

LAWQUEST STUDENT/ALUMNI RESOURCE GUIDE

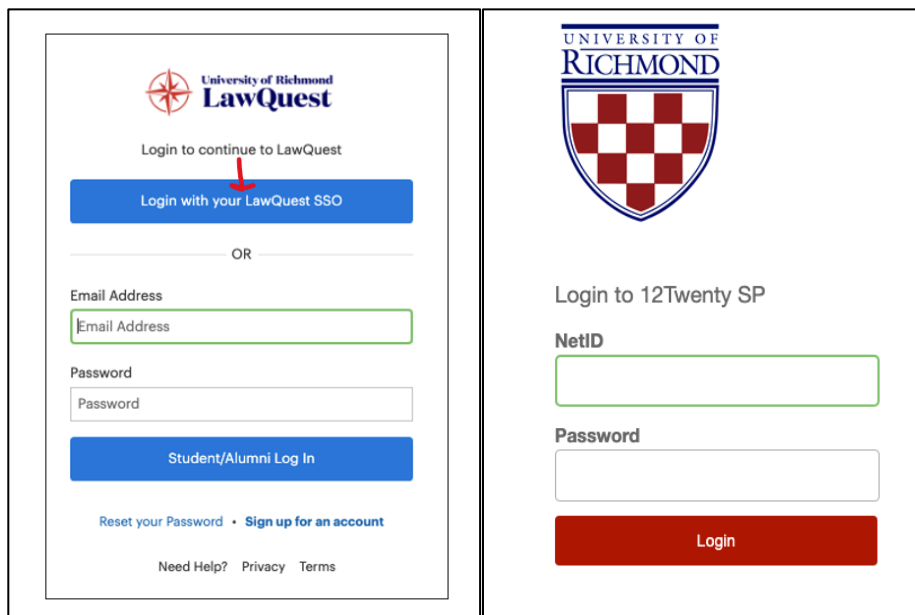
LawQuest is the University of Richmond School of Law's career services management system. Students and alumni will use LawQuest to:

1. Schedule advising appointments;
2. Review and apply to job postings;
3. Submit applications for on-campus interviews and resume collections;
4. RSVP to Career Development Office (CDO) events; and
5. Much more.

This Resource Guide will help you navigate some of the most utilized LawQuest functions. If you have any questions about LawQuest, please contact the CDO.

To access your LawQuest account:

- Click <https://law-richmond.12twenty.com/Login>
- Select 'Login with your LawQuest SSO'
- Enter your Richmond NetId and Password and select Login



The image displays two side-by-side screenshots of the login process. The left screenshot shows the LawQuest login page with the University of Richmond LawQuest logo at the top. Below the logo, it says "Login to continue to LawQuest" and has a blue button labeled "Login with your LawQuest SSO" with a red arrow pointing to it. Below this is an "OR" separator, followed by input fields for "Email Address" and "Password", and a blue button labeled "Student/Alumni Log In". At the bottom, there are links for "Reset your Password" and "Sign up for an account", and "Need Help? Privacy Terms". The right screenshot shows the 12Twenty SP login page with the University of Richmond crest at the top. Below the crest, it says "Login to 12Twenty SP" and has input fields for "NetID" and "Password", and a red button labeled "Login".

SET UP YOUR LAWQUEST STUDENT PROFILE

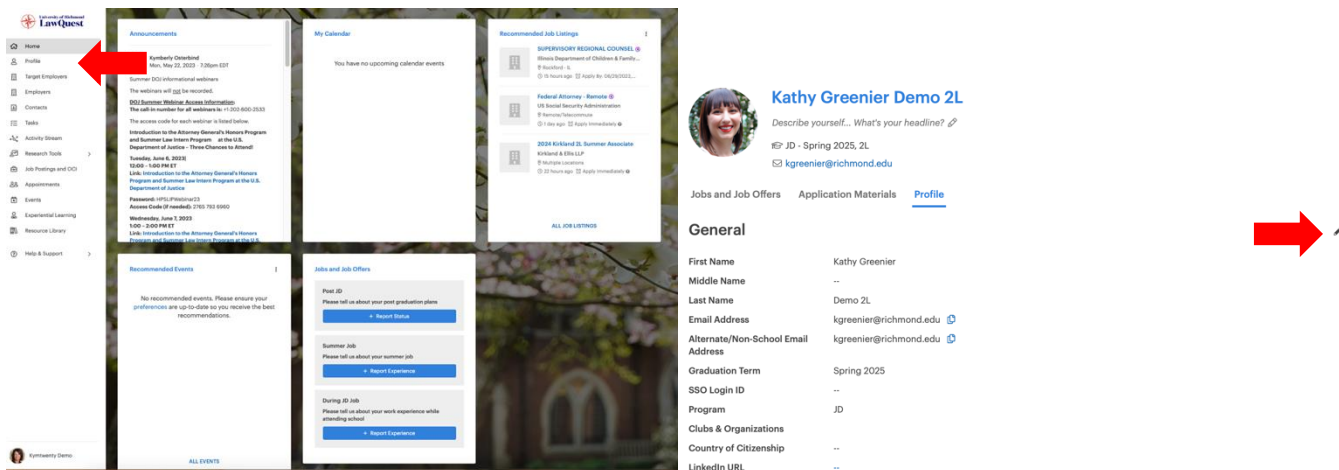
Once you are signed into LawQuest, set up your **Student Profile**. Setting up your student profile is quick and easy and helps the Career Development Team get to know YOU better and understand your job search preferences so that we can assist you in finding the right opportunities.

