

LAWQUEST STUDENT/ALUMNI RESOURCE GUIDE

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INTRODUCTION and LOGIN

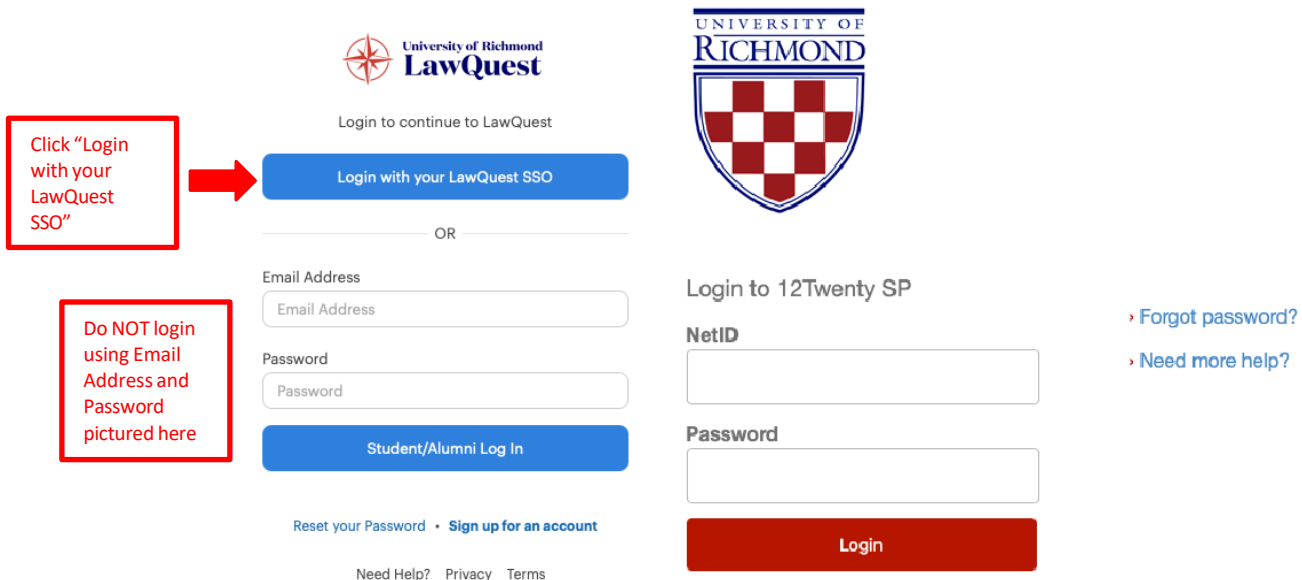
LawQuest is the University of Richmond School of Law's career services management system. Students and alumni will use LawQuest to:

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:

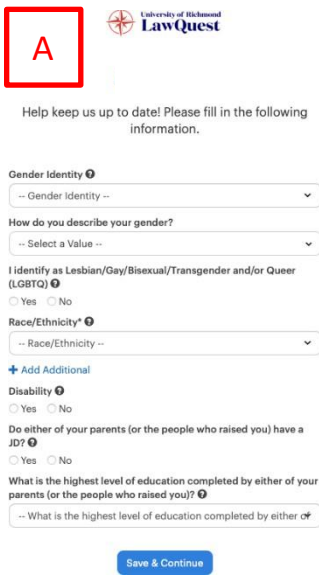
- Click <https://law-richmond.12twenty.com/Login>
- Select 'Login with your LawQuest SSO'
- Enter your Richmond NetId and Password and select Login



The screenshot shows the LawQuest login interface. On the left, a red box with an arrow points to the 'Login with your LawQuest SSO' button, with the text 'Click "Login with your LawQuest SSO"'. Below this, another red box contains the text 'Do NOT login using Email Address and Password pictured here'. The main login area features the University of Richmond LawQuest logo, a 'Login to continue to LawQuest' prompt, and a blue button for 'Login with your LawQuest SSO'. Below this is an 'OR' separator and a login form with fields for 'Email Address' and 'Password', followed by a blue 'Student/Alumni Log In' button. At the bottom of this section are links for 'Reset your Password' and 'Sign up for an account', and a footer with 'Need Help?', 'Privacy', and 'Terms'. To the right is the '12Twenty SP' login section, featuring the University of Richmond crest, fields for 'NetID' and 'Password', and a red 'Login' button. To the right of this section are links for 'Forgot password?' and 'Need more help?'.

SET UP YOUR LAWQUEST STUDENT PROFILE

When you login to LawQuest for the first time, you will see a brief survey (picture A). Fill out the survey and click “save & continue.” Demographic questions and the response options available are designated by NALP (The National Association for Law Placement). Next, go to the homepage to 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. Navigate to the “Profile” module via the left side navigation bar (picture B). Then, when viewing your profile, click the “Home” and the “Profile” sections to edit the information within (picture C).



Help keep us up to date! Please fill in the following information.

Gender Identity

-- Gender Identity --

How do you describe your gender?

