



2010 Fall Recruitment Program

Career Strategy and Professional Development Mentoring Center

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CAREER SERVICES & PROFESSIONAL DEVELOPMENT
2010 Fall Recruitment Program

Table of Contents

Important Dates and Deadlines.....	Section I
Fall Recruiting “Must Knows”	4
General Information	Section II
What is Fall Recruiting?.....	5
Who Should Participate in Fall Recruiting Programs?.....	5
How Does One Participate in Fall Recruiting Programs? ...	6
Beyond Fall Recruiting	7
On-Campus Interviews (OCI)	Section III
How to Register for OCI	7
Interview Schedules	7
Pre-Interview Firm Receptions.....	8
On-Campus Interviews	8
Interview Follow-up	9
Call-Back Interviews.....	9
Resume Collection	9
Direct Apply.....	9
CSO Policies	Section IV
Student Cancellation Procedure	10
No Show Policy	10
Public Interest/Public Sector Recruiting	Section V
NALP, Association of Law Schools and Legal Employers	Section VI
<i>Student Professionalism During the Interview Season: A quick guide to your ethical responsibilities in the offer and decision-making process.....</i>	12
Addendum: Transcript Conversion (PDF to Word).....	14

Important Dates and Deadlines

Section I

Fall Recruitment Program Calendar

(Additional Fall 2010 programming will be scheduled at a later date;
Check the Symplicity calendar and Law Master Calendar.)

8/25/10	Fall Recruiting & Symplicity Orientation	12:15 – 1:15	Rm. 105
8/25/10	Mock Interview Signup Deadline	Noon	Career Services
8/26/10	State Bar of AZ Mentoring Kick-off Event for 3Ls Sponsored by Young Lawyers Division, Sole & Small Firm Sections. <i>Macayo's Mexican Kitchen (Aztec Room)</i> 4001 N Central Ave	6:00 – 8:00	Off-site
8/27/10	OCI APPLICATION DEADLINE	Noon	Symplicity
8/27/10	Marine Corp JAG Information Session	12:15 – 1:15	Rm. 118
9/07/10	OSCAR deadline for Judicial Clerk Applications		
9/07/10	Judicial Clerkship Workshop with Chief Justice Berch	12:15 – 1:15	Rm. 105
9/08/10	Judicial Clerkship Panel (Judicial Clerkship applicants only)	12:15 – 1:15	Rm. 114
9/09/10	Mock Interviews sponsored by Maricopa Co. Bar Young Lawyers Division	6:00-7:00	Law Library
9/13/10	OCI Interviews Begin		Law Library
9/14/10	Office of General Counsel, Department of Homeland Security Information Session	12:15 – 1:15	Rm. 118
9/23/10	Externship Orientation for Spring 2011	12:15 – 1:15	Rm. 105
9/21/10	AZ Legislative Legal Intern Program Information Session	12:15 – 1:15	Rm. 116
9/29/10	US Navy, JAG Corps Information Session	1:30 – 2:30	Rm. 110
10/11-10/15	FALL BREAK		
10/26/10	Speed Networking Event	4:00 – 6:00	Rotunda
10/25/10	How to Get a Job at the Small Firm	12:15 – 1:15	Rm. 105
10/27/10	Amanda Ellis: “How to Impact your Job Search with Social Networking ”	12:15 – 1:15	Rm. 105
10/28/10	Small Firm Career Fair	4:00 – 6:00	Rotunda

Fall Recruiting “Must Knows”

This *Handbook* takes you through the Fall Recruiting process step-by-step. There are a few important items, though, that we would like to highlight in order to make your participation in the Fall Recruiting process as easy for you as possible

