

Employment

Positions will be printed in chronological order based on the start date year. If multiple positions start in the same year, you can manipulate the sort order by changing the months. (Ex. A position that starts on 02/01/74 will print before a position that starts on 04/01/74).

1. To edit one of your employment listings (located at the bottom of the page) click the 'Edit' link to the left of the entry.

Employment should include only significant positions held on a regular or full time basis since receiving law degree. Please do NOT include summer employment, consultantships or advisory committees. Include fellowships or other post-graduate careers.

John Z. Test

classification:
Select a classification above. Does not print in the Directory, but is required (see location).

position:
Your title at this job. Ex: Associate Professor or Clerk. Prints in the Directory.

location:
Prints only if the Classification is NOT Legal Education list city and state (ex. Atlanta, GA)

employer:
Your employer or school name at this job. Ex: University of Florida or Judge Sean Meyer, USCA.

start date: **end date:**

Hints: -You can type in the dates using the format MMDDYYYY
-Only the years will be printed in the Directory, so for each date you can type 0101YEAR.
-Positions will be printed in chronological order based on the start date year. If multiple positions start in the same year, you can manipulate the sort order by changing the months.
-Positions without an End Date are considered current positions.
Ex. Positions that lasted one year could be listed as: Start Date: 01011974 End Date:01011975

Here is your current employment history. To edit or delete any of the information below, click the 'Edit' link to the left of that item. After clicking 'Edit' you can change the entry by selecting or typing new data in the fields above or delete it entirely by clicking the 'Delete' button.

<u>Classification</u>	<u>Position</u>	<u>Location</u>	<u>Employer</u>	<u>Start Date</u>	<u>End Date</u>
Edit Federal	prof		ewrt	06/15/2009	
Edit Federal	Super Fan	Gainesville, Fl	UF	08/08/2008	
Edit Legal Education	Clinical Professor	Washington DC	Georgetown	12/01/1901	05/05/2009

2. To delete an entry, click the 'Edit' link then click the 'Delete' button.

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3. After editing your entry, click the 'Save' button if you are done entering your employment information. You will be redirected to the summary page.

4. If you would like to add another employment listing, click 'Save and add another'

The screenshot shows an employment entry form for "John Z. Test". At the top right, there are three buttons: "Save", "Save and add another", and "No More Changes". Below these are instructions: "TO EDIT OR DELETE information which appeared on the summary page, scroll down to the bottom of this page and click the edit link next to the entry you want to change or delete." and "TO ADD NEW information which did NOT appear on the summary page, enter the information in the blank fields below and click a 'Save' button." The form fields include: "classification:" with a dropdown menu set to "Federal"; "position:" with a text box containing "prof"; "location:" with an empty text box; "employer:" with a text box containing "ewrt"; "start date:" with a date picker set to "06/15/2009"; and "end date:" with an empty date picker. At the bottom right, there are four buttons: "Save", "Save and add another", "No More Changes", and "Delete". Red circles highlight the "Save", "Save and add another", and "No More Changes" buttons. A red line also highlights the "Save" button in the top right corner.

5. Click 'No More Changes' if you have no changes to make to this page. You will be redirected to the summary page.