



Instructions for Using the MyShingle Online Job Fair

Employers & Legal Tech

Step One: When on the Online Legal Job Fair page, scroll down to the bottom of the page to the ‘Get Started’ section and choose either the Employers button or Legal Tech button depending upon which fits your situation.

Find

Employers: Search for lawyer and student profiles, or post a position or project and wait for the resumes to roll in. We differ from other matching platforms by providing access to fresh and less costly talent.

Promote

Job seekers: Why wait to respond to want ad and compete with dozens of applicants? Instead, create an account, describe the services that you offer and your availability to broadcast your talent to the world.

Connect

Legal tech companies: You need lawyer-users to accelerate success by baking legal know-how into the development process. Connect with innovative lawyers avid to play a role in disrupting the legal profession.

How It Works

Employers & Legal Tech:

Create an account, post a position and instructions on how to apply, then contact applicants directly.

Lawyers & Students:

Post a profile and availability with instructions on how prospective employers or companies can get in touch.

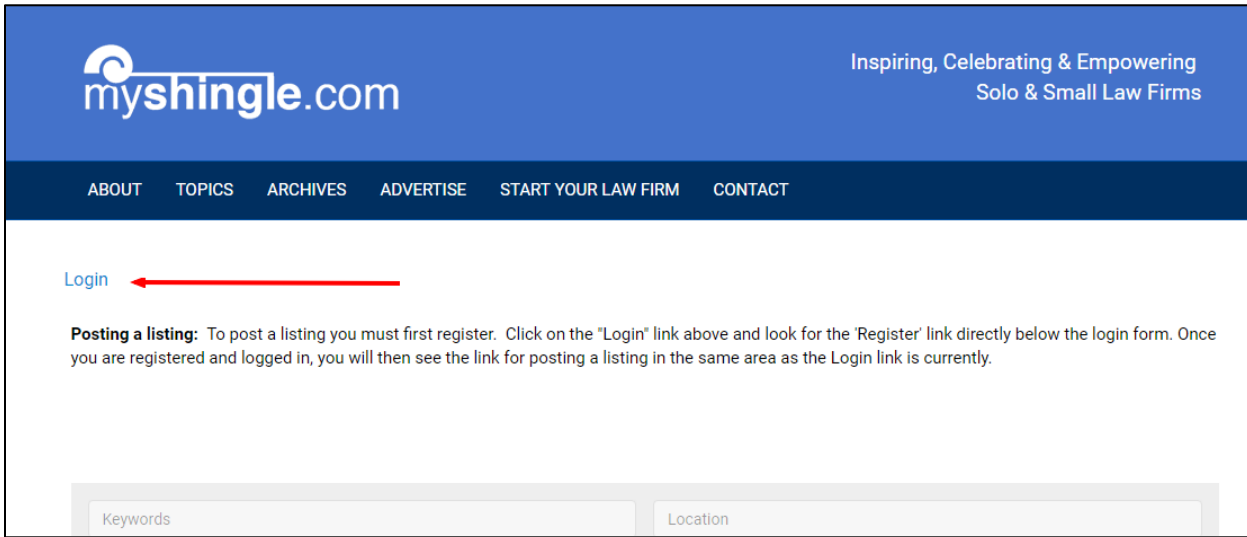
GET STARTED NOW!

