# **Completing Strategy Profile**

You are new to Valparaiso University Law School but already you may have heard other students, faculty and staff talking about "Strategy." You may also have picked up that Strategy has something to do with Career Planning. Strategy is the career planning management system that we use at Valpo Law. The system was created by CSO Research, Inc. This is the system that you will use for career development including identifying and applying for various types of career/job opportunities.

If you have clicked on and reviewed the tasks described in your VOLT mobile tool, you probably discovered that #4 mentions something about completing your Strategy Profile even before your first career planning advising session. How can you accomplish this?

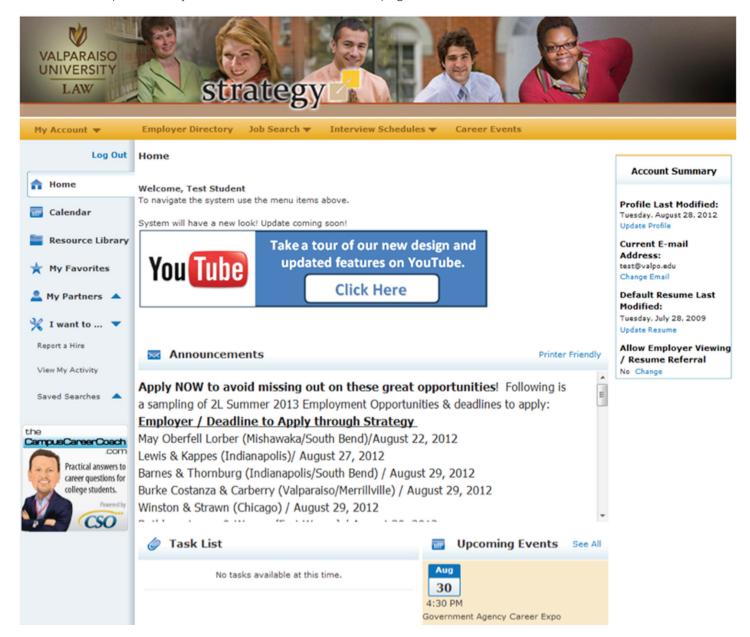
To access the student login page for Strategy, start a web browser and go to:

https://www.myinterfase.com/valpolaw/student - bookmark your Student Login page

#### Remember:

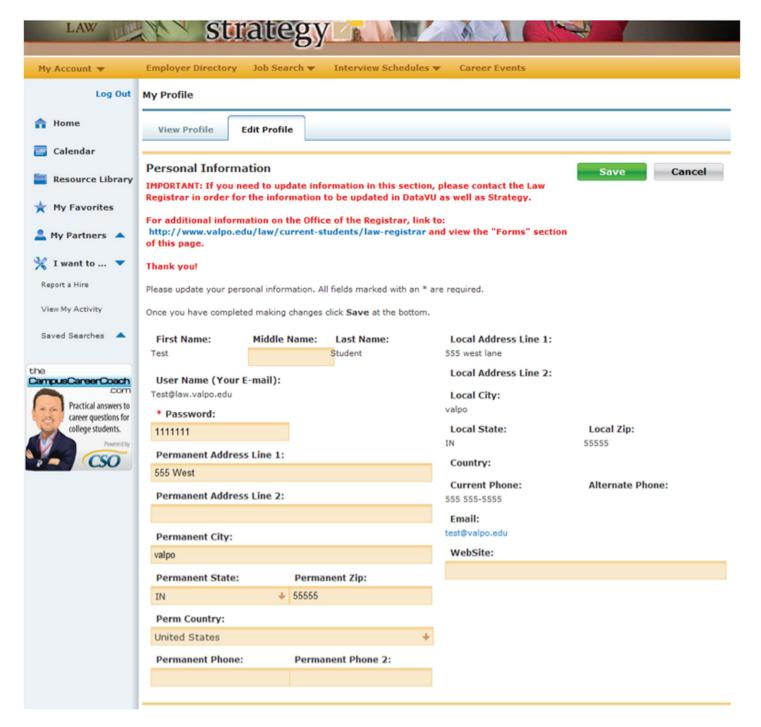
Username - student Valpo email Password - student ID number

