

# UNIVERSITY OF WYOMING

## College of Law

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**TO: Law Students**

**FROM: Director of Law Career Services**

### **Services of the Career Services Office**

The Director of Law Career Services (Director) at the University of Wyoming (UW) College of Law provides personalized counseling, including resume and cover letter review, for law students and alumni regarding their professional development goals. The Director plans and institutes career trainings; organizes, maintains and distributes information involving career services, continuing legal education events (CLEs), on campus interviews and other career services events. The Director develops ongoing relationships with local, regional and national employers to improve employer satisfaction with the recruiting process, as well as provide better career assistance to law students and alumni.

The Assistant to the Director will e-mail students job postings and career services-related news and events. The Assistant helps maintain the Career Services Office's (CSO) website and job posting bank and is also available to answer general questions related to career services.

All services provided by the Career Services Office (CSO) are available to both current law students and to alumni.

### **Career Services Library**

The Career Services Library (Room 113) contains resources about legal careers. The door to the Career Services Library is open during regular business hours and the honor code is in effect. Items may be checked out through the Director or through the Law Library (if there is a bar code). There is a typewriter and a computer in the Career Services Library available for students to use for career-related purposes.

### **Online Job/Internship Postings**

The CSO maintains a job posting bank on the CSO website. The job posting bank requires a user name (Username: **lawjobs**) and password (Password: **LegalMoney** (case-sensitive)). The CSO posts jobs received in paper format to the CSO website and also posts on the two bulletin boards in the law school dedicated to career services (one is located just outside the CSO Room 118 and the other is located next to Classroom 142). Employers can also post a job themselves on to the CSO website. Employers who post on the CSO website are expected to abide by the UW College of Law's Equal Employment Opportunity Statement and Nondiscrimination Policy as set forth below.

The Director or the Assistant also regularly e-mail students with job posting information. After a student graduates from the law school, he or she may still use the CSO website and job posting bank and any other services of the CSO.

### **Career Services on College of Law Website [www.uwyo.edu/law](http://www.uwyo.edu/law)**

The CSO website has both a password protected portion which is available for students and alumni only and a portion which can be viewed by the public. The password protected site contains job postings, career handouts, and links to other

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websites to which the CSO subscribes. The subscription sites require a username and password which is provided to students on the password protected portion of the CSO website. If you have any questions, please contact the Director.

The portion of the CSO website which may be publicly viewed provides general information about judicial clerkships, fellowships, and provides links to various websites related to law career services. The public portion of the website also contains a calendar for the CSO including upcoming deadlines for applications and career services events; information for employers; and the policy regarding equal employment opportunities and nondiscrimination.

### **Submitting Application Materials**

In general, application materials should be submitted directly to employers using the contact name and address on the job posting. The job posting will indicate whether the employer allows faxing or e-mailing of application materials. If the position is with the State of Wyoming, the job posting may instruct students to apply on-line with the A&I Human Resources Division's website. In some cases, the Director will collect resumes and bundle them for employers. This is done at the request of employers and will be noted on the job posting.

### **On Campus Interviews**

Some employers prefer to interview students on campus for internships and jobs. The employer coordinates this through the CSO. Interviews are generally held in the Blume Room of the Law Library. Interview times and dates are coordinated through either the employer directly with the student or through the CSO and the student. Employers (with the exception of military recruiters) are expected to abide by the UW College of Law's Equal Employment Opportunity Statement and Nondiscrimination Policy as set forth below.

### **E-mail Notices**

The Director or the Assistant to the CSO will send e-mails to students about upcoming events, employment opportunities, and deadlines. Please check your e-mail often and make note of any relevant deadlines or upcoming events you may want to attend.

### **E-Newsletter**

The Director provides information and articles that will be published in the monthly e-newsletter of the law school, *The Docket*. Students may submit articles at any time. The Director may also interview students to be profiled either in the e-newsletter or in the law school's alumni publication, *Counsel* magazine. The e-newsletter also contains a section entitled *Career Services Corner* which will provide timely and relevant information and tips for students about job searching in the legal market.