Employers

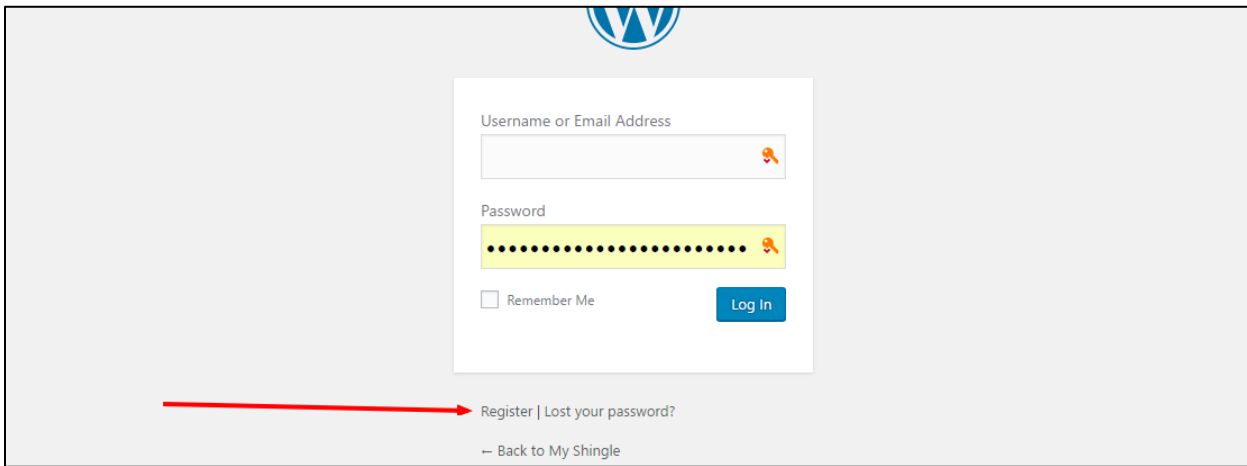
Legal Tech

Job Seekers

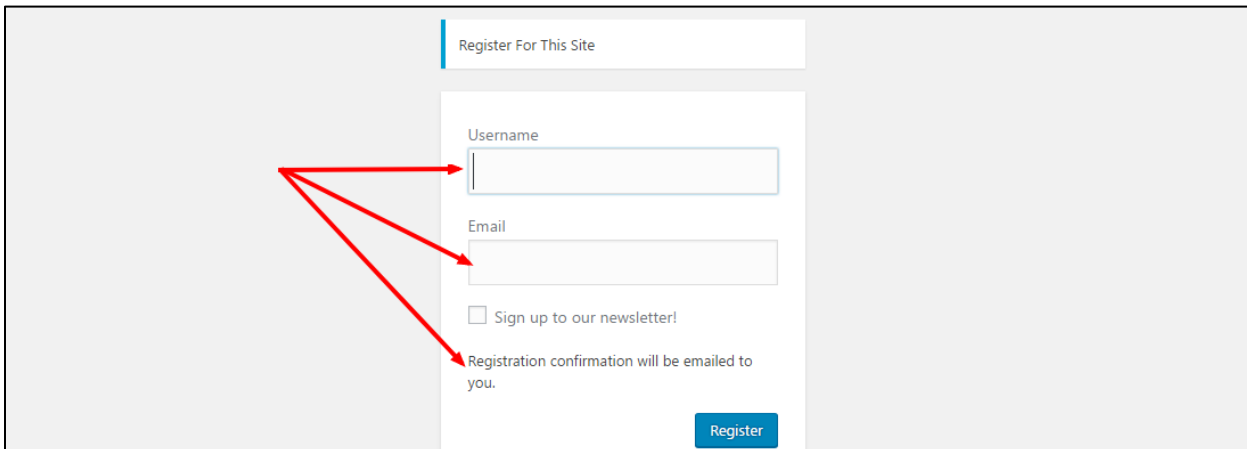
Step Two: You will find yourself on the Job Board Listing page. Find the Login link on the upper left side of the page.



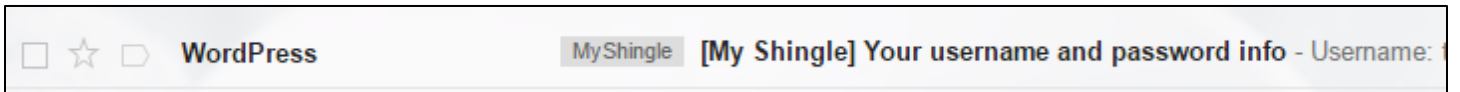
Click on the login link and it will take you to a login screen. Beneath the login form is a Register link. (If you are already registered, this is where you will input your login info)