Please tell us a little bit about yourself...

(*) indicates a required field.

| | | |
|--------------------------------------|---|---|
| General | <p>Alternate/Non-School Email Address*</p> <input type="text" value="Enter Email Address"/> | <p>Date of Birth*</p> <input type="text" value="MM/DD/YYYY"/> |
| | <p>Race/Ethnicity*</p> <p>-- Please select a value --</p> <p>+ Add Additional Race/Ethnicity</p> | <p>Gender Identity*</p> <p>-- Please select a value --</p> |
| | <p>Pronouns *</p> <p>-- Select a Value --</p> | |
| Other | <p>Veteran Status</p> <p>-- Please select a value --</p> | |
| Education | <p>Are you a transfer student?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="checkbox"/> Decline to state</p> | |
| Preferences | <p>What is your post-graduation desired job city?*</p> <input type="text" value="What is your post-graduation desired job city?"/> | <p>What is your post-graduation desired job country?*</p> <p>-- Please select a value --</p> |
| | <p>What is your desired employment type after completing school?*</p> <p>-- Please select a value --</p> <p>+ Add Additional What is your desired employment type after completing school?</p> | |
| | <p>What is your desired practice area after completing school?*</p> <p>-- Please select a value --</p> <p>+ Add Additional What is your desired practice area after completing school?</p> | |
| Undergrad Education - General | <p>Undergrad Major*</p> <p>-- Please select a value --</p> | <p>Undergrad School*</p> <p>Undergrad School</p> |

Finish setting up additional sections of your student profile via the homepage. Navigate to the “Profile” module via the left side navigation bar. Then, when viewing your profile, click the pencil icon.

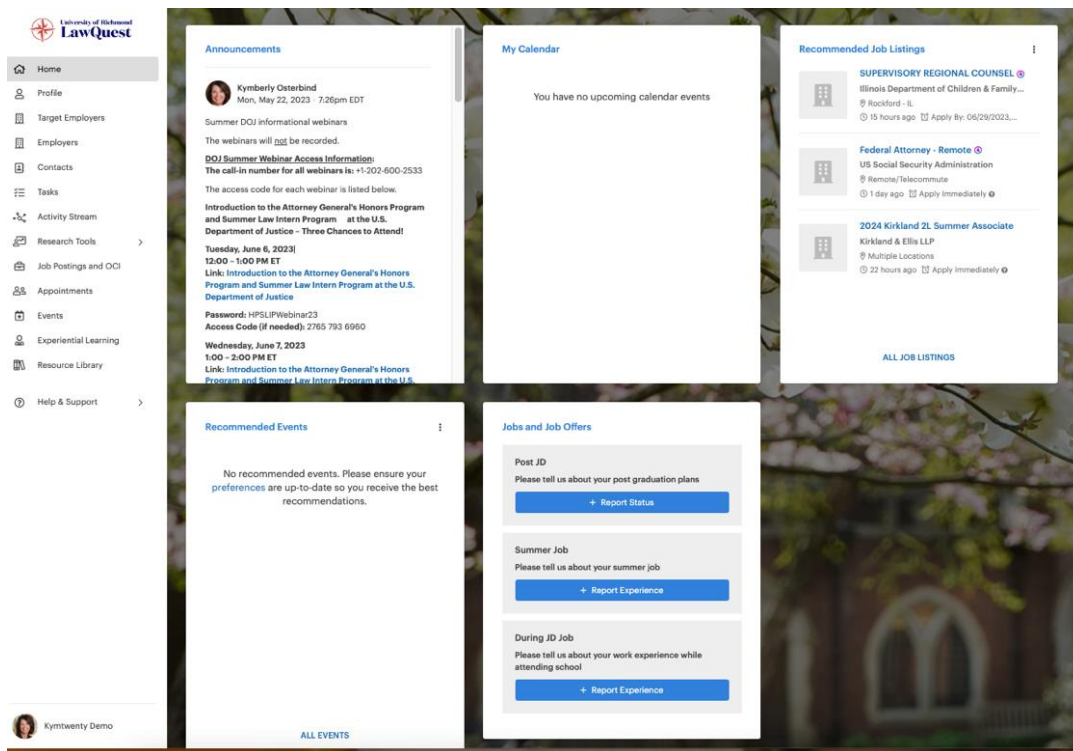


The screenshot shows the LawQuest homepage with a left navigation bar. A red arrow points to the 'Profile' link. The main content area shows 'Announcements', 'My Calendar', 'Recommended Job Listings', and 'Recommended Events'. The profile page for 'Kathy Greenier Demo 2L' is shown on the right, with a red arrow pointing to the pencil icon in the top right corner of the profile header.

