





Instructions for Using the MyShingle Online Job Fair

Job Seekers


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 the Job Seekers button.

 **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.

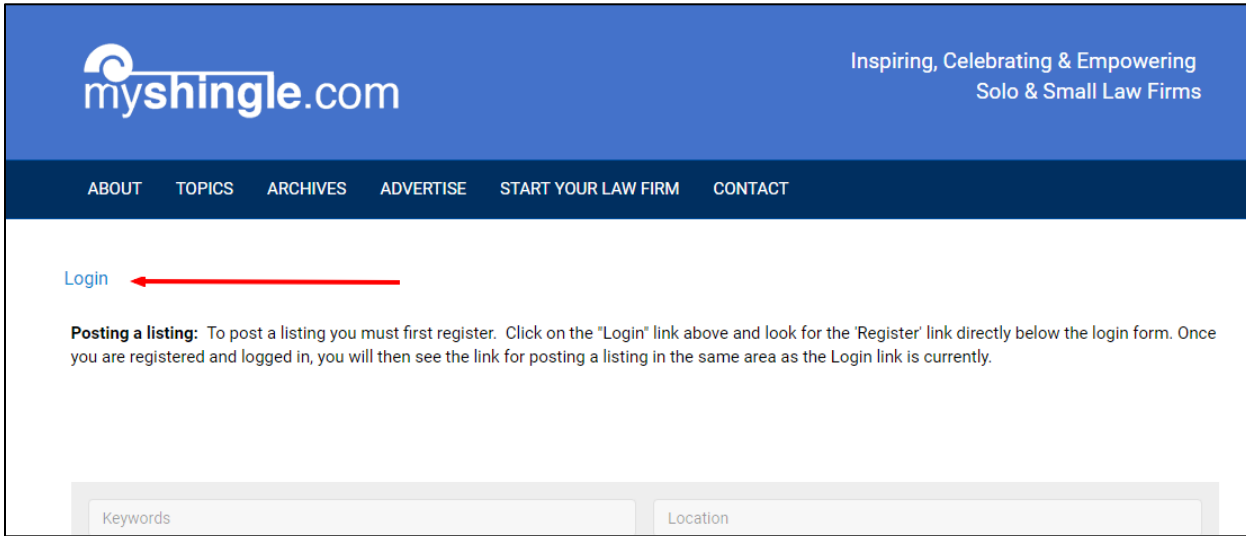
Lawyers & Students:
Post a profile and availability with instructions on how prospective employers or companies can get in touch.

GET STARTED NOW!

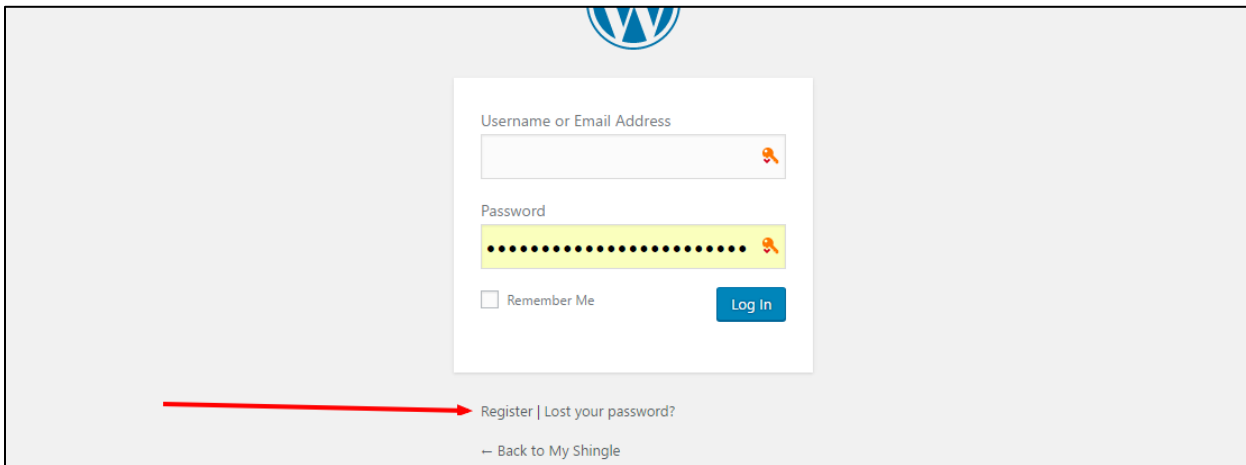
[Employers](#) [Legal Tech](#) [Job Seekers](#)