1. OCI is a two-step process. First, you must research the employer and review their hiring criteria. Second, **apply/bid** on-line on Symplicity before the deadline on **August 27 at NOON**. Students will be notified via e-mail with information on applying to any employers that are late additions after the deadline.
2. Bidding closes automatically at **NOON on August 27**. Please be sure to give yourself enough time to complete the entire bidding process and review your bids before the bidding system shuts off at noon. Withdraw any bids for employers for which you no longer have an interest by noon.
3. To apply/bid for employers, you must upload your application materials using Symplicity as a repository and for each employer submit an electronic copy of all requested documents.
4. In order to participate fully, please be sure that your email address (one you check) is listed correctly in the “Profile” section on Symplicity. This is our primary mode of communication for OCI to broadcast interview availability, cancellations, additions, and other important changes.
5. **URGENT TRANSCRIPTS NOTE:** ASU transcripts, the PDF version you receive through the online ASU Interactive or My ASU has an embedded encryption that creates an error page for the Resume Packets that are sent to employers. Therefore, you must convert your PDF version into a Word document before uploading your transcript and applying to Fall OCI employers. Please view the attached instructions on converting PDF to Word documents.
6. OCI and other Fall Recruiting programs represent only a small portion of job opportunities. Throughout the year, Career Services offers programs, panels, and individual counseling to teach you lifelong career development and job search techniques. Please take advantage of these services to help you explore and pursue your goals.
7. **NALP Hiring Guidelines:** The National Association for Law Placement has issued guidelines for the offers and acceptances of employment. Most participating OCI and national firms follow these guidelines which include deadlines for holding offers open and dates by when candidates must accept offers or chance having the offers rescinded. Please read the final submission to this document on Student Professionalism that outlines these guidelines.

What is Fall Recruiting?

Fall Recruiting consists of four main programs:

1. **On-Campus Interview (OCI) Program:** This Fall, over 40 law firm, government agency, corporate, and public interest organization offices will participate. Employers will interview second-year students for Summer 2011 positions and third-year students for post-JD positions. There is no limit to the number of employers to whom students can apply.
2. **Off-Campus Interview Opportunities:** Many employers register with Career Services to receive applications from ASU students. These employers are typically as attractive to and as interested in interviewing ASU students, but choose to interview off-campus. Some of the employers ask that you turn your application materials into Career Services (Resume Collection), and some ask that you apply directly to them (Direct Apply). In both cases, interested employers will contact the applicants directly to set up interviews. There is no limit to the number of these employers to which you may apply.
3. **Judicial Clerkships:** A post-JD judicial clerkship can provide an immensely satisfying professional experience for one or two years prior to moving into a permanent legal position, in addition to offering an impressive lifetime credential. Law firms and other legal employers are often happy to defer employment while the clerks gain valuable experience. Information on applying to judicial clerkships can be found at the Career Services website under the Current Students section. Informational sessions will be scheduled throughout the first part of the fall semester.
4. **Additional Opportunities:** The Department of Justice and several federal government agencies will recruit 2Ls for Summer Internships and 3Ls for their Honors Programs. For complete up-to-date listings and deadlines, view the University of Arizona Government Honors Handbook through the Career Services website under the Current Students section or you may access the Handbook online at www.law.arizona.edu/career/honorshandbook.cfm, with the username “**pecan**” and password “**sandies**”.

Who Should Participate in Fall Recruiting Programs?

Anyone who would like to target an employer that is participating in any of the Fall Recruiting Programs should participate. Career Services does not screen application materials for employers; all applications submitted will be forwarded to employers for consideration. Since a variety of different employers recruit during the fall including local, state and federal government agencies, small and large corporate firms—there are many opportunities for students with different practice area interests.

How Does One Participate in Fall Recruiting Programs?

1. Attend a Fall Recruiting Orientation Session: find out about the application and bidding process, deadline dates, employer additions, changes, and cancellations, NALP guidelines, and other program details. (It is not necessary to attend sessions below if already attended a Spring session.)

8/19/10	Fall Recruiting & Symplicity Orientation Session # 1	Rm.105
8/25/10	Fall Recruiting & Symplicity Orientation Session # 2	Rm.105

2. Attend the Government Honors and DOJ Program Orientation Session: come learn about the DOJ interviewing program and hear from students who have previously applied and interned at one of the government agencies.

8/26/09	DOJ & Other Federal Government Careers & Honors Programs	Rm. 105
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3. Attend the Judicial Clerkship Interview Preparation Workshop: A panel of former clerks will offer specific tips and advice on how to put your best foot forward during a clerkship interview. In the past, former clerks have offered special insight on their particular judges!

