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.
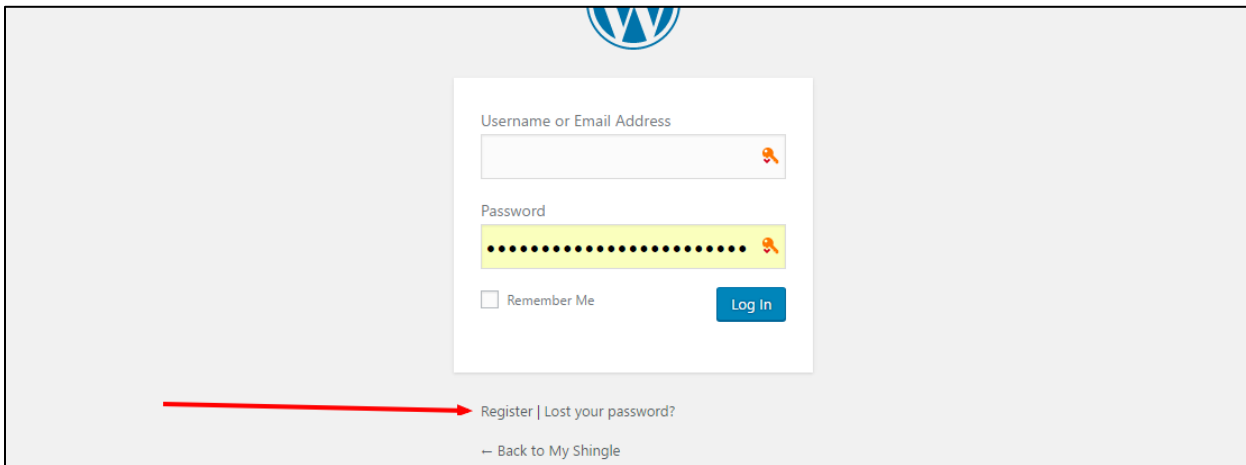
GET STARTED NOW!

[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.
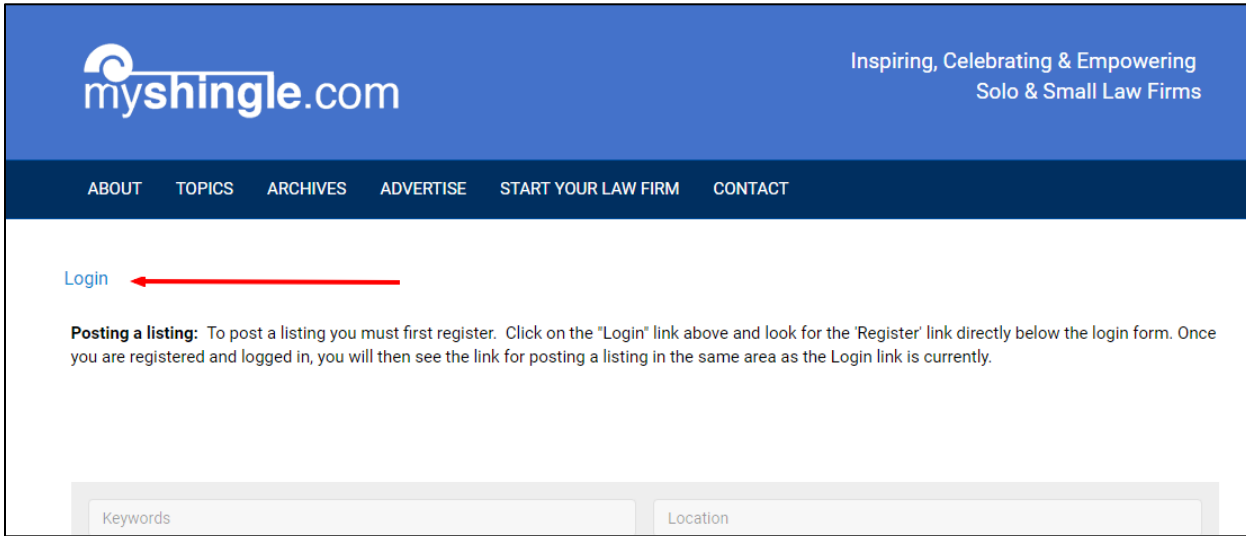