HOMEPAGE

After setting up your profile, this is what you will see on your homepage for all future logins:

- **Announcements** - These announcements come directly from the CDO Team. Check this tile often as it is updated frequently with new information targeted to your class.
- **My Calendar** - This tile will list any upcoming appointments, events, and interviews you are scheduled to attend.
- **Recommended Job Listings** - This tile will suggest jobs recommended by our partner, 12Twenty, that are specific to your career interests. Keep the “Preferences” section of your profile up to date to facilitate the most refined recommendations.
- **Recommended Events** - These events are open for registration and recommended based on your career preferences.
- **Jobs and Job Offers** - Quick access to submit new employment and post-grad employment outcome data.

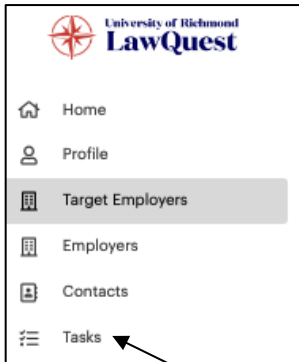


The screenshot displays the LawQuest homepage dashboard for a user named Kymtenty Demo. The interface is organized into several key sections:

- Left Navigation Menu:** Includes Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, Job Postings and OCI, Appointments, Events, Experiential Learning, Resource Library, and Help & Support.
- Announcements:** A notification from Kimberly Osterbind dated Monday, May 22, 2023, at 7:26pm EDT. It details Summer DOJ informational webinars, providing a call-in number (+1-202-600-2533) and access codes for two dates: Tuesday, June 6, 2023 (12:00 - 1:00 PM ET) and Wednesday, June 7, 2023 (1:00 - 2:00 PM ET). A link is provided for more information.
- My Calendar:** A message stating, "You have no upcoming calendar events".
- Recommended Job Listings:** Two job listings are shown:
 - SUPERVISORY REGIONAL COUNSEL:** Located in Rockford, IL, posted 15 hours ago. Includes an "Apply By" date of 06/29/2023.
 - Federal Attorney - Remote:** Located in Remote/Telecommute, posted 1 day ago. Includes an "Apply Immediately" button.
 - 2024 Kirkland 2L Summer Associate:** Located in Kirkland & Ellis LLP, Multiple Locations, posted 22 hours ago. Includes an "Apply Immediately" button.
- Recommended Events:** A message stating, "No recommended events. Please ensure your preferences are up-to-date so you receive the best recommendations." with an "ALL EVENTS" link at the bottom.
- Jobs and Job Offers:** Three sections for reporting experience:
 - Post JD:** "Please tell us about your post graduation plans" with a "+ Report Status" button.
 - Summer Job:** "Please tell us about your summer job" with a "+ Report Experience" button.
 - During JD Job:** "Please tell us about your work experience while attending school" with a "+ Report Experience" button.

TASKS

The **Tasks** module is a virtual ‘to-do’ list that will help you manage your job search: interviews or employers you have not heard back from, the next steps in the job application process, and contacts you need to follow up with.



Navigate to the “Task” module on your left side navigation bar.

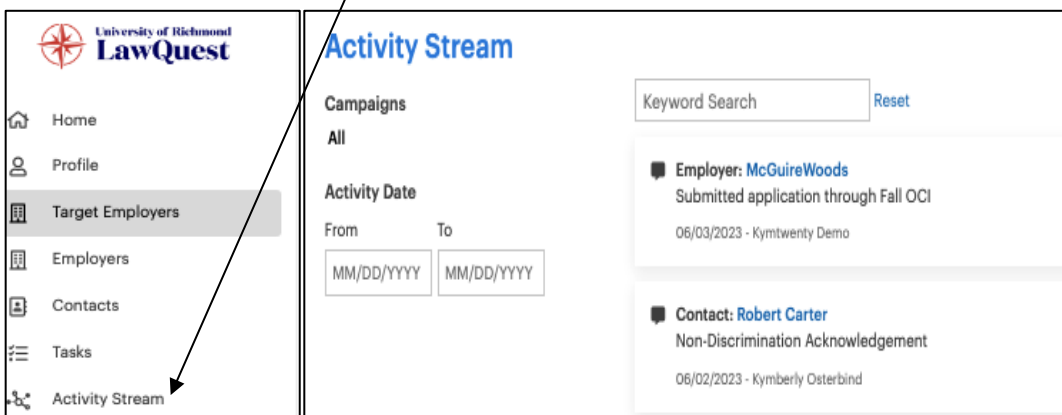
Add a new task to the list by clicking the “+ New Task” button and filling in the pop-up form.