-- Select a Value --

I identify as Lesbian/Gay/Bisexual/Transgender and/or Queer (LGBTQ)

☐ Yes ☐ No

Race/Ethnicity*

-- Race/Ethnicity --

+ Add Additional

Disability

☐ Yes ☐ No

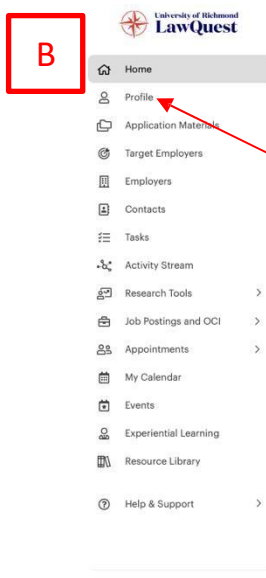
Do either of your parents (or the people who raised you) have a JD?

☐ Yes ☐ No

What is the highest level of education completed by either of your parents (or the people who raised you)?

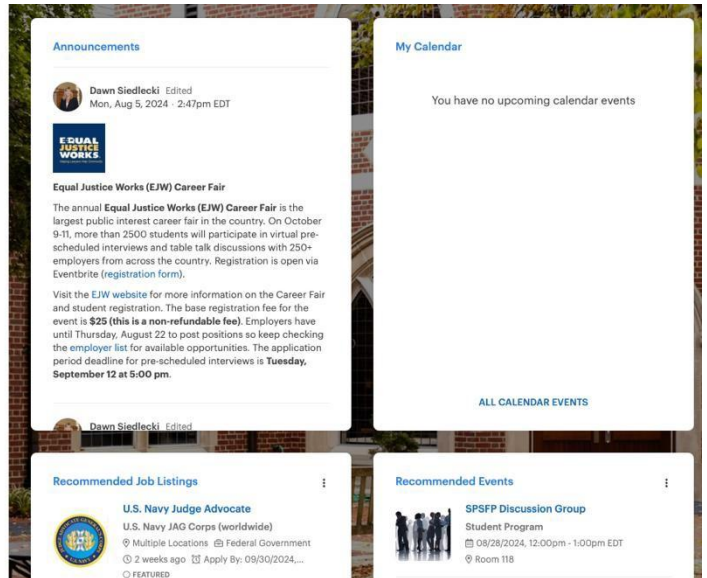
-- What is the highest level of education completed by either of --

Save & Continue



University of Richmond LawQuest

- Home
- Profile
- Application Materials
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- Research Tools >
- Job Postings and OCI >
- Appointments >
- My Calendar
- Events
- Experiential Learning
- Resource Library
- Help & Support >



Announcements

Dawn Siedlecki Edited
Mon, Aug 5, 2024 · 2:47pm EDT

EQUAL JUSTICE WORKS

Equal Justice Works (EJW) Career Fair

The annual Equal Justice Works (EJW) Career Fair is the largest public interest career fair in the country. On October 9-11, more than 2500 students will participate in virtual pre-scheduled interviews and table talk discussions with 250+ employers from across the country. Registration is open via Eventbrite (registration form).

Visit the EJW website for more information on the Career Fair and student registration. The base registration fee for the event is \$25 (this is a non-refundable fee). Employers have until Thursday, August 22 to post positions so keep checking the employer list for available opportunities. The application period deadline for pre-scheduled interviews is **Tuesday, September 12 at 5:00 pm**.

My Calendar

You have no upcoming calendar events

ALL CALENDAR EVENTS

Recommended Job Listings

U.S. Navy Judge Advocate

U.S. Navy JAG Corps (worldwide)

Multiple Locations Federal Government

2 weeks ago Apply By: 09/30/2024,...