Click on the login link and it will take you to a login screen. Beneath the login form is a Register link. (If you are already registered, this is where you will input your login info)
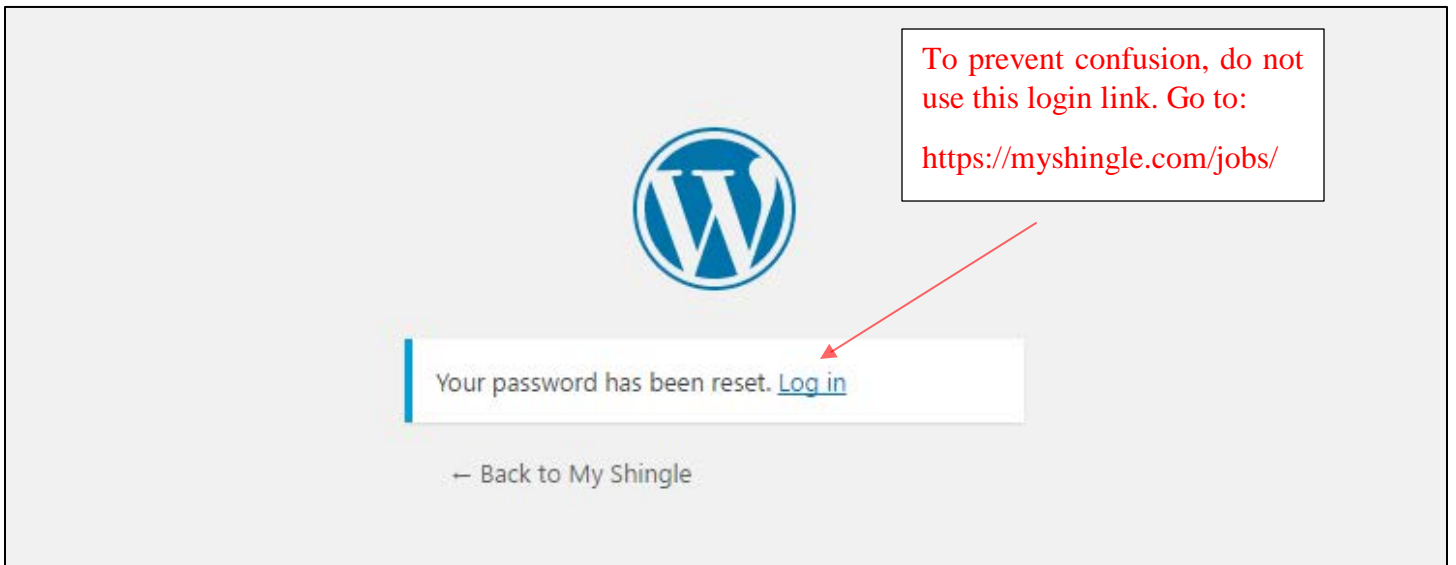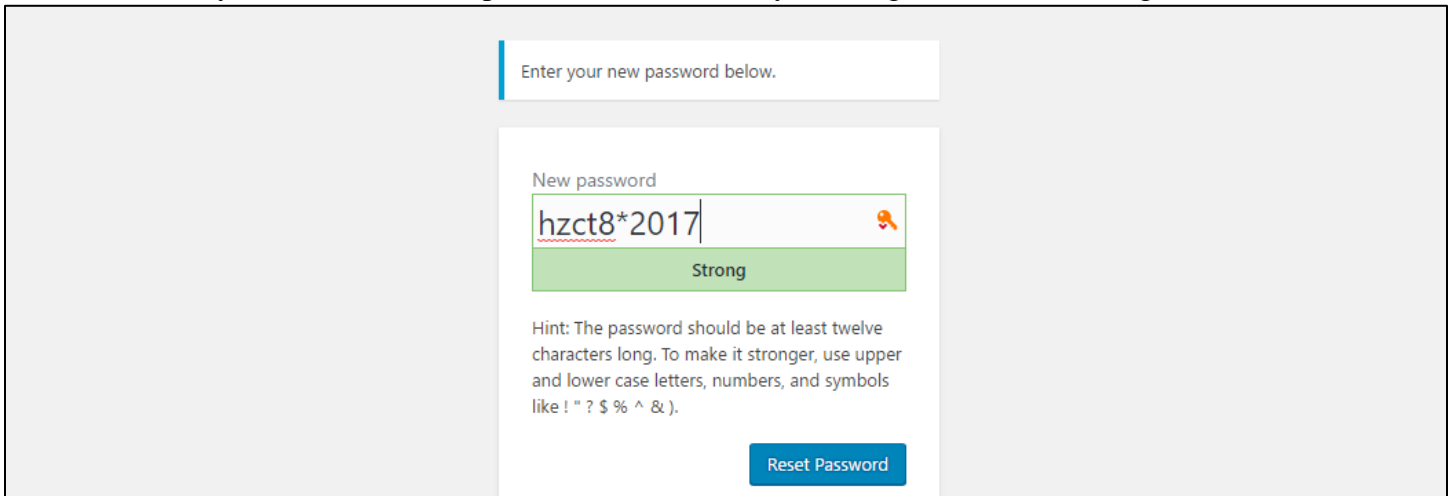