You can complete an outstanding task by clicking the “Complete” button and later see it when you filter for “Task Status = Complete”

ACTIVITY STREAM

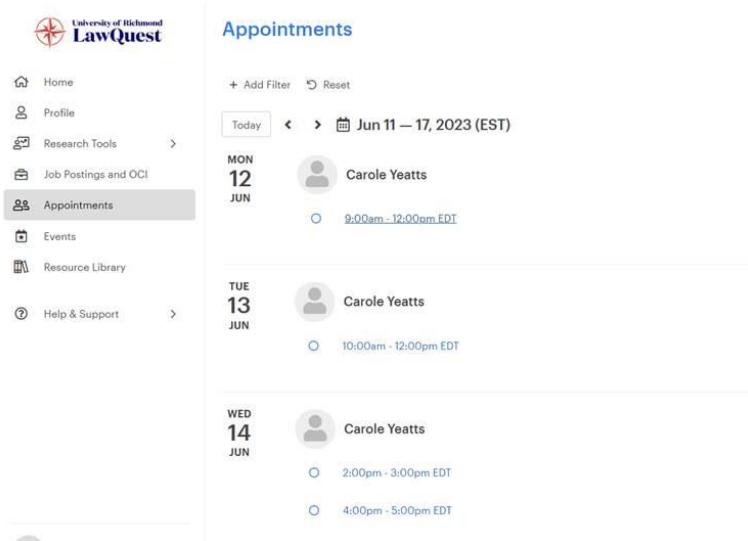
The **Activity Stream** allows you to see all of your notes, meetings, and follow-up tasks for every touchpoint with the employers and contacts you are building relationships with in one place.

Navigate to the “Activity Stream” module from your left side navigation bar to get started.

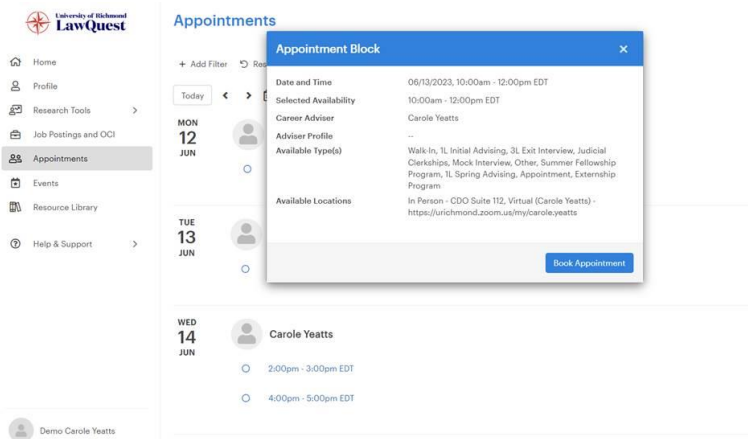


REQUESTING AN APPOINTMENT

To request an appointment, first click on the “Appointments” tab on the left side of your navigation bar. Your career advisor’s availability will appear, and you can look ahead in their calendar per week by clicking the “>” button next to the date range.



Once you find a convenient time within a block, click on the blue link for that block. Click on the “Book Appointment” button in the next window that pops up.



Next choose your “Preferred Appointment Type” from the dropdown menu (e.g., Appointment, Mock Interview, Judicial Clerkships, etc.), appointment duration (30 minutes or 60 minutes), and your “Preferred Location” (i.e., In Person in the CDO Suite or via Zoom). Be sure to click on one of the start times within the available advising block. Note that some appointment types allow for only one option for duration.

Book Appointment

| | |
|-----------------------------|--|
| Date: | 06/08/2023 |
| Preferred Appointment Type* | -- Select a Preferred Appointment Type -- <small>*Required</small> |
| Duration* | 30 mins |
| Time* | <input type="button" value="9:30am EDT"/> <input type="button" value="10:00am EDT"/> <input type="button" value="10:30am EDT"/> <input type="button" value="11:00am EDT"/> <input type="button" value="11:30am EDT"/> |
| Career Adviser | -- Carole Yeatts |
| Adviser Profile | -- |
| Preferred Location* | -- Select a Preferred Location -- <small>*Required</small> |
| Attachments | <input type="text" value="Drop files to attach, or browse"/> |
| | <input type="button" value="Cancel"/> <input type="button" value="Book Appointment"/> |

Also note that the appointment will default to your assigned Career Advisor.

You can add any notes or attach any documents you would like the advisor to review in advance.

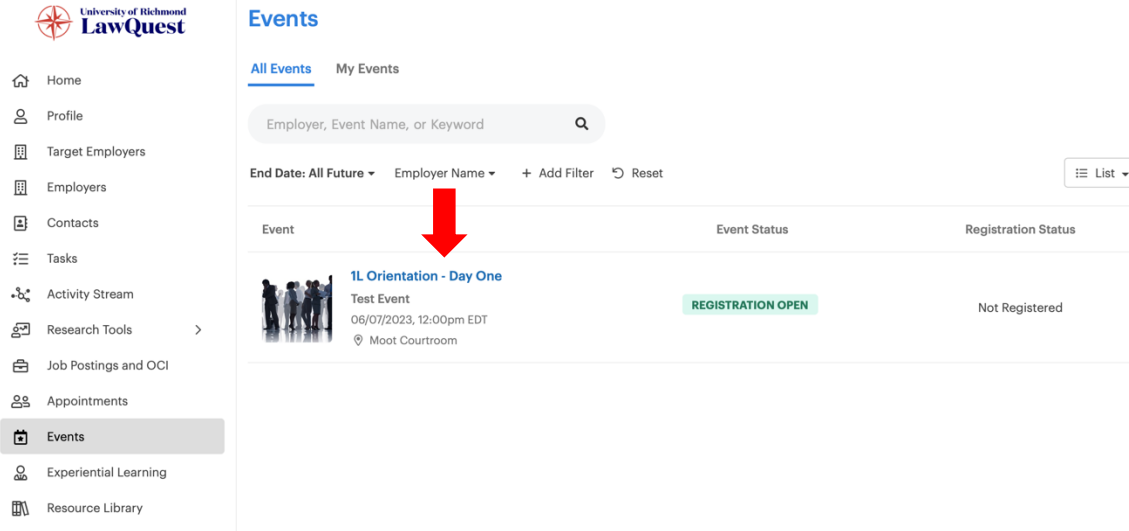
As always, feel free to contact (call, email or stop by the CDO) your career advisor directly to schedule an appointment if you are unable to find a convenient appointment time in LawQuest.