FEATURED

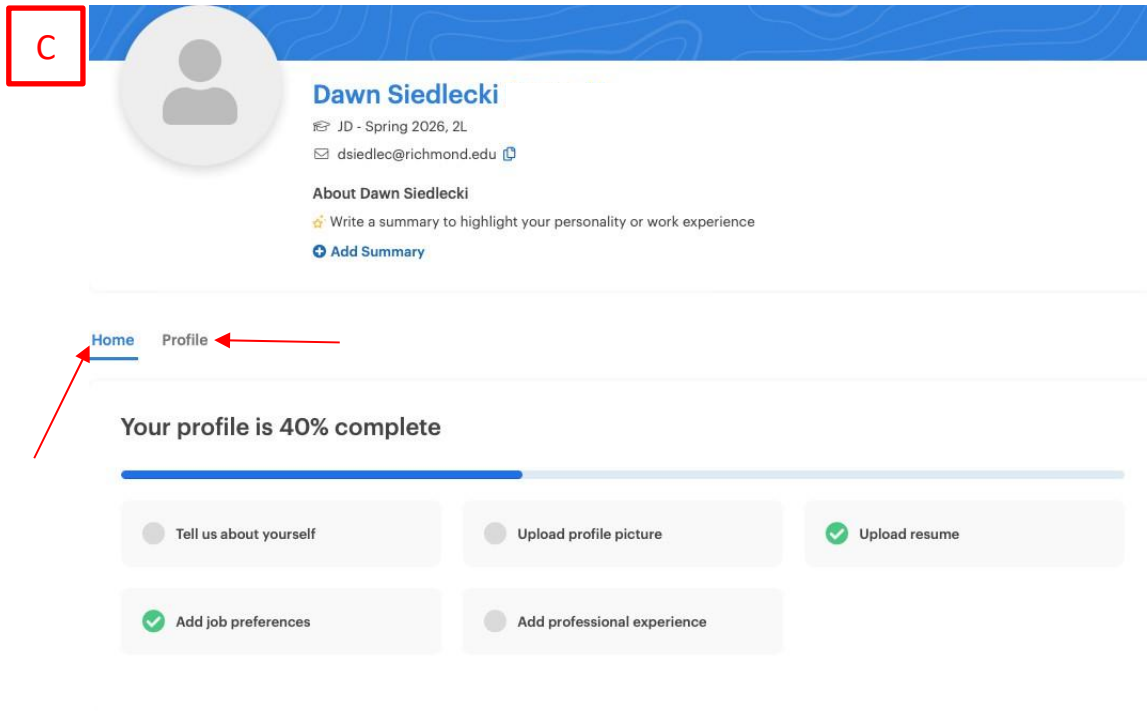
Recommended Events

SPSP Discussion Group

Student Program

08/28/2024, 12:00pm - 1:00pm EDT

Room 118



JD - Spring 2026, 2L

dsiedlec@richmond.edu

About Dawn Siedlecki

Write a summary to highlight your personality or work experience

+ Add Summary

Home Profile

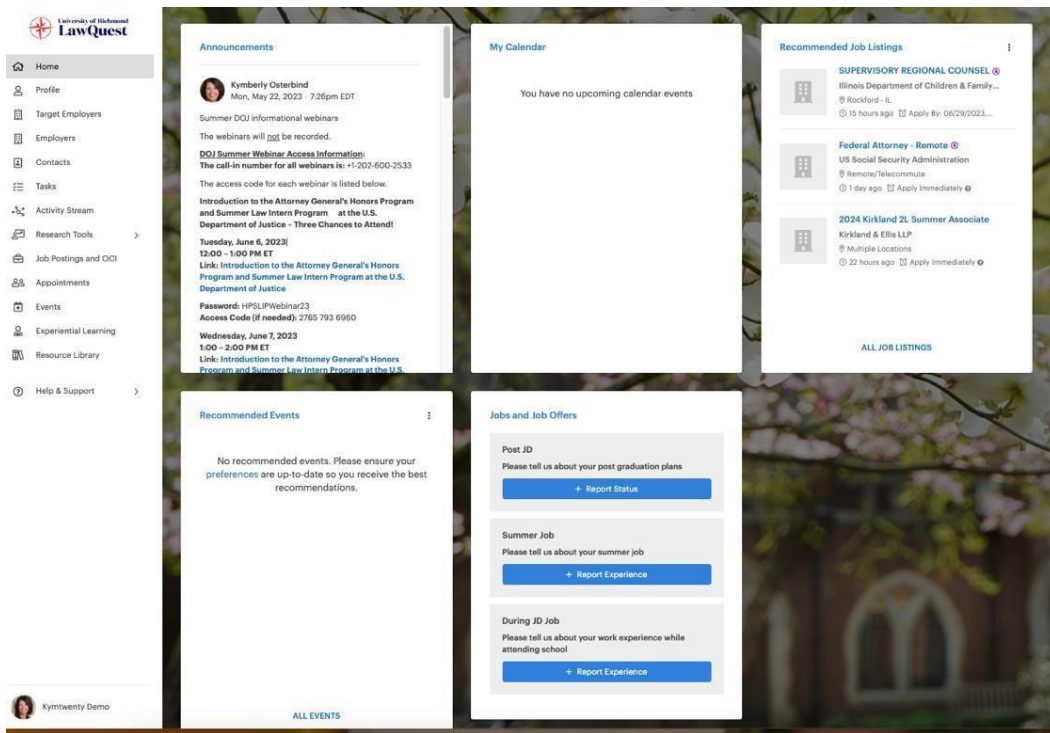
Your profile is 40% complete

- ☐ Tell us about yourself
- ☐ Upload profile picture
- ☒ Upload resume
- ☒ Add job preferences
- ☐ Add professional experience

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. Only a select number of job listings appear in this tile. Check the “Job Postings and OCI” module via the left side navigation bar for all opportunities.
- **Recommended Events** - These events are open for registration. Only a select number of events appear in this tile. Check the “events” module via the left side navigation bar for all upcoming CDO programs.
- **Jobs and Job Offers** - Quick access to submit new employment and post-grad employment outcome data.



