YOUR PATHWAY TO PUBLIC SERVICE LEGAL CAREERS
A NALP Initiative

JOB SEEKER USER GUIDE
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Law students/alumni can register by clicking the “Job Seekers” link here.
The Job Seeker registration link will take new users to this form, which will create a new account.

Your email address will be your PSJD username.

Be sure to select the correct law school from the list. If your school is not a PSJD subscriber, select “Not listed” to complete your registration. PSJD will contact you about further required steps.

Click submit.
When you complete the registration form, you will see the message below.

PSJD will instantly send a confirmation email to your username/email address. Check your Spam folder if you don’t see it.

Click on the link in the email to activate your account.

Congrats – you’re in!
This is your PSJD homepage, which provides access to your Account, the searchable jobs database and the PSJD Resource Center.

Click here to change your username or password.

Enter keywords here to start your job search.

Click here to go to the PSJD Resource Center.
You can access the PSJD Resource Center anytime by clicking this link.

The Resource Center houses 6 different sections that are full of helpful info for public interest law students and counselors.
After entering your preferred keywords clicking “Search” (Figure 1), PSJD will divide the results into “Employer Profiles” and “Job Postings” (Figure 2).

Click on either link to view the results.

Search Results

Your search for civil rights new york returned the following results...

- 117 Employer Profiles
- 72 Job Postings
This is the PSJD Search Results page.

Click the “Advanced Search” tab to further filter your results by region or practice area.

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Favorite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activism Center at Wetlands Preserve</td>
<td>New York</td>
<td>NY</td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>Alterman &amp; Boop, LLP</td>
<td>New York</td>
<td>NY</td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>American Civil Liberties Union (ACLU) - Equality Center-Disability Rights Program</td>
<td>New York</td>
<td>NY</td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>American Civil Liberties Union (ACLU) - Immigrants Rights Project of New York</td>
<td>New York</td>
<td>NY</td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>American Civil Liberties Union (ACLU) - National Headquarters</td>
<td>New York</td>
<td>NY</td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>American Civil Liberties Union (ACLU) - National Security Project</td>
<td>New York</td>
<td>NY</td>
<td>United States</td>
<td></td>
</tr>
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</table>
Employer Profiles contain contact information, practice areas, and a description of the organization’s mission or purpose.

If you’d like to save an Employer Profile to your account, click “Save to my Favorites”.

To send information about this Employer Profile to a friend, click here.

Click here to view this employer’s jobs.
Search Results will be organized by Post Date.

Take note of deadlines!

Add a job to your list of Favorites by clicking this plus sign.
If you want more specific search results, click the Advanced Search link from the PSJD home page.
The Advanced Search tab will be divided into Employer Profiles and Job Postings.

The Employer Profile option allows you to search by Employer Type, Practice Areas, and Number of Lawyers. Click Search for results.
The Job Postings option allows you to search for vacancies by Practice Area, Post Date, Deadline, Schedule, or Type of Job.
You can set up email alerts on your account and receive daily or weekly emails from PSJD containing the latest jobs suited to your interests.

After running a jobs search, click the “Notify Me” button.
After clicking the “Notify Me” button, a pop-up will appear allowing you to set up the alert. Enter a title and frequency of your choice. Whenever a job is posted to PSJD matching your search criteria, you will receive an email.
PSJD allows job-seekers to save selected employers, jobs searches and resources to their Favorites page.

Your Favorites will be listed on your Account Page.

You can also share your Favorites with friends!
Add a Favorite Job or Employer by clicking the plus sign under the “Favorite” column of your Search results.

Add a Favorite Search by clicking “Save this Search” at the top of your results page.

Add a Favorite Resource by clicking this flag at the top of the resource’s page.
If you apply for jobs via PSJD, all your applications will be stored here on your account.

Accepting applications via PSJD is at the employer’s discretion.

All the cover letters and resumes you add to PSJD will be housed here on your account.
Follow PSJD on Facebook, Twitter, LinkedIn or the PSJD Blog (blog.psjd.org) for the latest public interest law jobs and news!