ★ 1:00 – 4:00 pm: Afternoon Interviews

**Who can participate as an employer?** Any law firm, corporate in-house legal department, governmental agency or other private legal employer that shares a commitment to hiring lawyers who are veterans or active-duty service members can participate in the program. Employers can identify hiring criteria for candidates in advance and will have the ability to screen resumes and pre-select candidates to interview at the career fair. Employers who have open positions and/or active searches at the time of the career fair are encouraged to provide specific details, including required experience, in their materials. Employers who may not have openings at the time of the career fair are encouraged to participate and conduct informational interviews or one-on-one networking meetings to take advantage of an opportunity to meet uniquely talented attorneys and develop relationships which may ultimately lead to employment in the future.

**Who can participate as a candidate/job seeker?** Any attorney who has served, or is currently serving, in any branch of the United States Armed Services or Reserves in any capacity can participate. Military spouses who are lawyers are also welcome to participate. There is **no charge** for candidates to participate in any portion of the event.

**What is the Employer cost to participate?** Employers will pay a registration fee of \$495 per interview schedule at the career fair. Each schedule includes as many as 11 pre-scheduled 25-minute interviews to be conducted in person. Employers are welcome to register for multiple interview schedules in order to maximize the number of candidates with whom they can meet; this works especially well for employers interested in interviewing for multiple positions or locations. The registration fee also covers employer representatives attending the networking reception. Breakfast and lunch during the interview program will be provided.

**Format:** Employers will conduct pre-scheduled interviews with prospective candidates in a private environment. As opposed to a "resume-drop" or "meet-and-greet" type of career fair, this will be an opportunity for job seekers and employers to have one-on-one conversations and for employers to conduct "real" interviews.

**Details:** Employer and candidate registration will be conducted through an internet-based candidate management system called Symplicity—the same software used by most law schools to manage interview programs during the on-campus recruitment season. Employers create a profile and outline specific open positions in the organization along with qualifications required of applicants. Each candidate will create a profile attaching his or her resume and other application materials and will review the employer-submitted materials in order to place "bids" on employers with which they want to interview through the online system. Employers will review applicant materials and select candidates to interview at the career fair; each interview schedule will be comprised of interviews with pre-selected candidates and interviews with candidates chosen by lottery. Employers can opt to conduct multiple schedules of interviews (conducted by multiple interviewers) in order to maximize the number of candidates they can meet during the program.

**Sponsorship Opportunities:** There are opportunities available for organizations who would like to support the Veterans' Legal Career Fair above and beyond the employer registration fee. There are three sponsorship levels.

- ★ **Red** – Limited to 1 Sponsor: This sponsor will be the exclusive sponsor of the "VLCF Internet Café" where career fair attendees will be able to relax and refresh between interview appointments. Laptop computers will be available and snacks and beverages will be provided. This sponsor will be entitled to 3 interview schedules as well as the ability to network with career fair attendees in the "VLCF Internet Café". In addition, the Red level sponsor will have their organization's logo displayed on VLCF materials and signage at the event.
- ★ **White** – Limited to 3 Sponsors: These sponsors will receive 2 interview schedules at the career fair. In addition, White level sponsors will have their organization's logo displayed on VLCF materials and signage at the event.
- ★ **Blue** – Unlimited Sponsors: Blue Sponsors will have their organization's logo displayed on VLCF materials and signage at the event.

**To learn more about the Veterans' Legal Career Fair and join our mailing list, please visit [www.veteranslegalcareerfair.com](http://www.veteranslegalcareerfair.com) or email [veteranslcf@orrick.com](mailto:veteranslcf@orrick.com)**