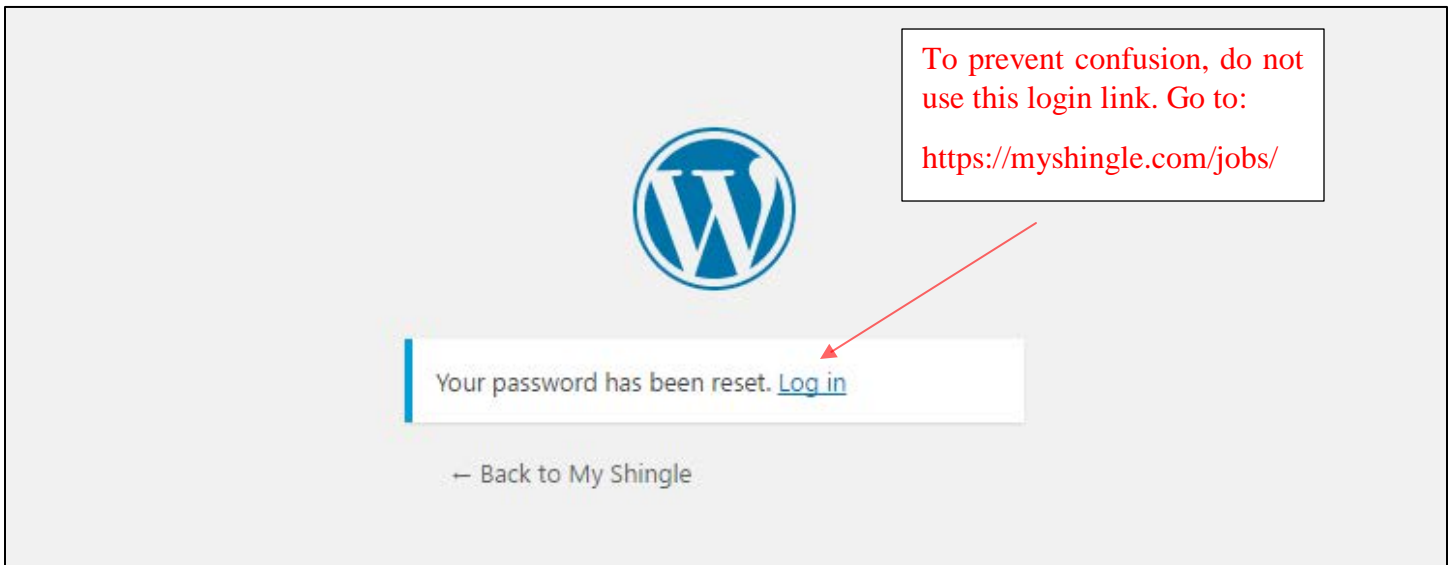
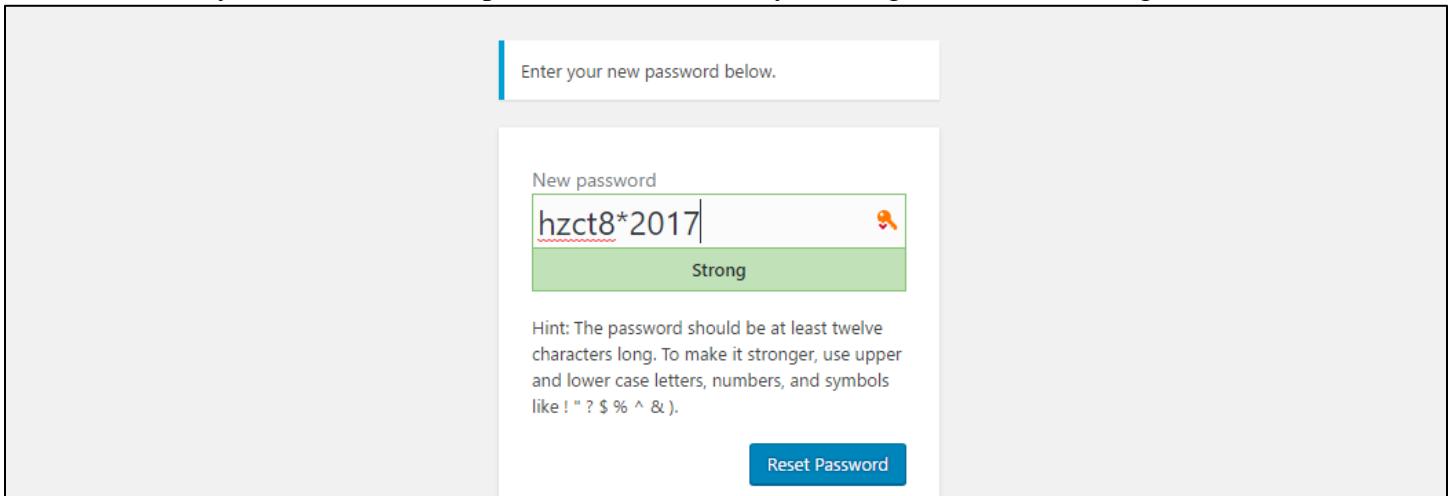
Input your information on the registration form. Note that a link for setting your password will be emailed to you once you've completed the process.



