OSCAR Resources for Staff Attorney Offices

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I. Manage Staff Attorney Office Profile

The staff attorney office profile contains basic directory information, method of application, email notification settings, and office specific information. Applicants can view and search on profile information, so it is important to keep this profile up to date to provide applicants and law schools with accurate information about staff attorney hiring.

1. Under the **Office Profile** tab in the main menu, select **Profile**.

2. Scroll down and review the information for your office:
   - Circuit and Court Information
   - Email Preferences
   - Methods of Application
   - Reference Requirements
   - Application Email Address
   - Office Profile
   - Additional Office Information
   - SA Office Phone #
   - Website
   - Address
3. Complete all fields and click **Submit** at the top or bottom of the page to update your office profile.

II. Post Positions

Staff attorney offices can post positions for the following types and terms:

- **Term Appointment:** 1-year, 2-year, 3-year, or 4-year term
- **Career Appointment:** Automatically defaults to Permanent term, 4 or more years
- **Temporary Appointment:** Limited to 4 years

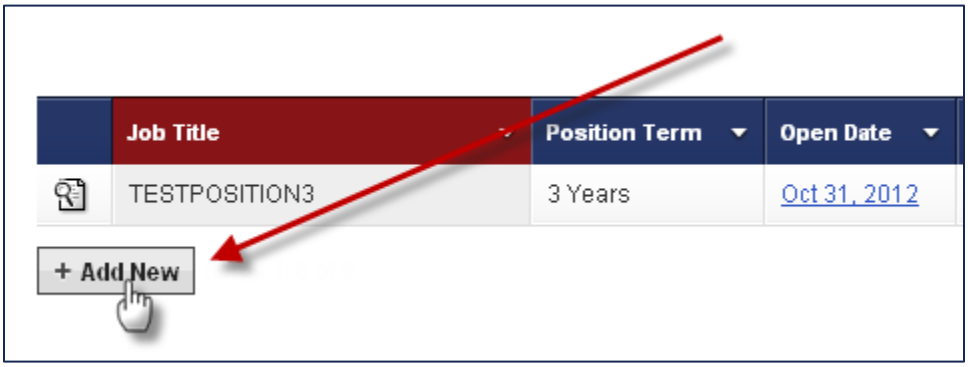
Notes:

- Posting a position indicates that you are hiring.
- If you have more than one position with different terms, create a position for each one. For example, if you have one position for a 1-year term and another position for a 2-year term, you will have to create two separate positions.
- If you have two positions for the same term with the same term start and end dates, create one position and use the **Number of Positions** fields to indicate how many positions are available.

To post a position, follow the steps below.

1. Click on the **Positions** tab in the main menu.

2. Scroll to the bottom of the page and click **Add New**.



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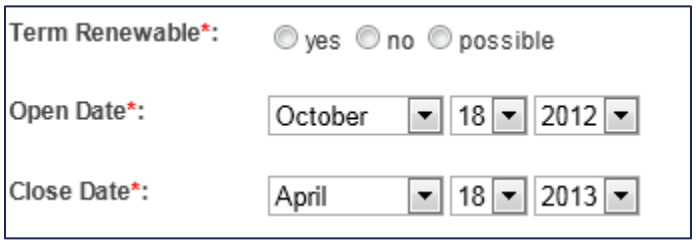
3. The new position form is displayed. Complete all required fields (indicated by a red asterisk*). To begin, enter a Job Title, select Status (Available or Filled), Term (1-Year, 2-Year, 3-Year, 4-Year, or Permanent), Number of Positions, Attachment (optional PDF file), Term Renewable (Yes, No, Possible), Open Date, Close Date, Term Start, and Term End dates.

   Note: Your position will not be viewable to applicants in OSCAR until the designated **Open Date**.

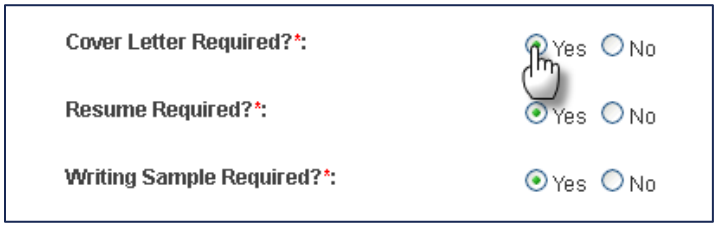


4. Enter information for interview dates, interview methods accepted, position overview, qualification requirements, salary, city, and state.