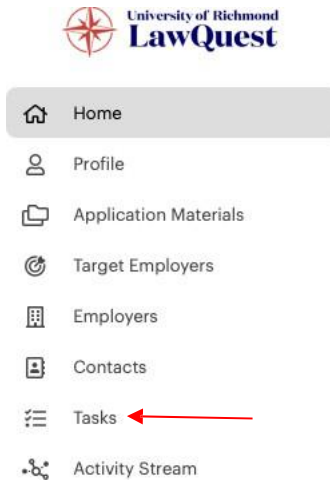
The screenshot displays the LawQuest homepage dashboard. On the left is a navigation sidebar with links: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, Job Postings and OCI, Appointments, Events, Experiential Learning, Resource Library, and Help & Support. The main content area is divided into five tiles:

- Announcements:** Features a post from Kimberly Osterbind dated Mon, May 22, 2023, 7:26pm EDT. The announcement is about Summer DOJ informational webinars, stating they will not be recorded. It provides DOJ Summer Webinar Access Information, including a call-in number (+1-202-600-2533) and access codes for two webinars: one on Tuesday, June 6, 2023 (12:00 - 1:00 PM ET) and another on Wednesday, June 7, 2023 (1:00 - 2:00 PM ET). Both link to the Introduction to the Attorney General's Honors Program and Summer Law Intern Program at the U.S. Department of Justice.
- My Calendar:** Displays the message "You have no upcoming calendar events."
- Recommended Job Listings:** Lists two job opportunities: "SUPERVISORY REGIONAL COUNSEL" at the Illinois Department of Children & Family Services (Rockford, IL) and "Federal Attorney - Remote" at the US Social Security Administration (Remote/Telecommute). It also features a "2024 Kirkland 2L Summer Associate" position at Kirkland & Ellis LLP (Multiple Locations).
- Recommended Events:** Displays the message "No recommended events. Please ensure your preferences are up-to-date so you receive the best recommendations."
- Jobs and Job Offers:** Contains three sections for reporting experience: "Post JD" (Report Status), "Summer Job" (Report Experience), and "During JD Job" (Report Experience).

At the bottom left, there is a user profile for "Kimtwenty Demo".

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.

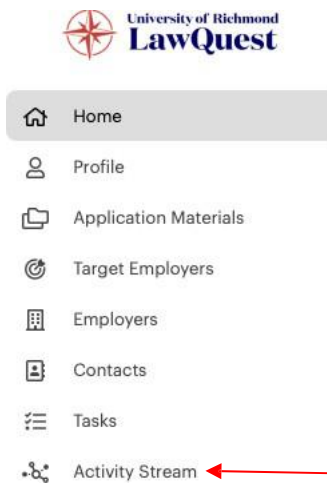
Add a new task to the list by clicking the “+ New Task” button and filling in the pop-up form.

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

ACTIVITY STREAM

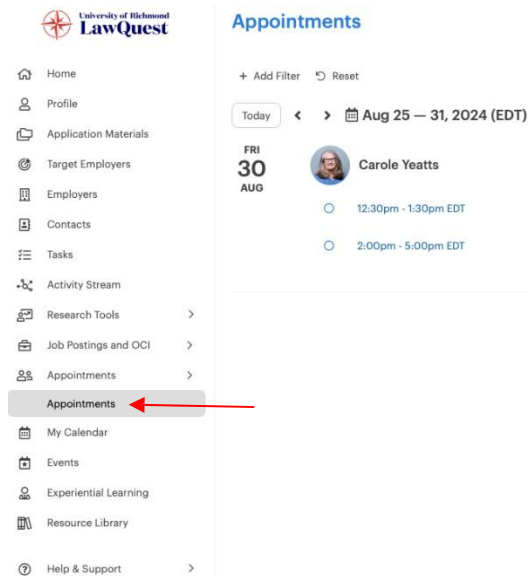
The **Activity Stream** allows you to see all your notes, meetings, and follow-up tasks for every touchpoint with the employers and contacts you are building relationships with in one place.

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

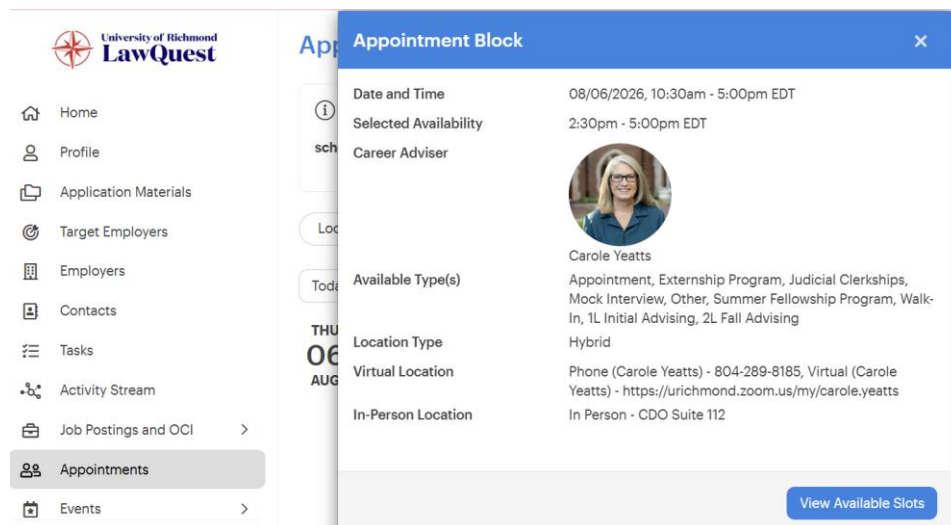


REQUESTING AN APPOINTMENT

To request an appointment, first click on the “Appointments” module on the left side navigation bar. Note that the appointment will default to your assigned Career Advisor. 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 block on a given day, click on the blue link for that block. Click on the “View Available Slots” 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.) and appointment duration (30 minutes or 60 minutes). 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. Lastly, choose your “Location Type” (In-Person or Virtual) and “Preferred Location” (i.e., In Person in the CDO Suite, Phone, or via Zoom). You can attach any documents you would like the advisor to review in advance. Click on the Book Appointment block.

