



The goal of networking is to create long term, mutually beneficial, professional relationships with attorneys and other professionals. As a law student, networking is an effective way to learn about a legal market, practice areas and employers, and to identify potential employment opportunities. The Employer Showcase is a great opportunity to connect with employers from across the country.

Event Format:

The Employer Showcase will be a 90-minute virtual event consisting of nine sessions lasting for 10 minutes each. Using the Flo Recruit platform, you will create your own unique Employer Showcase schedule by reserving a ten-minute time slot with nine employers. There may be up to four additional students joining you in each ten-minute session.

After designing your Employer Showcase experience in Flo Recruit, you will receive an email with your confirmed schedule. Be sure to check back periodically for new additions; employers may be added up until the close of registration. You may make modifications to your schedule until registration closes. Twenty-four hours prior to the event, you will receive an email confirmation with your final schedule and a link to join your first session.

Technical Tips: Not all internet browsers are compatible with Flo Recruit. If possible, plan to attend the Employer Showcase using Google Chrome on your computer and not from your mobile device. Before joining the Employer Showcase, exit out of any VPNs and log out of any other programs that use your camera and microphone (e.g., Zoom, Teams and Skype).

Attire: Business attire - a suit, dress and jacket, or professional separates.

Resumes: This is not a job fair, but it is a great way to meet employers, to connect with alumni and to gather information to help you make informed decisions about your job search. You will not need your resume for this event, but you do have the option to upload your resume to Flo Recruit when registering. Once you have completed your registration, resumes may only be uploaded by the Career Center. If you would like to upload your resume after you have completed registration, please send it to lawcareers@wustl.edu no later than 24-hours prior to the event.

Before the Event:

It is important that you take a few minutes to prepare for the Employer Showcase in order to make a great impression and to maximize your time with employers.

Test Your Technology: Your registration confirmation email contains a link to test the Flo Recruit platform on your device. Run the test session prior to the Employer Showcase so that you can resolve any issues prior to your first session.

Research: Prior to the Employer Showcase, take a few minutes to research the employers on your schedule. Learn about their core values, practice areas and locations. Write down two to three questions that you can ask to drive conversation. Sample questions are provided below.

Create Your Virtual Office: Stake out your best spot for this virtual event. Consider your background. A well-lit wall with a neutral color is best. Avoid being within camera shot of, or sitting on, your bed. Choose a location that is typically quiet during the hours of the Employer Showcase. Have a plan for your pets. Your video must be on for this event. If you have extenuating circumstances that prevent you from having your video on during the Employer Showcase, please contact the Career Center.

At the Event:

During the event, you will join your first session by clicking the link provided in your final confirmation email. Please be on time. Two minutes prior to the end of each session, you will see a unique link appear in the bottom right corner of your screen that will take you to your next scheduled session. That is your cue to ask any final questions and begin wrapping up the conversation.

Questions during the Event: If you have technical questions during the Employer Showcase, there is a chat feature in the bottom left corner of your screen. If you have a non-technical question for the Career Center, you may Teams chat the Career Center at Law Career Services. You will receive an immediate response through Teams.

Make Your Introduction: When you enter each session, there may be other students in the room. Do not interrupt, and do not start conversations using the chat feature. Wait until there is a natural lull in the conversation to introduce yourself to the employer representatives. Listen to the names of the attorneys and recruiters you meet and repeat them once: “Kelly, it’s so nice to meet you.” If you have researched a particular employer, your introduction might highlight something from your research. Otherwise, your introduction will be more general. For example:

“Hi, (representative name). My name is _____. I am excited to meet you because I know your firm does a lot of international trade work and that is the type of work I want to do. I’m curious about how associates are placed into practice areas at your firm.”

“Hi, I am _____. I am interested in pursuing a career in juvenile justice, and I am inspired by CASA’s mission. Could you speak to the mentoring that your organization provides to new attorneys?”

“Hi, I am _____. I know your organization is deeply committed to promoting women of color and that Kate Fritz was recently recognized by the National Diversity Council as one of the top women lawyers for 2020. Her work is very inspiring, and I am wondering how her leadership sets the tone for the organization.”

Actively Listen: Active listening is a great way to compliment the other person – it shows her/him that you are interested in what s/he is saying. Avoid listing off your questions, one after another. Try to link your next question to something the person said. For example:

“You mentioned that CASA has a formal mentoring program for its summer interns and new associates. Could you speak to the structure of the summer internship program?”

“I think it’s wonderful that your organization has adopted a goal of 50% diverse leadership. What progress has the organization made toward that goal?”

Be Inclusive: Each session will have up to five students. Be mindful of your fellow students and avoid monopolizing the session. Be inclusive in your conversations and allow everyone to participate.

Make a Graceful Exit: Once the session is over, thank the employer representatives for their time and then move to your next session.

Follow Up:

Follow-up is important. There is no need to say thank you in the chat, but within 24 hours, you should send a thank you email to each of the employer representatives you met. If you need assistance identifying the employer representatives you spoke with, reach out to the Career Center (lawcareers@wustl.edu). Your thank you emails should be brief but personalized. For example:

Dear Ms. Conrad:

Thank you for speaking with me yesterday at the WashULaw Employer Showcase. I really enjoyed hearing about your firm’s international trade practice, and its genuine commitment to providing a welcoming, diverse workplace. I believe I would thrive while being an asset to your busy practice, and I plan to apply for a summer position with your firm.

Thank you again for your time. I hope to have the opportunity to speak with you again in the near future.

Best,

Regan Smith

Dear Ms. Thompson:

I really enjoyed meeting you yesterday at the WashULaw Employer Showcase and having the opportunity to learn more about CASA’s new initiatives. Your organization’s dedication to advocating for children is inspiring, and I am impressed by CASA’s commitment to supporting the careers of diverse attorneys. I look forward to applying for a summer internship with CASA and

hope that we will have the opportunity to work together in the future. Thank you again for your time.

Sincerely,

Percy Jackson

Extend your Employer Showcase Experience:

Employers are eager to speak with you, and they understand students may not have had the opportunity to meet with every employer on their target list. If you have more employers you would like to speak with, reach out to the Career Center, and we will help you make that connection.

Sample questions:

Do you hire 1Ls/2Ls/Entry-level attorneys?

How long is your summer program?

Do summer interns/new attorneys work in one area, or do they rotate through various practices?

What makes a summer intern/new attorney successful at your organization?

What do you like best about working at the organization?

What do you like best about what you do?

What do you see as the biggest challenge facing new attorneys?

How does a summer intern/new attorney succeed at your organization?

Does your organization have a formal mentorship program? (If the answer is yes, follow up by asking “Can you share a little about it?”)

What skills are most important to your practice?

What is your best advice for students interested in a position at your organization?

Which aspects of your background have been most helpful in your career?