EVENTS

In the events module, you can register for upcoming events (i.e., CDO Programs, etc.)

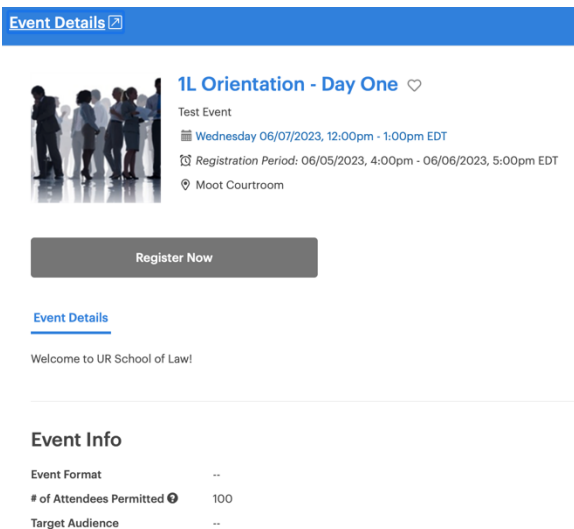
Navigate to the left side navigation bar to see all of the upcoming events.

Click on the name of the event to open the event details page.



The screenshot shows the 'Events' page in the LawQuest system. On the left is a navigation sidebar with 'Events' selected. The main area has a search bar and filter options. Below, a table lists events. One event, '1L Orientation - Day One', is highlighted with a red arrow pointing to its title. The event details shown are: 'Test Event', '06/07/2023, 12:00pm EDT', 'Moot Courtroom', and 'REGISTRATION OPEN'.

From here, you can click the “Register” button to RSVP.

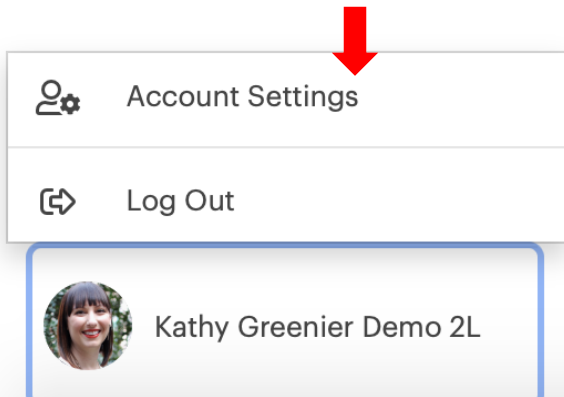


The screenshot shows the 'Event Details' page for '1L Orientation - Day One'. It includes a header with the event name and a heart icon, a small image of people, and event details: 'Test Event', 'Wednesday 06/07/2023, 12:00pm - 1:00pm EDT', 'Registration Period: 06/05/2023, 4:00pm - 06/06/2023, 5:00pm EDT', and 'Moot Courtroom'. A prominent 'Register Now' button is visible. Below the button, there is a 'Welcome to UR School of Law!' message and an 'Event Info' section with the following details:

| Event Info | |
|--------------------------|-----|
| Event Format | -- |
| # of Attendees Permitted | 100 |
| Target Audience | -- |


Once you are registered, you will see a confirmation screen.

To check-in to an event, access your 12Twenty Passport by clicking on your name and photo in the lower left-hand corner of the left side navigation bar and going to **Account Settings**.



On the **Account Settings** page you will see your 12Twenty Passport

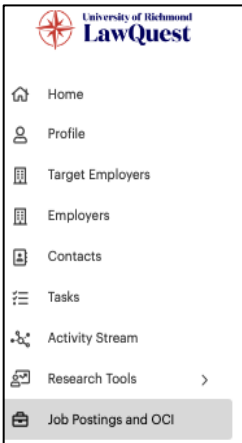
Your 12Twenty Passport™



This is your 12Twenty Passport™, which uniquely identifies you. You can use your 12Twenty Passport™ to check in to events or appointments. You may also add your 12Twenty Passport™ to your Apple Pay or Google Pay wallet by [sending yourself an email](#). Alternatively, you can print your 12Twenty Passport™ and use it to check in to events and appointments.