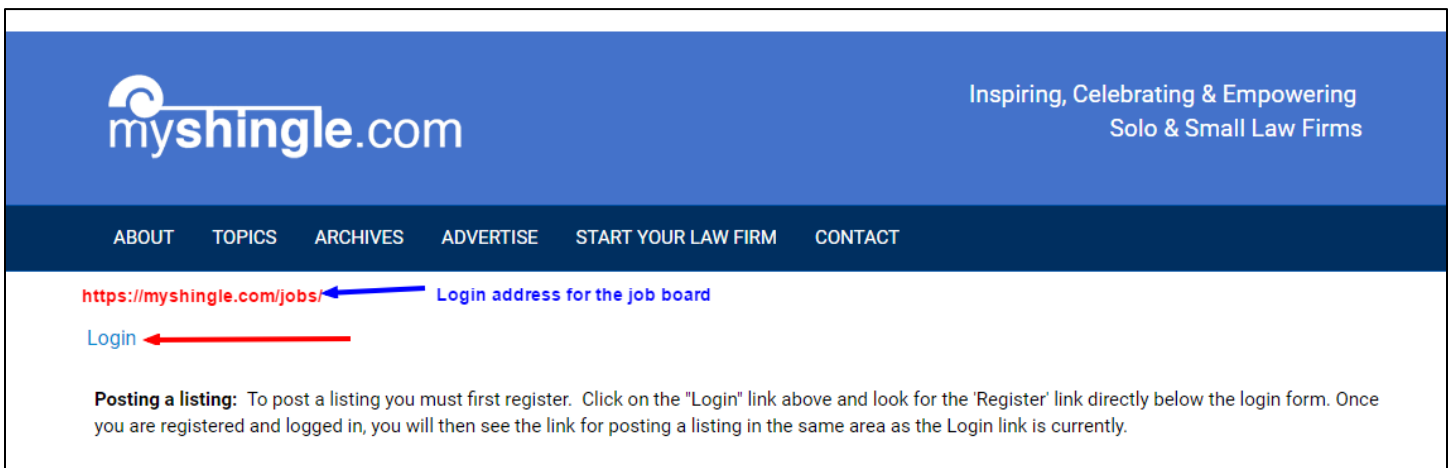
Check your email for the registration email. It may look something like this:



Click the link in your email and set a password. Once done you will get a success message.



Step Three: To login to the Job Fair go to <https://myshingle.com/jobs/> and use the Login link.



Upon logging in, you will be taken back to the Job Board page but you will now see more links in the upper left corner of the page.