9/7/10	Judicial Clerkship Workshop with Chief Justice Berch	Rm. 105
9/08/10	Judicial Clerkship Panel (For rising 3Ls that have already made applications to judicial clerkship positions)	Rm. 114

4. Research the Recruiting Employers:

- **Career Services Library:** Employers submit NALP forms, Cultural Diversity or Workplace Environment questionnaires, Employer Brochures or Resume for your research.
- **Meet the Employers:** Attend the annual reception and information fair on **Wednesday, August 25, 5:00-7:00 p.m.** in the Steptoe & Johnson Rotunda. Recruiting employers will each have a table where you can ask questions about the organizations and collect marketing materials. This is your opportunity to learn more about each firm, to allow you to make the best possible choices for yourself when bidding for employers. This is also a very effective way to get an employer's attention beyond your resume. Dress is business casual.
- **On-Line Resources:**
 - i. Symplicity: Each employer listed will have a firm website for your review.
 - ii. NALP: <http://www.nalpdirectory.com>
 - iii. LEXIS: <http://www.lawschool.lexis.com/career>
 - iv. Westlaw: <http://lawschool.westlaw.com/career>
 - v. Martindale-Hubbell: <http://www.martindale.com>
 - vi. Law Firms in AZ: <http://www.randyswart.com/LFAZII.htm>

Beyond Fall Recruiting

The Career Services Office is dedicated to working with all ASU students regardless of their career goals. Thousands of additional employers exist. In fact, the majority of ASU graduates and law school graduates across the country work at smaller firms and a large number accept jobs in the government, business, and public interest sectors. If the Fall Recruiting Programs do not meet your interests, please stop by Career Services. We would like to work with you to explore and pursue your goals and to learn about other effective job search techniques. Please take advantage of the following programs during the latter part of the fall semester:

(Additional Fall 2010 programming will be scheduled at a later date; Check the Symplicity calendar and Law Master Calendar.)

- **Speed Networking Event** (Local attorneys from small firms will interact one-on-one with law students. Spots are limited and available first come, first served.) **10/26/10, 4:00-6:00 p.m., Rotunda**
- **How to Get a Job at a Small Firm Workshop** (A panel of attorneys discuss what it's like to work at a small firm, how to network and search for a job with a small firm.) Available through audio file at www.law.asu.edu/careerservices **10/25/10, 12:15 -1:15, Rm. 105**
- **Small Firm Informational Career Fair** (Attorneys from small firms consisting of over 25 practice areas will be available to answer questions.) **10/28/10, 4:00-6:00 p.m., Rotunda**

How to Register for OCI

Section III

Follow these **3 STEPS** to register for OCI:

1. Create a list of your preferred employers in order of importance. Use Symplicity and other on-line research materials located in the Career Services Office and in the Law Library to develop your list. You may bid for a maximum of 50 employers.
2. Bid on-line for employers by **Friday, August 28 at NOON.**
 - Logon on to Symplicity. If you have not done so already, select the **Profile** tab and update the necessary information. This information will be used to identify possible candidates for openings and/or notifying you of openings that meet your profile and interests. It also serves as a means for contacting you when employers need to reach you during on-campus interview visits.
 - Select the **OCI** tab at the top of the page. Select **Review** then **Additional Requests** to view employer hiring and application criteria.
 - Develop the materials required to participate in OCI. Upload in Symplicity, a resume, writing sample, transcript, list of references and any other application materials to participate in the OCI Program.
 - To apply to an employer, you must submit an electronic copy of all application materials requested.
 1. Under Bid Details in upper-right corner, for each requested document, browse under

- each pull-down menu for the document you wish to submit, (e.g., cover letter, resume, writing sample, etc.), and select or highlight
2. Press the Apply button. This will place a 'bid' for that employer and attach an electronic copy of your application materials to be forwarded by Career Services to those employers that request an electronic copy.

3. Complete the above application steps before **Friday, August 27, at noon.**

Interview Schedules

Employers pre-select 100% of their interview schedules. All bids will be received by the employer and students are not required to rank employers other than specific geographic preferences for a given multi-office firm. Students will be notified if they have been pre-selected for an interview, selected as an alternate, or not selected.

Career Services will send your application submittals for you to each employer to which you applied. Employers will review the resumes to select 100% of their interview schedule. Employers have an average of 7 days to review materials and return their results to Career Services. Each student will receive an email message informing them if they were selected for an interview, as an alternate, or not selected. If selected, students will see **Accept Pre-Select** and **Decline** buttons. Make your selection. After accepting a pre-select offer, go to the **Scheduled Interviews** tab, select the underlined interview date next to the employer's name, then select an interview appointment time. Press the **Signup** button to submit your chosen interview time. You can view a list of your interview times by returning to the **Scheduled Interviews** tab.

Pre-Interview Receptions

A number of Phoenix firms host evening receptions for their interview candidates prior to on-campus interview day. Invitations to these events are sent directly to the interviewees email address listed on his or her resume. These receptions are held in the law firms or at outside venues. Should one of these events conflict with an evening class of an interviewee the firm would expect the student to express their regrets to the firm and attend the class.