Here is an example of what you will see on the Student Homepage:



When you login to Strategy you need to complete your on-line recruiting profile. It is your on-line recruiting profile that allows the Career Planning Center staff to assist with your career search. To access this page:

- 1. Point to "My Account"
- 2. Select, "My Profile"
- 3. Click the "Edit Profile" tab
- 4. Begin updating your profile in the Personal Information section which will appear as follows:



The next section of your profile details your Demographic Information. Please fill this information in accordingly.

### Helpful hints:

- If you are in the first year of law school, type the following list of positions into this field: Extern, Internship, Judicial Clerk, Law Clerk, Pro Bono and Summer Associate. Why? Later on in the semester, you will be setting up a Job Search Agent in Strategy (Task #8 on your VOLT mobile tool) and you will receive emails through Strategy about postings for these types of opportunities.
- If you are in the first year of law school, you will be able to list your GPA and Class Rank upon receiving your first semester grades (usually mid-January)

## Demographic Information

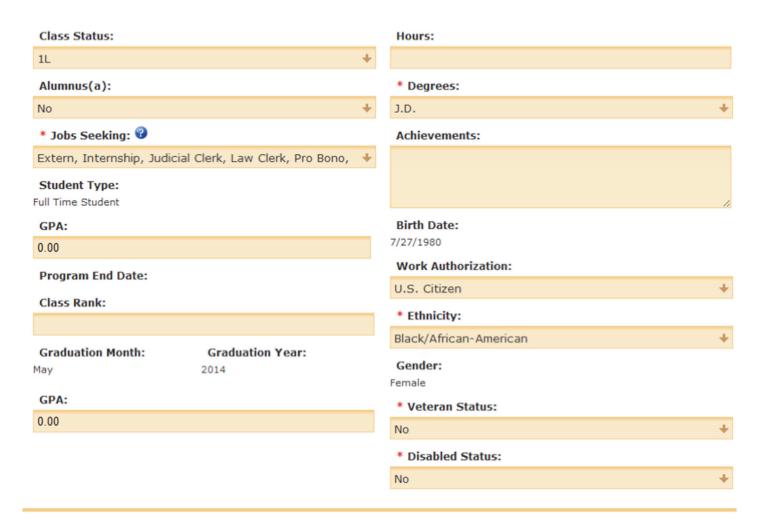
Save

Cancel

Please review your demographic information. All fields marked with an \* are required. Ethnicity, Gender, Veteran Status and Disabled Status are optional fields.

Once you have completed making changes click Save at the bottom.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.



You can also enter information into your Strategy Profile about your particular skills and additional information about your current geographic and practice area preferences.

### Helpful hints:

- It is extremely important to the Career Planning Center that you indicate Job Preferences (as many as apply) and keep this section updated. You will likely have many interest areas which will grow and change throughout law school.
- It is also critical to keep your Geographic State Preferences updated.
- If your Strategy profile matches the criteria for applicants described in a Strategy job posting, your resume may be automatically submitted to or viewed by the employer who posted the position. If your profile is not accurate you could be missing out on opportunities.
- When completing the fields in the "Additional Information" section, you must select "Yes" if you want to allow employers to view your profile and resume.

Additional Information	Edit
This section allows you to specify a career goal, state the type o Please review your job search criteria. Click on the [Edit] link to	of job you are seeking, and any other information you would like to provide. make any changes.
Career Goal:	Geographic Country Preference: US
Job Preference:  Public Contract Law, Science and Technology, Taxation  Geographic State Preference:  IL, IN, MI	
	Allow Employer Viewing / Resume Referral:   No
	110
	Other Information:

When you have completed your Profile, click on the submit button.