Input your information on the registration form. Note that a link for setting your password will be emailed to you once you've completed the process.
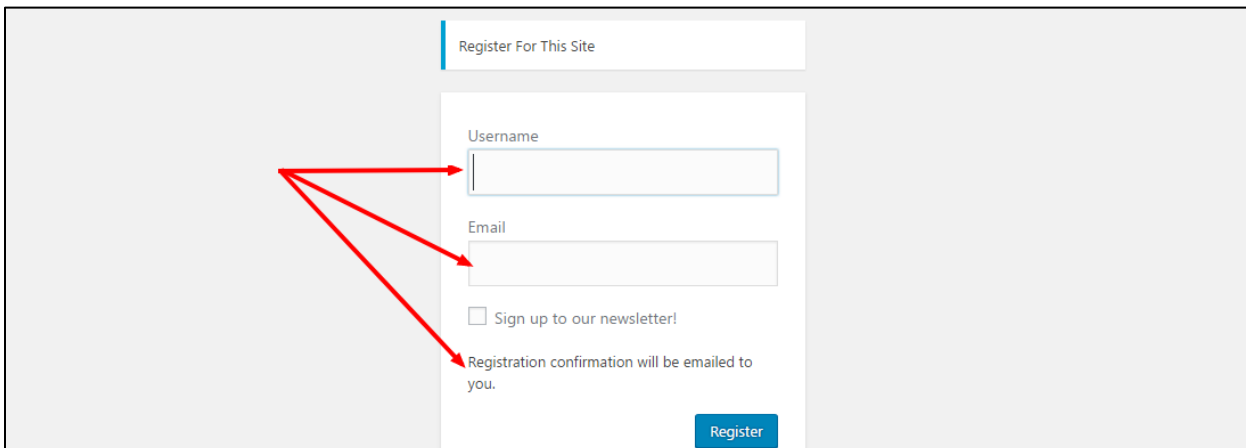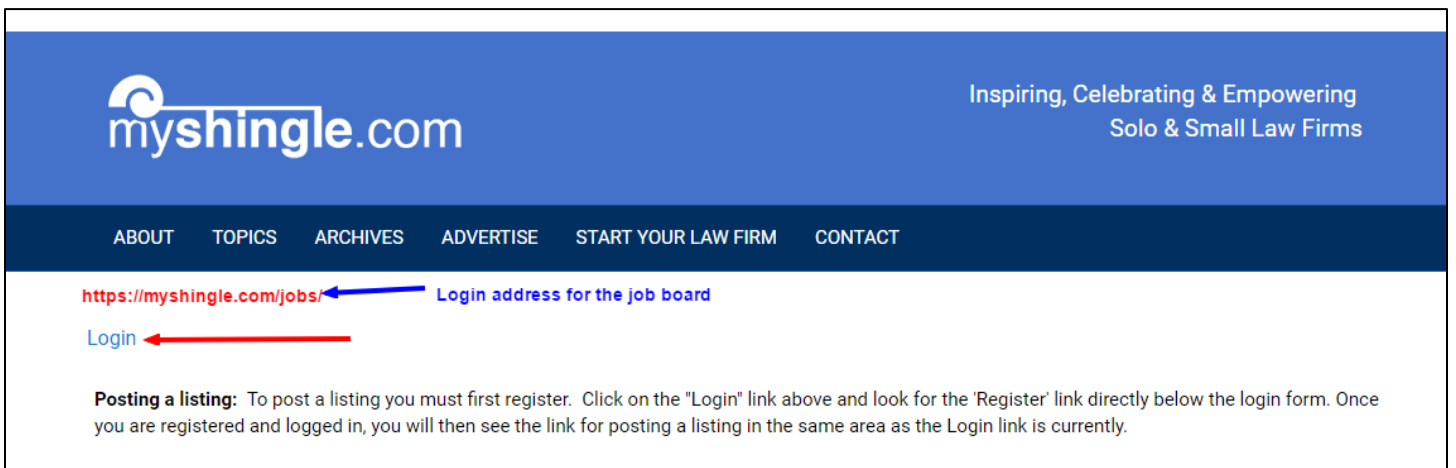
Check your email for the registration email. It may look something like this:
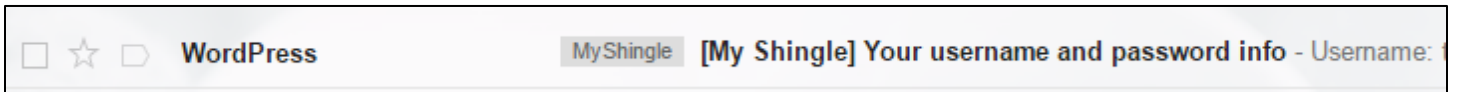
Click the link in your email and set a password. Once done you will get a success message.

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.

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

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.

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

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).

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