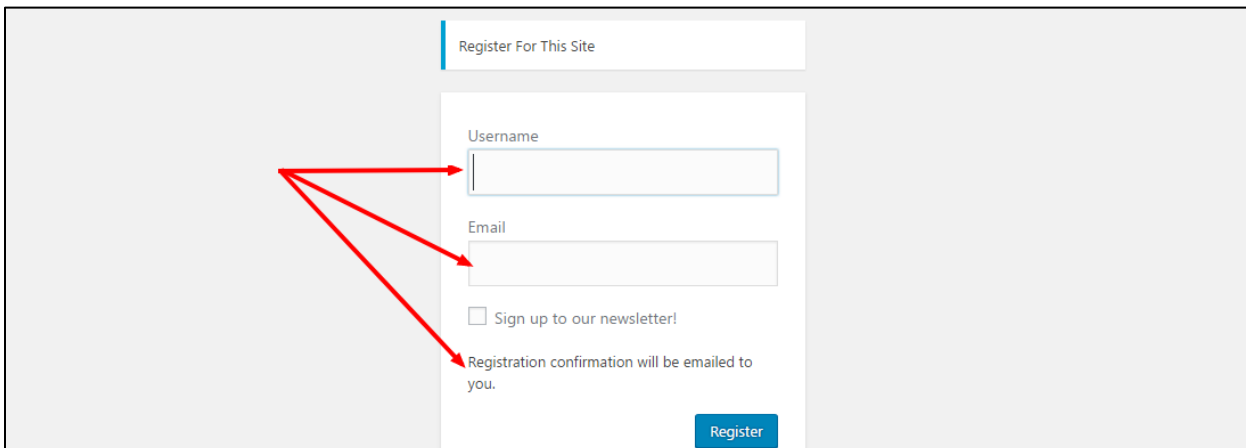
Step Two: You will find yourself on the Job Board Listing page. Find the Login link on the upper left side of the page.



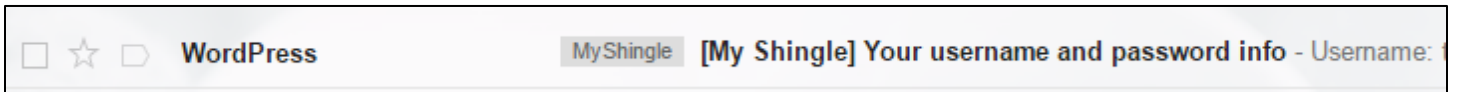
Click on the login link and it will take you to a login screen. Beneath the login form is a Register link. (If you are already registered, this is where you will input your login info)