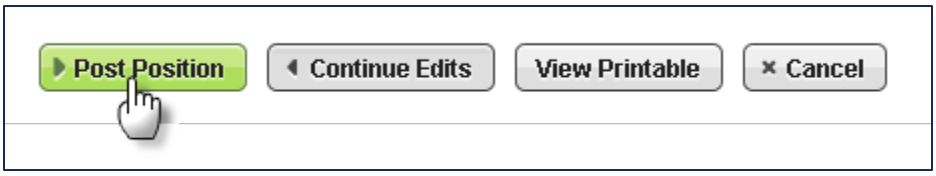
5. Indicate the required application documents (cover letter, resume, writing sample(s), law grade sheet, undergraduate grade sheet, other grade sheet (LLM, professional degree, etc.), as well as the minimum number of years of law school grades required. Choose the number of references and/or recommendation letters required. Also indicate a preference for applicants with law review/journal experience, moot court participation, bar admission, prior judicial experience, specialized work experience, legal experience post-law school, and a class standing preference.

   Note: References and recommendation letters can be requested:

   - **Requesting References:** A field is provided for the applicant to enter the reference name and contact information. This information will appear on the cover page of the full application.
   - **Requesting Letters of Recommendation:** The applicant can generate requests for letters to the recommenders within OSCAR. The recommenders, will then log into OSCAR and upload their letters of recommendation. These letters of recommendation become part of the full application packet, but only you and your staff can view them. OSCAR does not allow applicants to view their own letters of recommendation.



6. After entering the position information and requirements, click **Next** to preview the new position.
7. Review the position details. If changes are necessary, click **Continue Edits** to return to the previous page. To print the position for reference, click **View Printable** and print from the browser. If everything is correct and the position is ready to be posted, click **Post Position**.



Your position is now viewable to applicants and you are ready to receive applications.

Note: Once the Post Position button is clicked, the year cannot be changed on the Close Date, Term Start date, or Term End date.

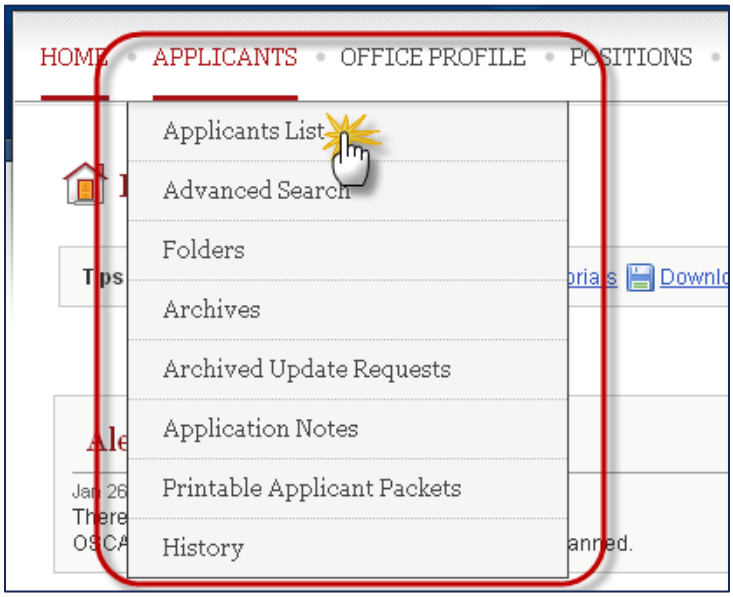
For assistance, please contact the OSCAR Program Office at 1-866-666-2120 (toll free) or email oscar-support@ao.uscourts.gov.