The screenshot shows the top of the myshingle.com website. The header is blue with the myshingle.com logo on the left and the tagline "Inspiring, Celebrating & Empowering Solo & Small Law Firms" on the right. Below the header is a dark blue navigation bar with links for ABOUT, TOPICS, ARCHIVES, ADVERTISE, START YOUR LAW FIRM, and CONTACT. Below the navigation bar is a white area with a red box highlighting the links: Job Board, Job Dashboard, Post a Listing, and Logout. Below the red box is a paragraph of text explaining how to post a listing.

Posting a listing: To post a listing you must first register. Click on the "Login" link above and look for the 'Register' link directly below the login form. Once you are registered and logged in, you will then see the link for posting a listing in the same area as the Login link is currently.

Step four: To post a listing click on the 'Post a Listing' link.

This screenshot is similar to the previous one, showing the myshingle.com website header and navigation menu. A red arrow points to the "Post a Listing" link in the navigation menu. The text below the navigation menu is the same as in the previous screenshot.

Posting a listing: To post a listing you must first register. Click on the "Login" link above and look for the 'Register' link directly below the login form. Once you are registered and logged in, you will then see the link for posting a listing in the same area as the Login link is currently.

Choose a category from the Listing Category field (Employer or Legal Tech depending on your situation.) Fill out the fields as they apply to you. Note: Some fields are specifically for Legal Tech postings and are designated as such.

The screenshot shows the "MyShingle Online Legal Job Fair" form. The form is titled "MyShingle Online Legal Job Fair" and has a sub-header "Your account" with the text "You are currently signed in as tinahilton. Sign out". The form has several fields: "Listing category" (a dropdown menu with "Choose a category..." selected), "Headline" (a text input field), "Availability" (a dropdown menu with "Full Time" selected), and "Legal Tech Connect Job Type (Legal Tech Connect Only) (optional)" (a dropdown menu with "Beta Tester" selected). A red arrow points to the "Legal Tech Connect Job Type" dropdown. Below the "Legal Tech Connect Job Type" dropdown is a note: "If this is a Legal Tech Connect position please indicate what type it is."

MyShingle Online Legal Job Fair

Your account You are currently signed in as tinahilton. Sign out

Listing category Choose a category...
Please choose what type of listing this is

Headline

Use this field to describe the position you're seeking to either fill or to find. Example: Employer Headline - "Solo Lawyer Seeks Paid Apprentice To Train to Eventually Take Over Busy Family Law Practice." Or, Job Seeker Headline - "Rising 3L Available for Legal Research & Writing or Blogging for Solo Lawyers or Small Firm"

Availability Full Time

Legal Tech Connect Job Type (Legal Tech Connect Only) (optional) Beta Tester
If this is a Legal Tech Connect position please indicate what type it is.

Description

B I [List Icon] [List Icon] [Link Icon] [Refresh Icon] [Undo Icon] [Redo Icon]

p

Application Instructions (optional)

Please include instructions for applicants

Application email/URL

tmariehilton@gmail.com

Compensation (Employer or Legal Tech Connect) (optional)

Yes

If this is an Employer or Legal Tech Connect Listing will there be payment.

Under the company details section there are options for uploading your logo and other info specific to your company if it applies. When you are done filling in the fields hit preview. If your posting looks the way you wish, you can then submit it for publication.

Company Details

Company/Firm/School name (optional)

Enter the name of the company

OPTIONAL: Please give the name of your company, law firm or if a law student, your law school name

Website (optional)

http://

Tagline (optional)

Briefly describe your company

Video (optional)

A link to a video about your company

Twitter username (optional)

@yourcompany


Logo (optional)