On-Campus Interviews

Interview Locations/Interviewers

During the first two weeks of On-Campus Interviews, all interviews will be conducted in the Law Library, 2nd Floor. Check-in will be near the elevators. Thereafter, interviews will be held in the Career Services office. You must check in at the Student Check-In Table at least five minutes prior to each interview to confirm the interview room number, interviewer name, and to learn of possible delays. If you do not check in first, we will consider you a "no show".

What to Bring to the Interview

Always bring an additional copy of your application packet to the interview. It may be helpful to bring a portfolio with any questions you might have for the interviewer, to hold your application materials, and to jot down any notes to help you distinguish the employer and for use when writing your thank-you notes. Thank you notes should be sent immediately after the interview.

Employer Additions, Changes, and Cancellations

All employer additions, changes, and cancellations will be posted on Symplicity. Please check this site regularly. You will receive automatic emails when an employer is added or cancelled.

Interview Follow-up

Some firms will follow-up on-campus interviews with letters of regret if you are not selected for a call-back interview. Unfortunately, a large number of firms do not send letters of regret. As a general rule, Career Services is not advised the status of interviewees. If you do not receive a letter and you are trying to determine your status, after a couple of weeks, you may check with Career Services regarding selection status of candidates. Or you may contact the firm directly.

Call-Back Interviews

Each interviewing firm generally selects a small number of interviewees for call-back interviews. The call-back or second interview is more in-depth than the on-campus interview and indicates the employer's continuing interest in you. Call-back invitations are generally issued by telephone at various times of the day. Acknowledge this invitation as soon as possible, preferably by telephone, unless the employer has indicated otherwise. Many employers make hiring decisions on a revolving basis. It is to your advantage, once you have received a call-back invitation to arrange to visit the employer at the earliest possible date. For further details or information on the structure of call-backs and your preparation contact Career Services.

Resume Collection

Employers will be designated under the OCI tab of Symplicity if they are a Resume Collect employer. By selecting the **Review** tab next to the employer name you will see the requested application materials for that employer under the **Additional Requests** section. It is necessary to submit a bid and application materials online for these employers. Career Services will forward these materials electronically to the employer on your behalf. Employers will review the materials and contact you directly if there is an interest in meeting with you for an interview. Career Services is almost never informed as to the results of Resume Collect employer pre-screening of applications.

Direct Apply

Employers will be designated under the OCI tab of Symplicity if they are a Direct Apply employer. By selecting the **Review** tab next to the employer name you will see the requested application materials for that employer under the **Additional Requests** section. It is not necessary to submit a bid or apply to these employers. Simply mail your packet of the requested application materials directly to the employer by the stated deadline. Employers will review the materials and contact you directly if there is an interest in meeting with you for an interview. Career Services is almost never informed as to the results of Direct Apply employer pre-screening of applications.

Student Cancellation Procedure: Your participation in ASU's On-Campus Interview (OCI) Program and any local or national law recruiting event requires your commitment to keep interview appointments or cancel them in a timely manner. The intent of the policy is to maximize opportunities for ASU students and to maintain the integrity and the reputation of ASU Sandra Day O'Connor College of Law within the legal community.

Canceling Interviews

You must cancel interviews as soon as possible, but in no event later than 5:00 PM, two (2) business days prior to the scheduled interview date by canceling ("declining") your interview on Symplicity. Click on Interview Schedule, then click on "**decline**" next to the employer name on your schedule.

Upon accepting a job offer, (not a call-back interview and not simply receiving an offer) you should immediately notify (by telephone, with a follow-up letter) all of your remaining interviewing employers directly and cancel all remaining interviews on OCI. Please notify Career Services immediately of your employment.

No Show Policy

Failure to comply with the above-outlined cancellation procedure will result in suspension of On-Campus Interview Program participation and Symplicity registration. Students must send a letter of apology to the employer with a copy to Career Services before privileges can be reinstated.

Many public Interest and Public Sector employers recruit exclusively during the Fall recruiting season. If an employer that interests you is interviewing on-campus or requesting applications through Resume Collection or Direct Apply, apply now. While there are other PI/PS recruiting activities during the year, including the Government and Public Interest Career Day in the Spring, the Fall represents a great opportunity to secure a public interest or public sector summer or permanent position.