You may send the QR code to yourself by selecting the linked text “**sending yourself an email.**” After you have sent yourself the QR code from your account settings, you will receive an email. The email will have simple instructions on adding the QR code to your mobile device using either Apple Wallet or Android Pay.

JOB POSTINGS AND OCI



The Job Postings and OCI section provides you with a view of all job opportunities in LawQuest. If the listing has an “Interview Date” or “OCI Round” the employer is hosting interviews in-person or virtually and coordinated through the CDO.

Job Listing tab - Click on this tab to view all job listings.

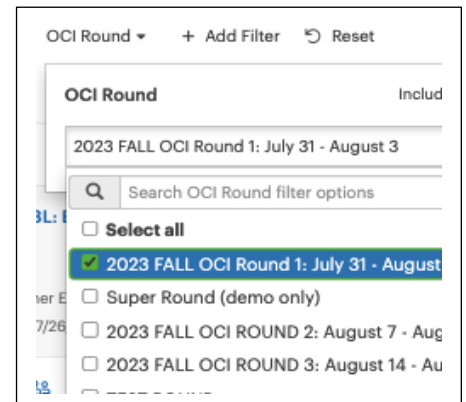
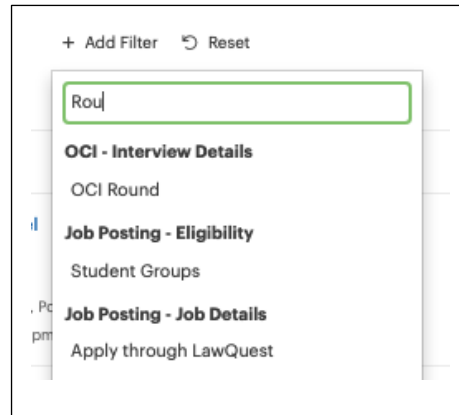
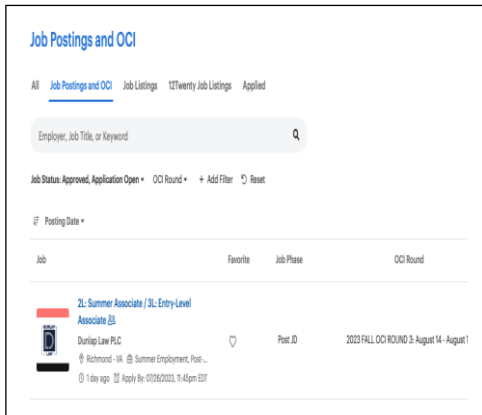
Job Postings and OCI Tab - Click on this tab if you would like to sort for Employers who are partnering with the CDO to host Interviews for the listing they have open (these can take place on-campus and virtually).

12Twenty Job Listings Tab - The job listings on this tab allow you to see job opportunities from diverse employers. These are sourced and provided by our technology partner, 12Twenty, and usually require you to apply via the employers’ preferred portal.

Navigate to the “Job Postings and OCI” section in LawQuest.

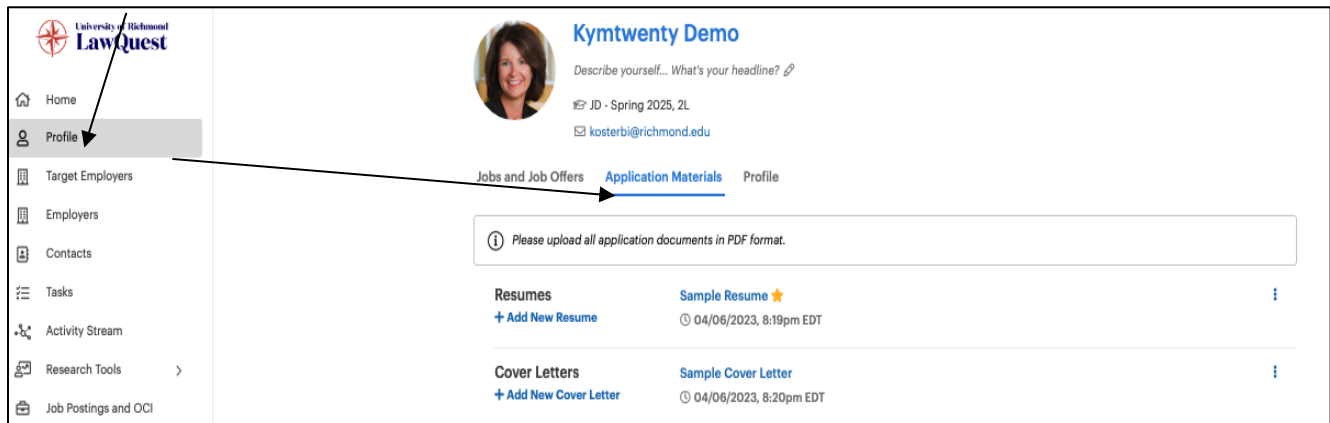
Click on the job title for the employer(s) that you wish to review and/or apply to. Once you click into an OCI listing you will see all the pertinent information and interview requirements. You’ll be able to see the employer’s interview and hiring criteria, application deadlines, and the application documents that are required to apply to interview with the employer.