Book Appointment

Date:	08/06/2026
Preferred Appointment Type*	-- Select a Preferred Appointment Type --
Duration*	30 mins
Time*	2:30pm EDT 3:00pm EDT 3:30pm EDT 4:00pm EDT 4:30pm EDT
Career Adviser	--
	 Carole Yeatts
Time*	2:30pm EDT 3:00pm EDT 3:30pm EDT 4:00pm EDT 4:30pm EDT
Career Adviser	--
	 Carole Yeatts

Location

Location Type*	☐ Virtual ☒ In-Person
Preferred Location*	-- Select a Value --
	*Required

Attachments	Drop files to attach, or browse
-------------	--

Cancel

Book Appointment

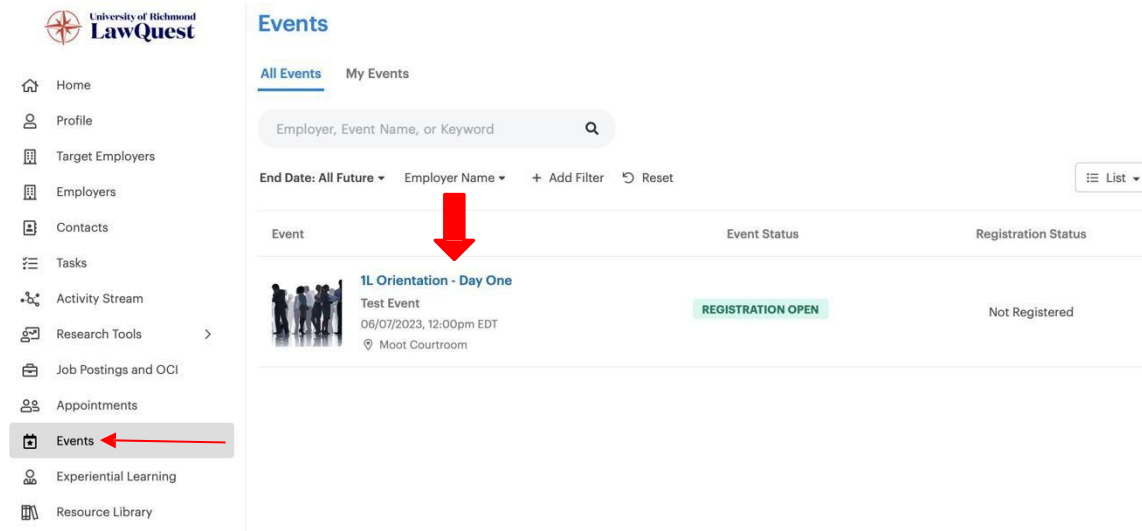
As always, feel free to contact (call, email, or stop by the CDO) your career advisor directly to schedule an appointment if you are unable to find a convenient appointment time in LawQuest.

Events

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

Navigate to the Events module in the left side navigation bar. Then select “Search” under the Events module to see all the upcoming events.

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



Events

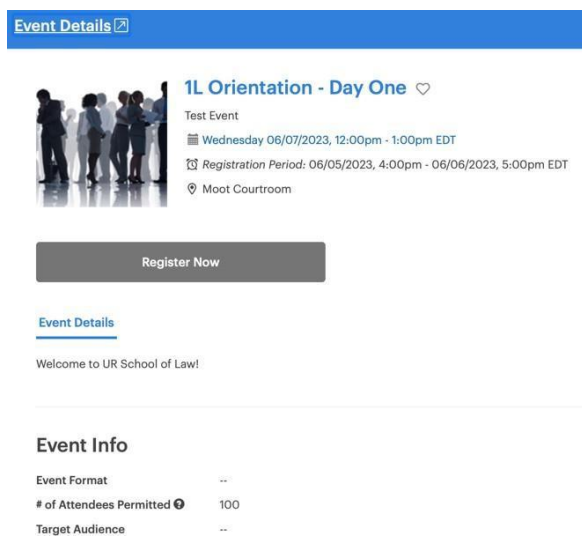
All Events My Events

Employer, Event Name, or Keyword

End Date: All Future Employer Name + Add Filter Reset

Event	Event Status	Registration Status
 1L Orientation - Day One Test Event 06/07/2023, 12:00pm EDT Moot Courtroom	REGISTRATION OPEN	Not Registered

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



Event Details

1L Orientation - Day One

Test Event

Wednesday 06/07/2023, 12:00pm - 1:00pm EDT

Registration Period: 06/05/2023, 4:00pm - 06/06/2023, 5:00pm EDT

Moot Courtroom

Register Now

Event Details

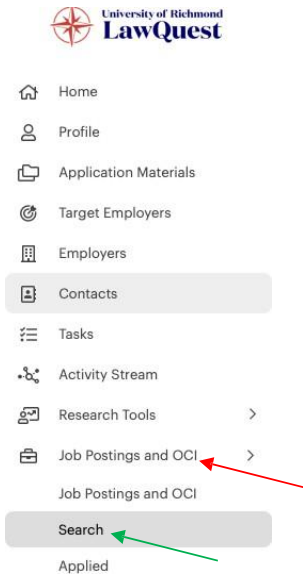
Welcome to UR School of Law!

