

Overview of Applying for Experiential/Employment Opportunities in Strategy

Experiential and employment opportunities for students are posted for the spring, summer and fall in Strategy on an ongoing basis year-round. Each summer student positions are even posted for the following summer. Likewise, attorney positions for alumni, including entry-level positions that 3Ls can apply for, are posted year-round too.

What's the difference between a job posting and a recruiting posting?

Students and alumni have access to both job postings and recruiting postings in Strategy. Both types of postings provide specific instructions on how to apply for a specific position. In most cases students and alumni are responsible for submitting the required application materials directly to the employer. However, in some of the postings there is language indicating that applicants should apply "through Strategy." This means that your application materials will be submitted to the employer by the Career Planning Center staff rather than being submitted to the employer directly by you. The term "recruiting posting" is used to describe a job posting facilitated by Career Planning through collection of application documents and communications with the employer.

There are two types of recruiting postings: resume collects and on-campus interview postings. While Career Planning facilitates the collection of application materials for a resume collect and sends all of the applicants' materials to the employer, the employer then decides where interviews will take place. Application materials are collected in the same way for an on-campus interview but students are advised ahead of time in the recruiting posting itself of the specific date and time that the employer will be interviewing selected students on campus.

Having your documents approved for an opportunity described in a recruiting posting:

Your resume and cover letter must be uploaded and approved through Strategy well in advance of a recruiting posting's designated application deadline. When uploaded documents in Strategy are "not approved," students and alumni are prevented from applying to opportunities in recruiting postings. If you upload any new document, your account defaults to "pending status" which makes you ineligible to apply for that opportunity until each of your required application documents has been approved by a CPC staff member. Be sure to revise all "not approved" documents and resubmit for approval well in advance of the recruiting posting's application deadline.

Note – students and Alumni applying directly to employers for positions described in non-recruiting job postings are strongly encouraged to have at least their resumes reviewed by a CPC staff member.

To apply for a position where on-campus interviews are part of the recruiting process:

Once all of your uploaded documents for a specific recruiting posting are approved, you will be able to apply for the opportunity by accessing the posting and clicking on “Request Interview.” You will then be prompted to select the resume, cover letter, list of references, writing sample and/or transcript to be submitted to the employer. Once you have selected your documents, you will see in red letters “You have successfully submitted a request to interview.”

To apply for a position described in a resume collect recruiting posting:

Once all of your uploaded documents for a specific position are approved, you will be able to apply for the opportunity by accessing the resume collect recruiting posting and clicking on “Submit Resume.” You will then be prompted to select the resume, cover letter, writing sample, list of references and/or transcript to be submitted to the employer.

Other reminders:

- All students using Strategy to apply for opportunities described in recruiting postings must have a career advising appointment and must participate in a mock interview. Please email the Career Planning Center at careerplanning.law@valpo.edu to schedule your career advising appointment and mock interview.
- Please access Strategy for additional details on all employment opportunities and continue to monitor Strategy on a weekly basis for additional opportunities.
- You may create a Job Agent to notify you of new opportunities in Strategy. Instructions on how to create a Job Agent and perform other tasks can be found in the “Strategy – How to Use” folder of the Resource Library.
- If you are a rising 2L or 3L student, keep in mind that employers begin to post entry-level attorney positions for 3L applicants and summer associate positions for 2Ls for the following summer as early as July each summer.