Add a filter to search for employers interviewing your class for Fall OCI by typing ‘Round’ into the search filter box and selecting the period you wish to view employers.



UPLOAD DOCUMENTS IN YOUR APPLICATION MATERIALS FOLDER

From the **Profile** toolbar, navigate to the **Application Materials** tab in your LawQuest account.




Select +Add New Resume, +Add New Cover Letter, +Add New Transcript, etc. and follow the prompts to upload your documents.

You may upload more than one resume, but you can only have one *primary* resume at a time. You can either select the box to indicate “This is my primary resume” when you upload an additional or newly revised resume, or you can always switch the primary resume later.

Add New Resume

Resume Name *

Upload New Resume *



Drop file to attach, or [browse](#)
Allowed file types: pdf

This is my primary resume ?

Cancel
Save

Note: The document name is not visible to employers and there are no limits - upload as many documents as you need. For cover letter document names, we recommend including the firm to whom it’s addressed in the name to help you keep them all straight!

APPLY TO EMPLOYERS THROUGH LAWQUEST

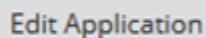
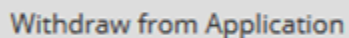
Choose the application materials requested by each employer to whom you wish to submit an application. If you already have uploaded your documents to LawQuest, you can choose "Existing" and select the appropriate documents from the dropdown list. If you have not uploaded your documents to LawQuest, you can choose "Upload New" and follow the prompts to upload the appropriate document.

After selecting the correct documents, click the blue "Apply" button in the bottom right-hand corner to submit your application.

Editing or Withdrawing Applications in LawQuest

If you need to edit your application documents after submitting your application or decide that you would like to withdraw from a particular employer, you may do so until the application deadline.

1. Navigate back to the job posting that you would like to edit or withdraw from.
2. In the top right-hand corner, you will now see "Withdraw from Application" and "Edit Application" options. Click on the appropriate button.



3. **Withdrawing:** A pop-up box will ask if you are sure that you would like to withdraw that application. To withdraw, click the blue "Withdraw" button. If you change your mind and would like to re-apply to the employer, you may do so until the deadline.
4. **Editing your application:** Clicking the "Edit Application" button will allow you to make changes to the documents that you previously. Be sure to click the blue "Apply" button when you have finished making changes.

Note: Uploading a new document to LawQuest will not make any changes to existing applications. After uploading a new document, you should follow the "editing your application" instructions above and select the newly uploaded document for the appropriate applications.

Once you have submitted your application documents and clicked the final "Apply" button at the bottom of the screen, you will see a "Congratulations" page confirming your application.

EMPLOYER DIRECTORY

The Employer Directory will provide you with information about the Employers and Contacts that recruit our students and graduates.

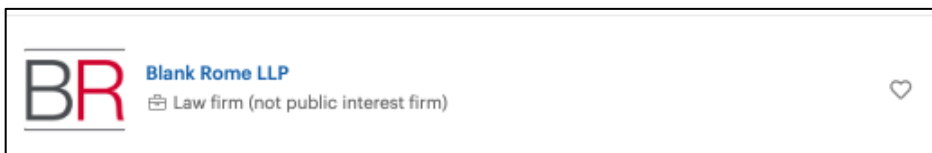
The Employers and Contacts support our community in many ways. Some are alumni, others participate in our recruiting programs and events, post job opportunities, and have hired students for full or part-time jobs and/or post-graduation.

1. Navigate to the Employers from the left side navigation bar to open the Employer Directory.



From this tab, you will be able to see all the Employers in the LawQuest database.

Click on the “heart” icon to add the employer to your “Target Employers” list.



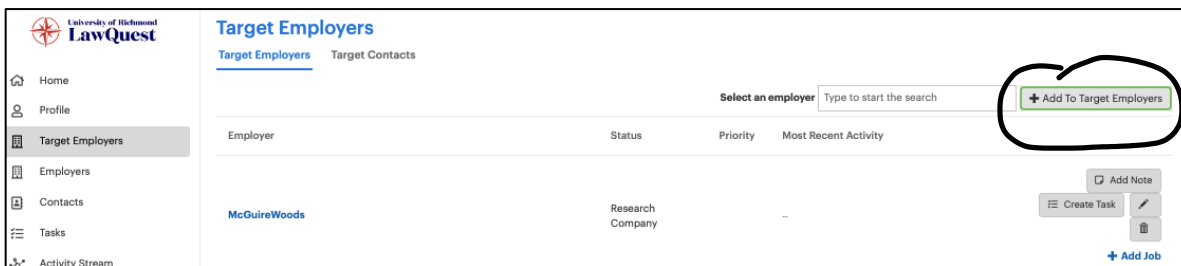
BUILD YOUR LIST OF TARGET EMPLOYERS

This is a powerful tool for tracking your contact network and excellent for keeping your job search organized. You can use these tools to track the employers that you are interested in, the jobs you apply for, the status of each application, and any follow-up actions needed. It also lets you track the progress of your professional contacts and networking activities.