Event Info

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

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

JOB POSTINGS AND OCI



The Job Postings and OCI module allows you to view job opportunities in LawQuest.

Job Postings and OCI Module – This module (indicated by the red arrow in the screenshot on the left) showcases opportunities recommended for you by our partner 12Twenty. In this module you can view a selection of the most recently posted jobs and quick search by location and job type.

Search Module – This module (indicated by the green arrow in the screenshot on the left) allows you to view *all* opportunities as a list, sorted by most recently posted.

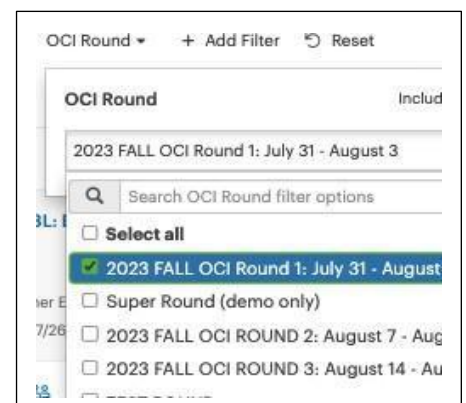
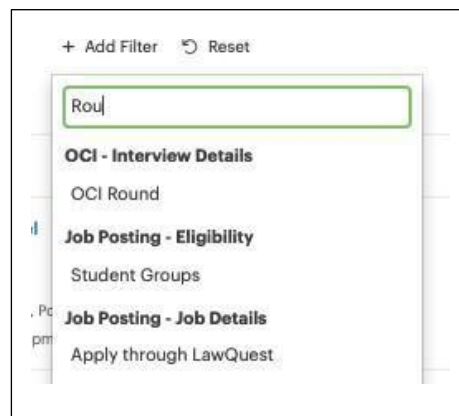
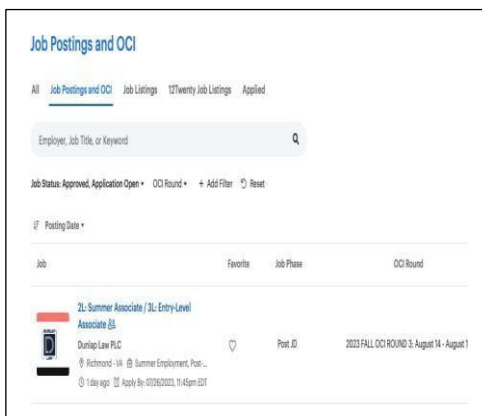
Job Postings and OCI Tab – Within the Search Module, this tab is located at the top of the screen, above the search bar. Click on this tab if you would like to sort for Employers partnering with the CDO to host Interviews (these can take place on-campus and virtually) for the employer's listing. Interviews are coordinated through the CDO for jobs that show an "Interview Date" or "OCI Round."

Job Listing Tab - Within the Search Module, this tab is located at the top of the screen, above the search bar. Click on this tab to view all job listings.

Navigate to the "Job Postings and OCI" module in the left side navigation bar. Select "Search" within the Job Postings and OCI module in the left side navigation bar to see *all* opportunities as a list. Select "All" or "Job Postings and OCI" or "Job Listings" at the top of the screen, above the search bar.

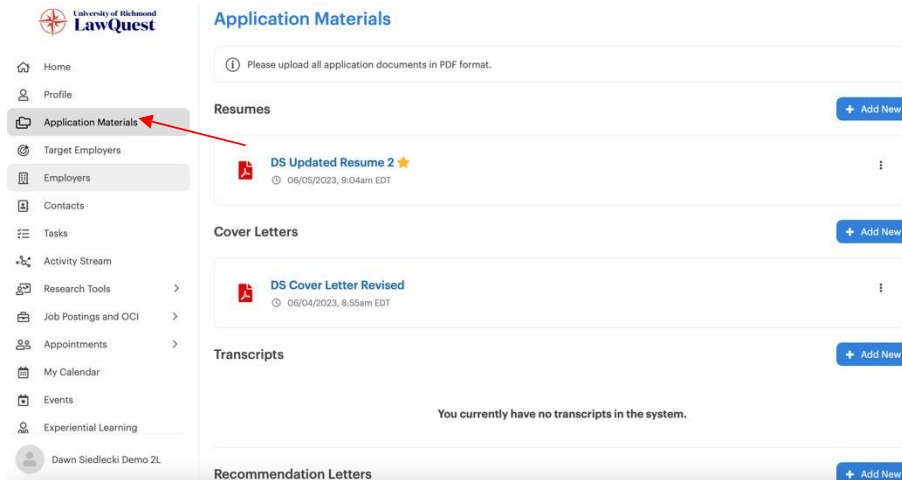
Click on the job title for the employer(s) that you wish to review and/or apply to. Once you click into an OCI or job listing you will see all the pertinent information and interview requirements. You'll be able to see the employer's interview and hiring criteria, application deadlines, and the application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

Add a filter (+ More Filters) to search for employers interviewing your class for Fall OCI by typing 'OCI Round' into the search filter box and selecting the period you wish to view employers.