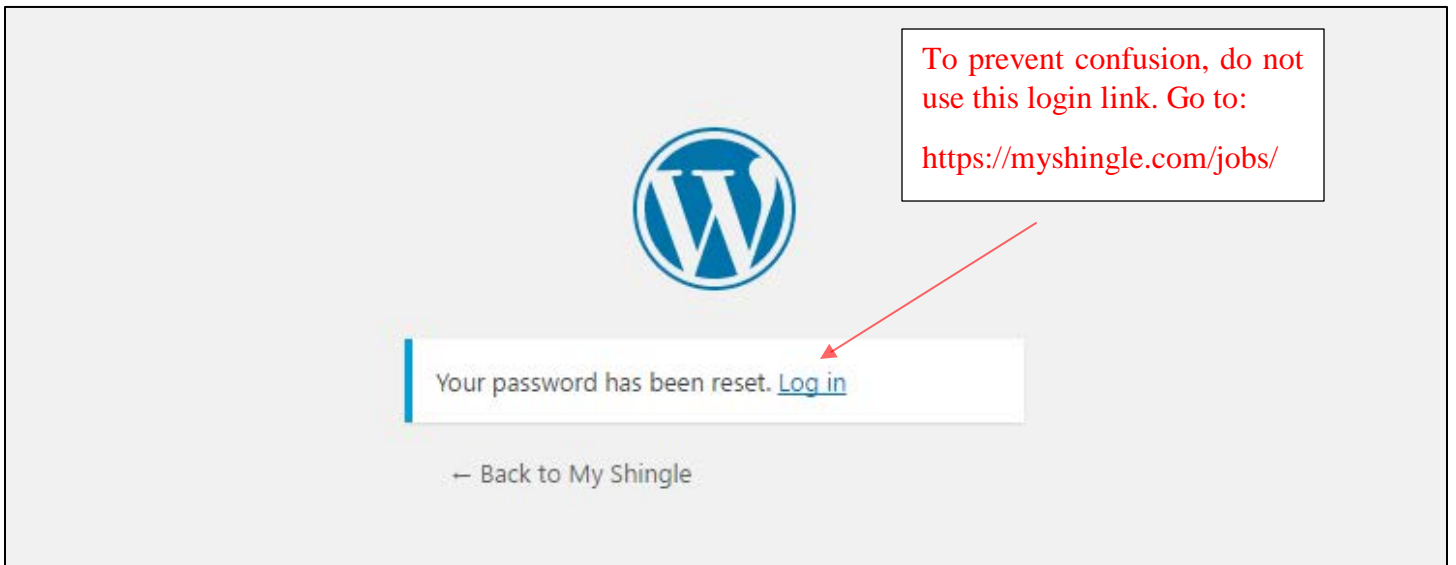
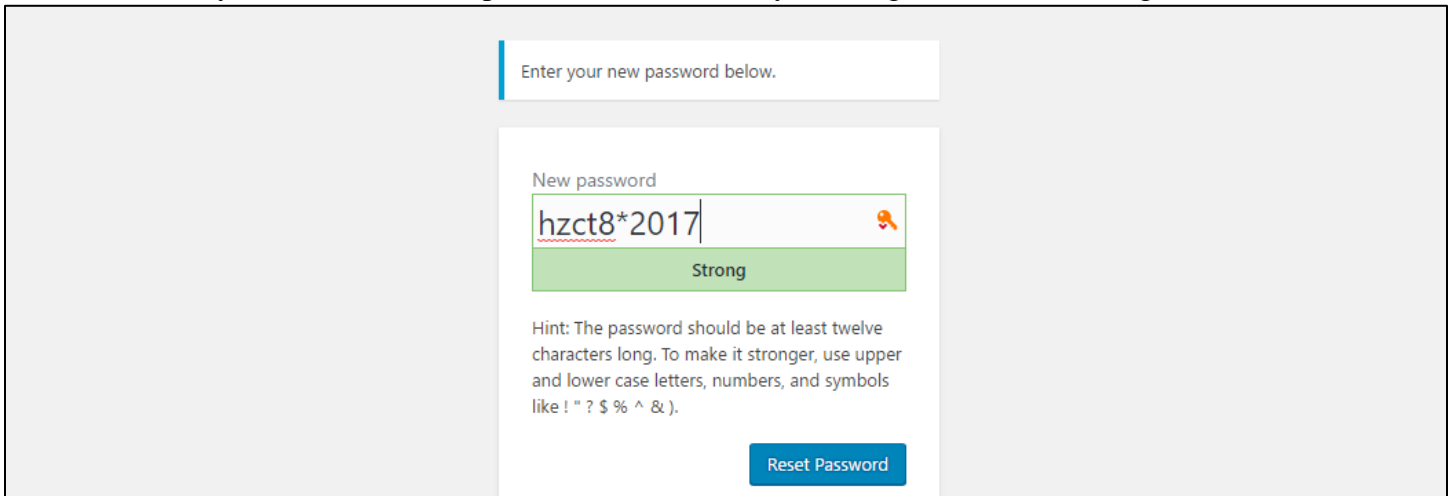
Input your information on the registration form. Note that a link for setting your password will be emailed to you once you've completed the process.