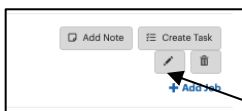
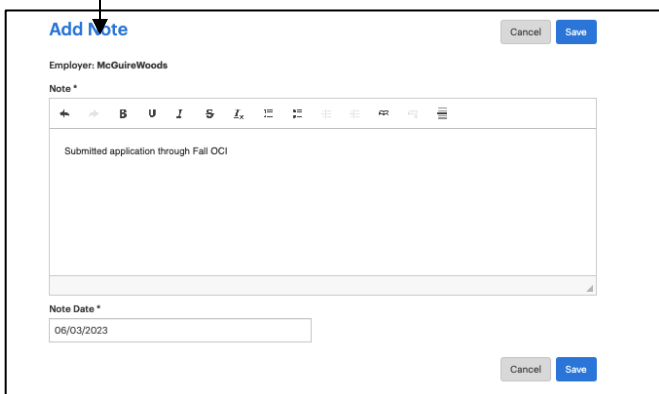
Navigate to “**Target Employers**” module.



Add a Target by typing the name into the search bar and clicking the “+Add to Target Employers” button.



Add “Notes” and/or follow-up “Tasks” based on your networking conversations or career search updates.



By clicking the “pencil icon” next to the Employer you can track the “Status” and “Priority” of each of these employers. You will be able to track all of your to-do’s and next steps using the “Tasks” module. This is where you can set up appointments, events and schedule critical to-do reminders.

JOBS AND JOB OFFERS (OUTCOMES) SUBMISSION

The Outcome Survey collects employment data from current and graduating students. We collect this information so that you are empowered with market insights, salary data, and employment trends. This data powers the Research Tools in real-time, giving you transparency into employment data from our school (in a completely anonymous way.) These can also help you navigate the next steps in your career and negotiate your compensation for both internships and post-graduate jobs.

From your homepage, navigate to the “**Jobs and Job Offers**” tile and select the options Post JD, Summer Job, During JD Job, and Pre-JD.

This will take you to a new screen allowing you to better define which outcome category applies best to your situation.

From the next screen, pick the option that matches your internship or employment status.

After completing, the reported Outcome will display in the “**Jobs and Job Offers**” tab of your profile.

You can update your outcome at any time by clicking “**Report Status**” button within the “**Jobs and Job Offers**” tab of your profile.

Click each blue box to report your job status

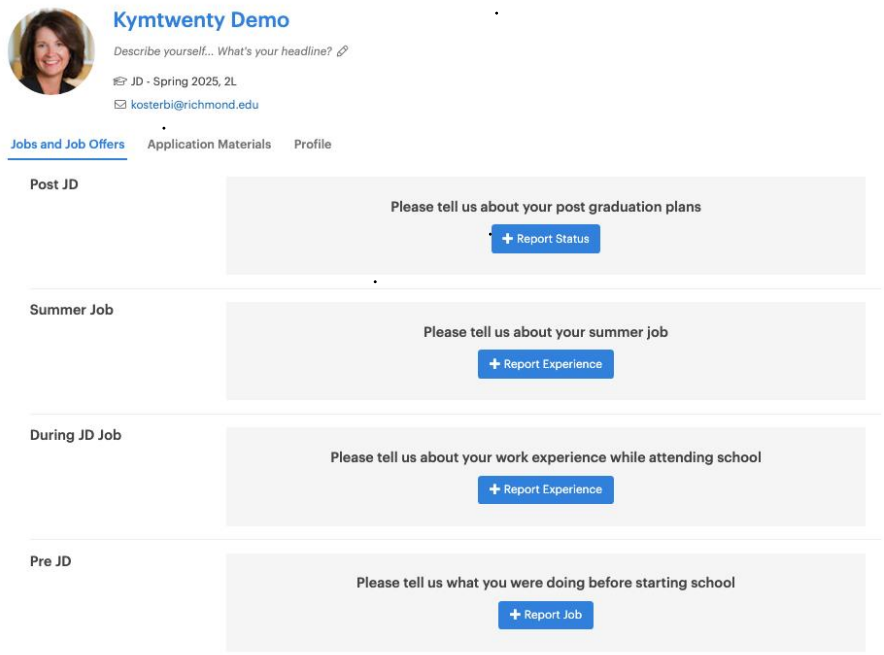
Post JD – your plans for after graduation

Summer Job

During JD Job (during law school)

Pre JD (before law school)

*Once you’ve made your selection, you will be prompted to complete a quick survey that correlates to your unique outcome



Kymtwenty Demo
Describe yourself... What's your headline? [↗](#)
JD - Spring 2025, 2L
kosterbi@richmond.edu

[Jobs and Job Offers](#) | [Application Materials](#) | [Profile](#)

Post JD
Please tell us about your post graduation plans
[+ Report Status](#)

Summer Job
Please tell us about your summer job
[+ Report Experience](#)

During JD Job
Please tell us about your work experience while attending school
[+ Report Experience](#)

Pre JD
Please tell us what you were doing before starting school
[+ Report Job](#)