UPLOAD DOCUMENTS IN YOUR APPLICATION MATERIALS FOLDER

From the left side toolbar, navigate to the **Application Materials** module.



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

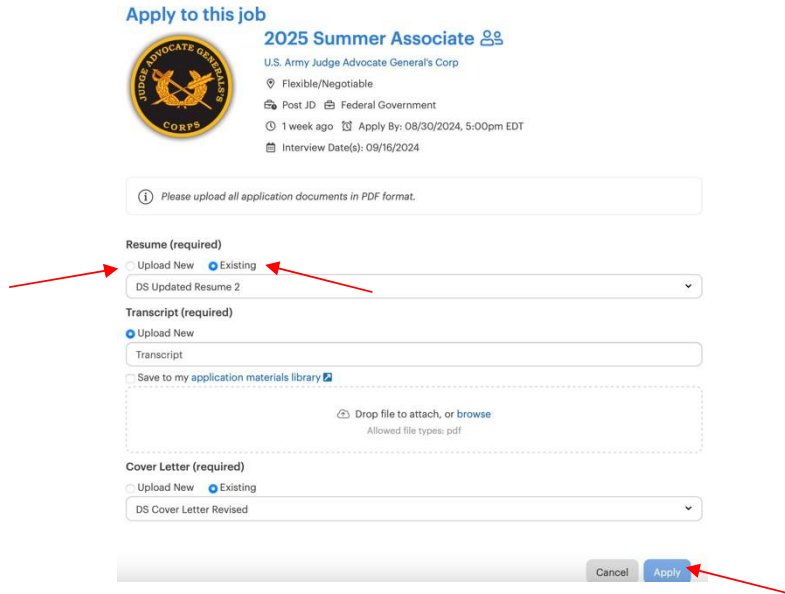
☐ This is my primary resume ?

Cancel Save

Note: The document name is not visible to employers and there are no limits - upload as many documents as you need. Delete outdated documents to avoid accidentally attaching the wrong document to applications. 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

In the “Job Postings and OCI” module, click on the job title for the employer(s) to which you wish to apply and select “Apply Now.” 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.



Apply to this job

2025 Summer Associate

U.S. Army Judge Advocate General's Corp

Flexible/Negotiable

Post JD Federal Government

1 week ago Apply By: 08/30/2024, 5:00pm EDT

Interview Date(s): 09/16/2024

Please upload all application documents in PDF format.

Resume (required)

☐ Upload New ☒ Existing

DS Updated Resume 2

Transcript (required)

☒ Upload New

Transcript

Save to my application materials library

Drop file to attach, or browse

Allowed file types: pdf

Cover Letter (required)

☐ Upload New ☒ Existing

DS Cover Letter Revised

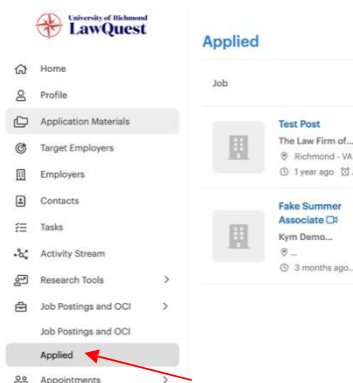
Cancel **Apply**

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

Editing or Withdrawing Applications in LawQuest

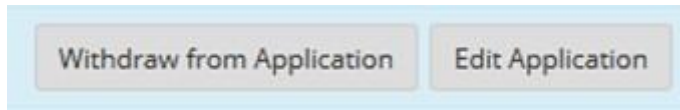
You may edit or withdraw your submitted application documents for any OCI posting or for any job posting for which the employer will wait until the end of the application period to review all the applicants, until the application deadline.

1. In the left side navigation bar, select “Applied” under the Job Postings and OCI module. Click on the title of the job posting from which you would like to withdraw or that you would like to edit.





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 uploaded 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.

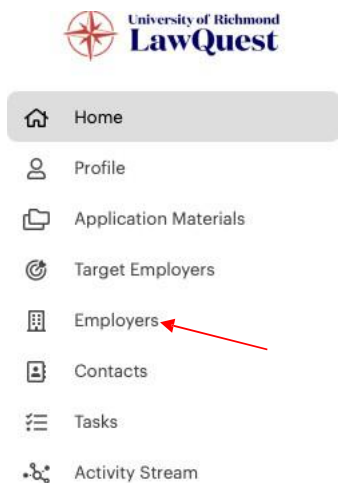
Once you have submitted your application documents and clicked the final “Apply” button at the bottom of the screen, you will see a “Application Complete” page confirming your application.

EMPLOYER DIRECTORY

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

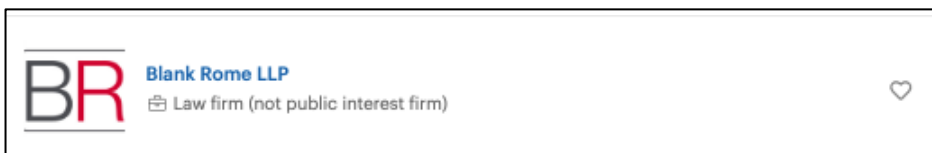
The Employers and Contacts support our community in many ways. Some are alumni, others participate in our recruiting programs and events, post job opportunities, and have hired students for full or part-time jobs and/or post-graduation.