No file chosen

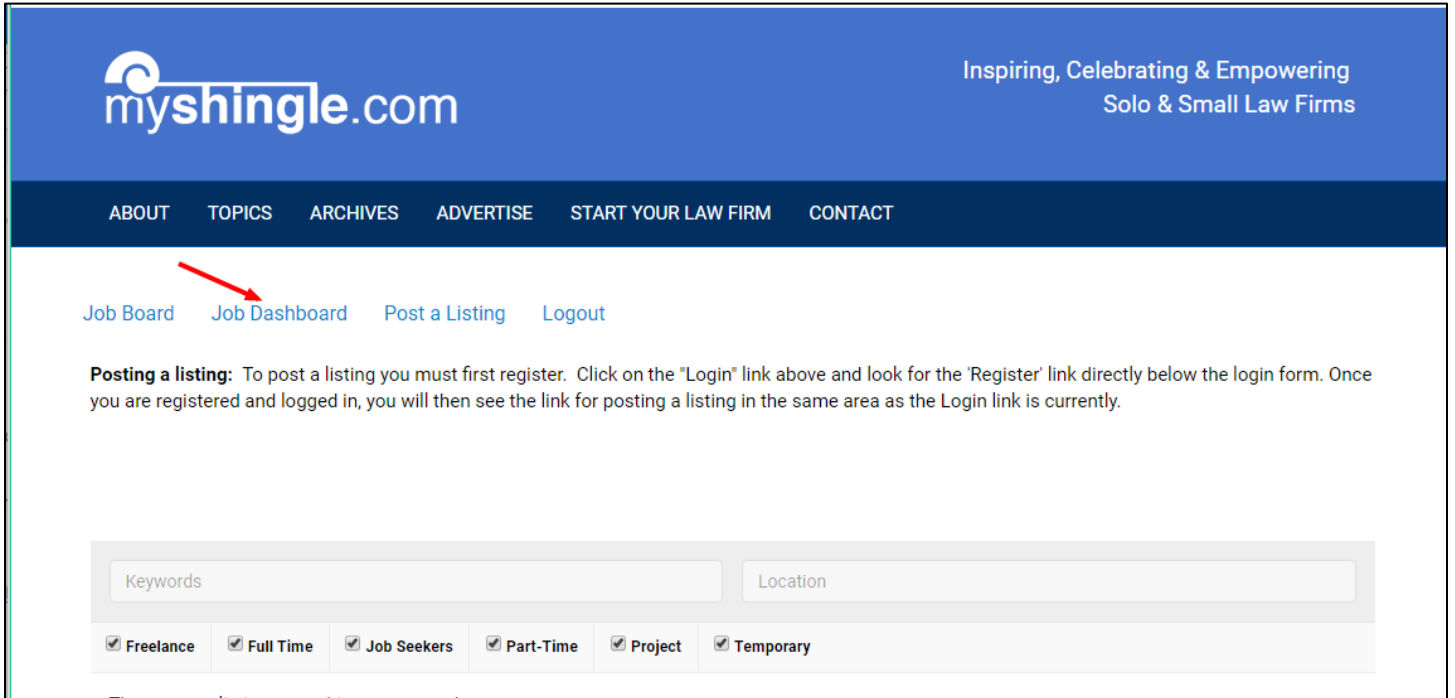
Maximum file size: 50 MB.

Are you human?

I'm not a robot

 reCAPTCHA
Privacy - Terms

After posting a listing (or listings) you can keep track of them from the Jobs Dashboard. The link can be found in the upper left corner of the job board page.



The screenshot shows the myshingle.com website interface. At the top left is the logo "myshingle.com" and at the top right is the tagline "Inspiring, Celebrating & Empowering Solo & Small Law Firms". Below this is a dark blue navigation bar with links for "ABOUT", "TOPICS", "ARCHIVES", "ADVERTISE", "START YOUR LAW FIRM", and "CONTACT". Underneath the navigation bar, there are four links: "Job Board", "Job Dashboard", "Post a Listing", and "Logout". A red arrow points to the "Job Dashboard" link. Below the links is a text block titled "Posting a listing:" which explains the registration process. At the bottom of the screenshot is a search and filter section with input fields for "Keywords" and "Location", and a row of filter buttons: "Freelance", "Full Time", "Job Seekers", "Part-Time", "Project", and "Temporary", each with a checked checkbox.

The Dashboard will give you an overview of what listings you have posted.