### **Equal Employment Opportunity Statement & Non-Discrimination Policy**

The UW College of Law and the CSO are committed to a policy of equal opportunity employment. Any employer that discriminates for the purposes of hiring on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age or disability is prohibited from using the facilities and services of the CSO.

In order to execute this policy the Director of CSO shall require every employer to certify nondiscrimination before allowing that employer to use our office for any purposes. The Director of CSO shall determine an appropriate manner for obtaining such certification.

The above policy shall also apply to any and all other UW College of Law campus facilities for purposes of recruitment. Nothing herein shall prevent any student from distributing materials except as an agent for an employer.

## **The Solomon Amendment and Military Recruiters**

The UW College of Law reaffirms its existing nondiscrimination policy, but suspends enforcement of that policy with respect to the military. At the same time, the UW College of Law commits itself to actions intended to maintain an environment supportive of and welcoming to gay and lesbian members of the UW College of Law community, to educate its students and other constituencies about the importance of nondiscrimination on the basis of sexual orientation, and to state publicly its objections both to discrimination on the basis of sexual orientation and to the Solomon Amendment. Additional information about the Solomon Amendment and the UW College of Law's policy is available in the Office of the Dean.

## **Student Complaints Regarding Discriminatory Practices by Employers**

As a condition of using the services of the CSO, and in order to implement the UW College of Law's affirmative action and nondiscrimination policies, students shall notify the CSO of recruiting practices or interviewing conduct, on or off campus, by employers which are reasonably believed to violate, or not be consistent with, the UW College of Law's policy, as soon as possible after the incident in question.

### *Oral Complaint*

A student shall make an oral complaint to the Director of CSO of any employer conduct that the student reasonably believes either violates, or is not consistent with, the UW College of Law's policy. If the student does not wish to pursue the matter following the initial conversation with the Director, the employer will not be informed of the complaint and the identity of the student if the student so elects, but a good and sufficient recording or notes of the complaint or conversation will be kept. However, an investigation will not commence with only an oral report.

### *Written Complaint*

A student who wishes to have his or her complaint investigated shall submit the complaint in writing to the Director of CSO. After discussing the complaint with the student, and when a reasonable person would in good faith conclude that the employer conduct complained of violates or is not consistent with this policy, the Director shall, upon consultation with the Associate Dean, contact the employer to discuss the complaint, to clarify the employer's policies and practices, and to suggest the initiation of remedial action as required. If the complaining student so requests, the Director will preserve the student's confidentiality to the extent practicable in discussing the complaint with the employer.

### *Record Keeping and Reporting Requirements*

The Director will keep written records of the complaint, related conversations, and any informal compromise or resolution of the matter. Such records shall be for the sole use of the UW College of Law and information in such records shall not be available to students other than the complainant. Any student who submits a written complaint and subsequently decides not to pursue the matter may withdraw his or her complaint and an appropriate notation will be made in the Director's file.

### *Sanction Imposition Procedures*

If, after the Director has investigated a written complaint and believes in objective good faith that the practices complained of violate or are not consistent with the UW College of Law's policy, and the employer declines to initiate appropriate remedial action, the Director shall then communicate with the employer that a written response is requested or privilege to use the Career Services Office may be denied for at least one year.

The Associate Dean can review any and all decisions of the Director. If the Associate Dean finds, after viewing all materials, that the employer did not employ discriminatory practices, that employer's privilege will be reinstated. The Associate Dean may speak directly with the complaining student or the employer when circumstances make such action either necessary or desirable.

## **Suggestions for Improvement of Career Services**

At any time, you may make suggestions for improvement of services provided by the Director and the CSO. The Director will distribute surveys to students in April or May of each year to ask for student input on career services programming and services provided to date. The CSO is here for you, so if you have a particular area of interest that you have not yet seen covered by the CSO, please bring that to the attention of the Director or the Assistant so that we may provide the best possible services for you.