Navigate to the Employers module 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.

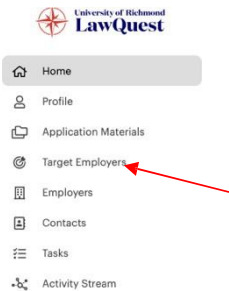
Click on the “heart” icon to add the employer to your “Target Employers” list.



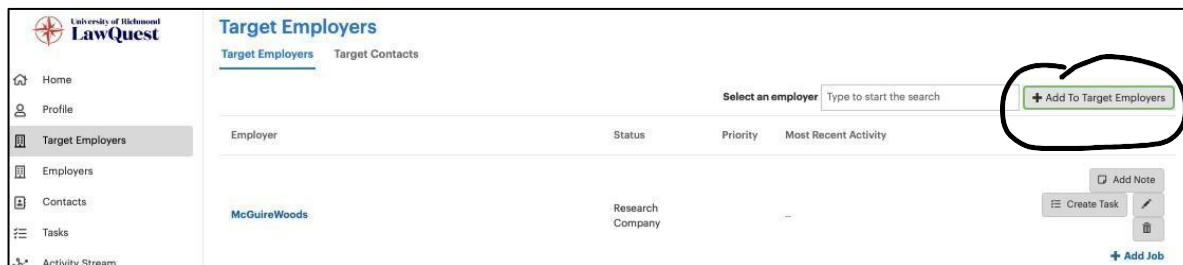
BUILD YOUR LIST OF TARGET EMPLOYERS

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 the “**Target Employers**” module in the left side navigation bar.



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-dos 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

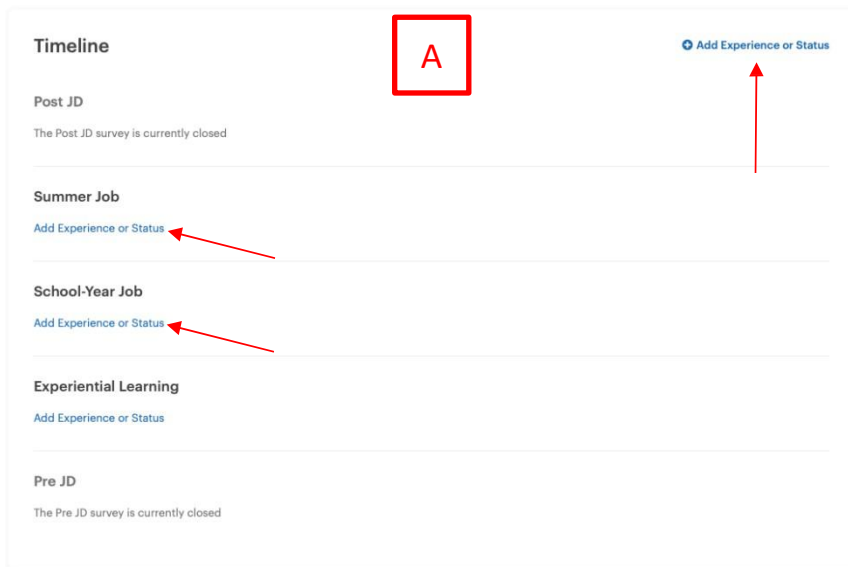
The Outcome Survey collects employment data from current and graduating students. We collect this information so that you are empowered with market insights, salary data, and employment trends. This data powers the Research Tools in real-time, giving you transparency into employment data from our school (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 “+ Report Experience” for Summer Job or School-year Job.

This will take you to a new screen. Pick the option that matches your internship or employment status, whether that is “Internship,” “Judicial Internship,” or “Summer Classes,” and a new webpage will open with a brief informational form for you to fill out. There is no need to select “Still Seeking an Internship” or “Not Seeking an Internship.”

After completing the form, the reported Outcome will display in the “Home” tab of your profile.

You can add a new outcome at any time by following the steps above, or by clicking “Add Experience or Status” within the “Home” tab of your profile (picture A). Edit an existing job in your profile by clicking the three vertical dots to the right of the experience you wish to revise (picture B).



Timeline

Post JD
The Post JD survey is currently closed

Summer Job
[Add Experience or Status](#)

School-Year Job
[Add Experience or Status](#)

Experiential Learning
[Add Experience or Status](#)

Pre JD
The Pre JD survey is currently closed

Within the “Home” tab of your profile, use the Timeline section to update your employment outcomes.

Post JD – your plans for after graduation

Summer Job – your plans for a summer internship

School-Year Job – your job during the semester

*Once you’ve clicked “Add Experience or Status,” you will be prompted to complete a quick survey that correlates to your unique outcome



Timeline

Post JD

Associate Attorney
Hunton Andrews Kurth LLP
03/01/2024
Richmond - VA
OFFER ACCEPTED AT GRADUATION

[Edit](#)
[Delete](#)