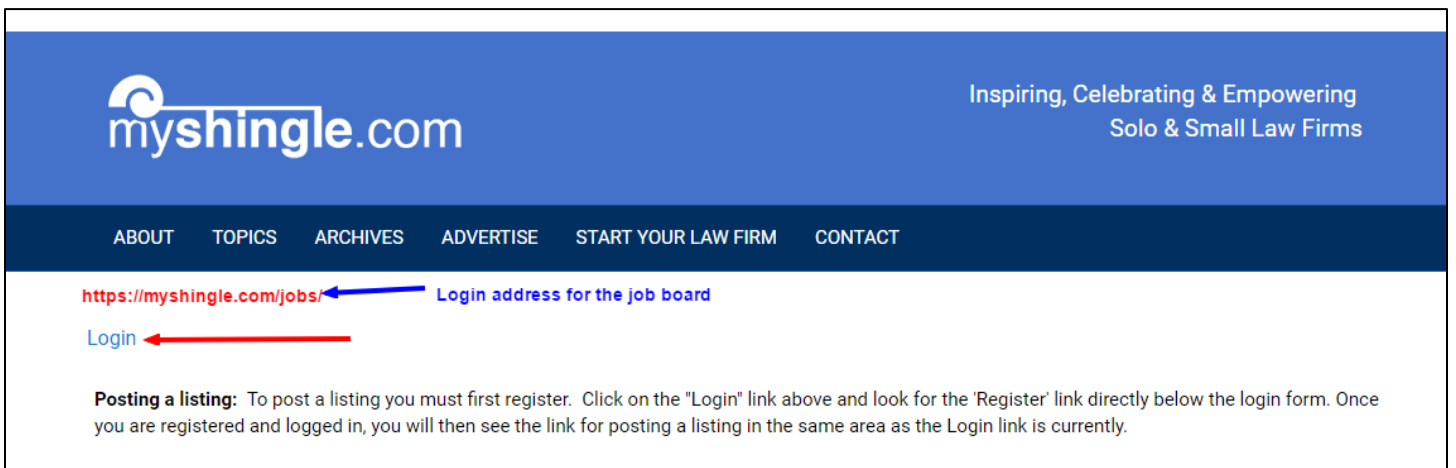
Check your email for the registration email. It may look something like this:



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-bordered box containing the links "Job Board", "Job Dashboard", "Post a Listing", and "Logout". Below this box is a paragraph of text explaining how to post a listing.

myshingle.com Inspiring, Celebrating & Empowering Solo & Small Law Firms

ABOUT TOPICS ARCHIVES ADVERTISE START YOUR LAW FIRM CONTACT

Job Board Job Dashboard Post a Listing Logout

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 identical to the previous one, but with a red arrow pointing to the "Post a Listing" link in the navigation menu.

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Choose Job Seeker from the Listing Category dropdown. Fill out the fields as they apply to you. Note: Do not fill out fields marked as Employer or Legal Tech.

The screenshot shows the "MyShingle Online Legal Job Fair" form. At the top, it says "Your account" and "You are currently signed in as tinahilton. Sign out". Below this is a red-bordered box containing a "Listing category" dropdown menu with the text "Choose a category..." and a note "Please choose what type of listing this is". Below the red box is a "Headline" text area with a placeholder and instructions: "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'". At the bottom is an "Availability" dropdown menu with "Full Time" selected.

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

Some fields are Job Seeker specific and will be designated as such.

 **Job Seeker Availability** (optional)

The Company Details section is optional. You can insert your law school name, as well as your Twitter username or even a video if you wish. You may also wish to upload a photo (use the Logo file upload section).

Company Details

Company/Firm/School name (optional)
OPTIONAL: Please give the name of your company, law firm or if a law student, your law school name


Website (optional)

Tagline (optional)


Video (optional)

Twitter username (optional)

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.

 [Job Board](#) [Job Dashboard](#) [Post a Listing](#) [Logout](#)

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Freelance **Full Time** **Job Seekers** **Part-Time** **Project** **Temporary**

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