How to Locate PI/PS Employers

- Several government and public interest employers can be found participating through OCI. Research these employers and apply through Symplicity as you would for all private employers.
- The Federal Government accepts applications for many positions during the Fall season. View all current opportunities and deadlines through the *UofA Government Honors Handbook*. This can be accessed through the Career Services website's Online Library under the Current Students section.
- The Symplicity Job board posts many government and public interest positions. Career Services posts public interest law intern positions, fellowships, multi-state judicial clerkships, and jobs with local and state government. View this site regularly throughout the fall.
- PSLawNet (www.pslawnet.org) is another great resource for locating public interest and public sector summer jobs, permanent jobs, and fellowships.
- Equal Justice Works (www.equaljusticeworks.org) posts fellowship applications, stipend positions, and coordinates an annual public interest job fair. Register for the job fair under the Events section of the website. The Equal Justice Works Job Fair is the largest in the nation for public interest opportunities. It will be held **Friday and Saturday, Oct. 22 and 23, Bethesda North Marriott Hotel and Conference Center**. Over 150 agencies participate and students will have an opportunity to submit resumes for interview selection. Student registration begins August 30.
- There are multiple job websites for specific public interest law areas as well as listings for employment with various state agencies. For more information contact a Career Services staff member.

Student Professionalism During the Interview Season: A Quick Guide to Your Ethical Responsibilities in the Offer and Decision-Making Process

Fall interviewing season is stressful. Thinking about offers and decisions may seem like the least of your worries—and yet how and when you respond to offers makes a tremendous difference. Your offer could even expire if you don't focus on your response deadline. Equally important, your professionalism in responding to offers sets the tone for your relationship with employers who have expressed an interest in you. But what should that professionalism include? And what are all those “NALP timing guidelines” or “Principles and Standards for the Timing of Offers and Decisions” your career services office keeps talking about? Here are a few of the questions law students most often ask about these ethical standards. These answers provide you with a quick guide to the essentials of navigating the fall interviewing season with professionalism.

What are the NALP timing guidelines and why are they important?

Virtually all ABA-accredited law schools and most of the largest legal employers of lawyers in the United States (large law firms, governmental agencies, and some corporations and public service organizations) belong to the NALP — The Association for Legal Career Professionals. One of the fundamental reasons NALP was formed in 1971 was to promote fairness and informed decision-making during the recruitment process. Together, the law schools and employers belonging to NALP have developed and agreed to abide by the “NALP Principles and Standards,” a set of guidelines that offers an ethical framework for all participants in the recruiting process. Under the NALP timing guidelines, employers are required to leave offers open for specified lengths of time to allow you to complete your interviewing schedule and make an informed decision about this important first step in

your legal career. You also have certain ethical responsibilities affecting such areas as response dates and how many offers you can hold.

When, exactly, do I have to respond to offers?

The NALP timing guidelines specify that employers offering full-time positions to commence following graduation to candidates not previously employed by them—and employers offering positions for the following summer to candidates not previously employed by them—should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks following the date of the offer letter.

Employers offering full-time positions to commence following graduation to candidates previously employed by them—and employers offering positions for the following summer to candidates previously employed by them—should leave those offers open until at least November 1. Regardless of what the guidelines say, be sure you understand by what precise date your offer expires. If you have any uncertainty as to when the employer needs to have your response, do not hesitate to contact them and clarify the exact expiration date.

Do NALP's timing guidelines ever allow employers to require my decision sooner?

First, it is important to note that the NALP guidelines were formulated specifically to promote fairness amid the pressures of the fall interviewing season. When offers are made at other times of the year, the NALP guidelines simply state that offers should remain open for at

least two weeks after the date made. Second, the NALP timing guidelines state that employers with 40 or fewer attorneys in all offices are required to keep offers made through December 15 open for at least three weeks and offers made after December 15 open for at least two weeks. Because smaller employers generally cannot forecast their hiring needs a year in advance and must staff their offices as needs arise, they are less likely to participate in fall interviewing, but you should be aware of this provision.

How many offers can I consider at once?

Pursuant to NALP Principles and Standards Part V.A.3, a student should not hold open more than five offers of employment at any one time. For each offer received that places a student over the offer limit, the students should, within one week or receipt of the excess offer, release an offer.

This is one of the most important provisions of the NALP guidelines. How would you feel if you knew that you had not yet received an offer because another student was holding six offers? If you hold excess offers you are preventing employers from extending those offers on a timely basis to others in their pool of candidates.

