



2010 Bay Area Diversity Career Fair FAQs

1. Who can participate in the Career Fair?

Any interested rising second-year law student can participate. Although the Career Fair's focus is to foster access to employment opportunities for persons historically underrepresented in the practice of law, no rising second-year law student will be denied an opportunity to participate. In 2009, 716 law students applied from law schools across the country and 36 employers participated.

2. How do I register for the Career Fair?

Student registration is available online at <https://basf-orrick-dcf-csm.symlicity.com/students>. Simply register for a new account by filling out the appropriate fields. Be sure to mark 2you're your class year. After your request is submitted, a Career Fair administrator will review your information. Please allow at least 24-48 business hours for us to process your registration. A log-in and password will be issued via email shortly thereafter.

3. What application materials do I need to submit online for registration?

You will need to have a resume and a law school transcript. An unofficial transcript is fine, and it is also okay to cut and paste from a web screen shot and enter it into a Microsoft Word document or convert it into a PDF document. It is common for the law school transcript to only include your first semester grades. Simply upload your updated law school transcript with second semester grades when it becomes available. Some employers may ask for a cover letter, writing sample, and/or undergraduate transcripts.

4. Do employers hire students they interview at the Career Fair?

Yes. Those employers who participated in 2009, and provided us with the results of their interviews, reported that they made job offers to students they interviewed at the Career Fair.

5. How many interviews can I expect?

Interviews are assigned based on employer preferences. In 2009, students were pre-scheduled for an average of three to four interviews.

6. Are funds available to help me with my travel expenses?

No. Unfortunately the Career Fair does not have funds available to help students pay for travel or other related expenses. Participating students may be able to take advantage of a reduced group rate for hotel accommodations at the career fair venue. Please contact the venue for more information.

7. What is the attire for the Career Fair?

Participants should wear formal business attire.

8. If I register for the Career Fair, am I committed to attending?

Yes. If you register for the Career Fair and are chosen for interviews you have the option to either accept or decline your entire interview schedule. Once you accept your interview schedule, you are expected to attend.

9. Is there late registration for the Career Fair?

No. Participation in the Career Fair is strictly limited to those students who completed the registration process by the deadline date.

10. Can I make changes to the timing of my interviews?

No. We cannot accommodate any requests to reschedule interviews. Therefore, participants should plan to be available for interviews at any time between the hours of 10:00 a.m. and 5:00 p.m. on the day of the job fair.

11. When and how will I be notified of my schedule?

Your interview schedule will be sent to you via email approximately one week before the Career Fair.

12. What should I bring with me to the Career Fair?

Please bring copies of your resume, law school transcript (unofficial) and writing sample (optional) to the Career Fair for the employers with whom you are meeting. The Career Fair Committee will not be able to provide copy services.

13. Do I have to provide transcripts and/or cover letters?

Yes, a copy of your transcript will suffice. You should obtain a transcript from the Registrar's Office (contact them for details on how to obtain) and simply make copies. You do not need to bring an original transcript for each employer you meet. Cover letters are optional depending on employer.

14. I do not have a completed transcript with first year grades? How should I proceed?

Please upload your transcript with current grades on Symplicity. Once you receive additional grades, update the transcript document on Symplicity, even if it is after the bidding deadline.

15. Will there be a list of interviewer names prior to the Career Fair?

A list of the names of the representatives for each employer will be available on the Symplicity site approximately one week before the Career Fair. The release of this information will vary depending on the employers' information availability.

16. Are there any fees involved in participating in the Career Fair?

There is no registration fee for students. Breakfast and lunch will be provided on the day of the Career Fair, but overnight accommodations and other meals will not be included.

17. Where are the interviews held?

All events and interviews on Saturday, July 31 will take place at The Hilton San Francisco Financial District at 750 Kearny Street.

18. Is there parking at the hotel?

Parking is available at the hotel for a maximum daily rate of \$25.00, overnight for \$35.00/day with no in/out privileges, \$52.00/day with in/out privileges, or directly across the street at the Portsmouth Square Parking Garage (733 Kearny Street) at a rate of \$27.00 for 8-24 hours.

19. Any other questions?

Please email registration@orrick.com; allow at least 24-48 business hours for us to process your request.