If you are genuinely having trouble deciding among a number of employers, ask yourself why. Do you need to do further research on the employers? Should you have another conversation with one or more of your contacts at a firm? Do you need to revisit a firm to be sure it's right for you? While you should be cautious about assuming employers will be willing or able to pay for endless visits, you will find that employers are anxious to facilitate your decision-making process and to help you determine whether they are the right "fit." Some students hesitate to reject an offer — even when it is clearly not of interest— because they are reluctant to "break the bad news" to an employer. As sorry as employers might be to receive your rejection, they will respect your professionalism—and your awareness of their firms' interests—if you reject on a timely basis and do so by phone or email (not "snail mail"). Employers need to be able to extend new offers as promptly as possible, and there are other students waiting and hoping to receive those offers.

What if I need more time to decide?

The NALP guidelines state that candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire. Again, professionalism should govern

any requests for extensions of time. Employers need to know whether they have met their hiring needs. Consider requesting an extension only when there is a compelling reason to do so.

For candidates pursuing an opportunity with a public interest or government organization NALP guidelines state "students may request that an employer extend the deadline to accept the employer's offer until as late as April 1 if the student is actively pursuing positions with public interest or government organizations. Students may hold open only one offer in such circumstances. Employers are encouraged to grant such requests." (Principles & Standards Part V.B.2 & C.2) If your decision is affected by the plans of your significant other, NALP has developed "Interpretations" of the Principles and Standards that encourage employers to grant extensions, but keep in mind that the Interpretations are not requirements.

What if the employer I am interviewing with is not a NALP member or is not abiding by the NALP guidelines?

Compliance with the NALP Principles and Standards is voluntary. However, most NALP member employers and most law schools do take the Principles and Standards seriously because they respect the need for ethical guidelines to promote fairness in the interviewing and offer process. Violations of the NALP guidelines should be reported to your career services office.

How can I learn more?

_Read the full text of the Principles and Standards at www.nalp.org/principles (or go to www.nalp.org > *Principles & Standards* > *Full Text of NALP Principles & Standards*).

_A set of Interpretations of the Principles and Standards were developed to guide employers; they are not requirements but may help you understand how employers are most likely to interpret the Principles and Standards. The Interpretations can be found at <http://www.nalp.org/interpretations> (or go to www.nalp.org > *Principles & Standards* > *Interpretations*).

_For links to articles about the effects of the judicial clerkship hiring timelines on other hiring timelines, see <http://www.nalp.org> > *Professional Resources* > *Law Students/Graduates* > *Judicial Clerkships*).

NALP, 1025 Connecticut Avenue NW, Suite 1110, Washington, DC 20036-5413 — 202-835-1001 — www.nalp.org — www.nalpdirectory.com

Transcript Conversion (PDF to Word) Section V

ASU's online transcripts are PDF documents that have an embedded encryption. They will upload easily into your documents repository in Symplicity, however, the application will create an error message for employer resume packets. Therefore, you must **upload Word documents only when uploading ASU transcripts**; this requires you to convert a PDF document into a Word format.

NOTE: Symplicity only allows you to store one transcript under the Transcript category. Please delete your old version first. When you open the Documents section, if the screen to upload a document appears, just select Cancel. You should then see a list of all your documents where you can delete the transcript that is listed under the Transcript category. Then you can upload the Word version.

You have the following options to convert PDF to a Word document:

FREE ONLINE SOFTWARE

1. In order to convert a PDF file to a word document, the PDF file must be saved on your computer and can be easily retrieved.
2. The following link connects you with a free PDF/Word document converter online. Click on the link or copy or paste it as a URL http://www.freepdfconvert.com/convert_pdf_to_source.asp
3. Upload your PDF file and enter password if needed. (No password is needed for ASU transcripts.)
4. Under the "Convert from," select "file"
5. Under "Output format" select "Word (doc)"
6. Under "Extract images" leave blank
7. Enter your email address and select "Attach file to e-mail"
8. Click the Convert button.

*If you are converting a file from a computer other than your own, be sure to delete the new document from the server.

OMNI PRO SOFTWARE - LAW LIBRARY COMPUTER LAB

1. Visit the computer lab in the Law Library.
2. Access "Omni Pro" software located in the Programs menu under "Graphics and Publishing"
3. Select Button 1 – Load Image file; browse for saved pdf document
4. Select Button 2 – Perform Optical Character Recognition OCR
Will scan document characters; select "Ignore All"
5. Select Button 3 – Save as File; save as a Word document. Disregard all lines that appear on document as they will not show when uploaded into Symplicity
6. Upload the saved Word transcript to your documents section in Symplicity.