III. Hire

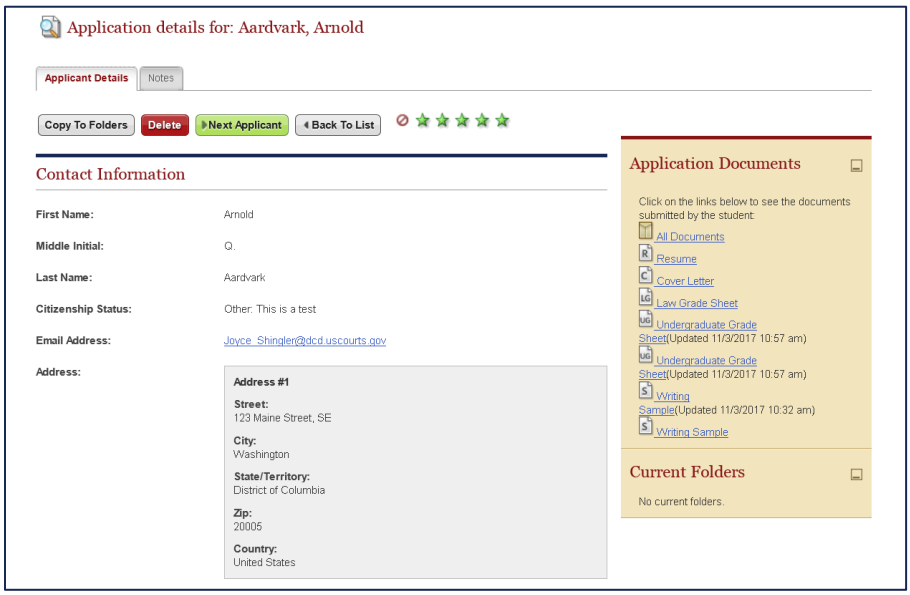
Staff attorney offices have access to many features in OSCAR that make it easy to find the perfect candidate for a position.

Review Applications

1. Under the **Applicants** tab in the main menu, select **Applicants List**.

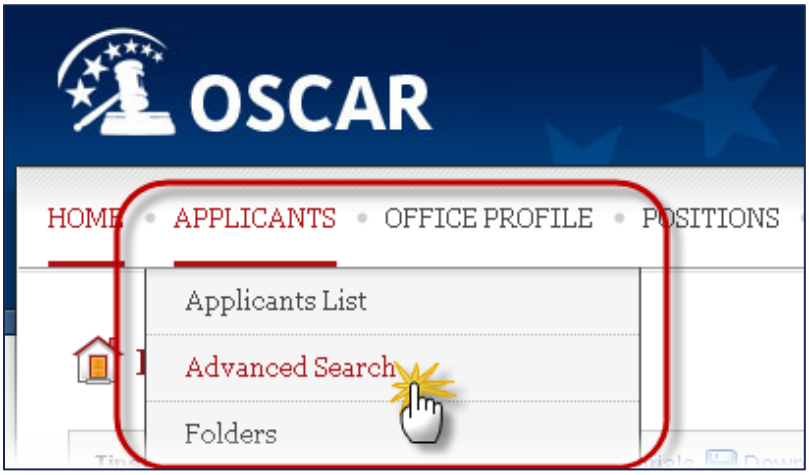


2. Click on the **Applicant Name** to view the application.
3. On the application page, you can view application documents, copy the application to a folder, make notes on the application, or rate the applicant.



Search and Sort Applicants

1. Under the **Applicants** tab in the main menu, select **Advanced Search** to search for applicants based on specific criteria. You can also use the **Basic Search** under the main Applicants List.



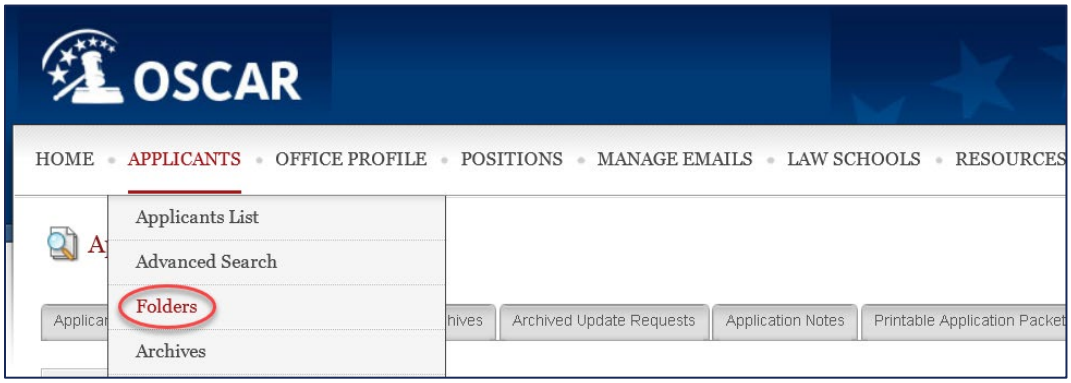
2. To perform an advanced search on applications, scroll down and select your search criteria. Click **Submit** when complete.
3. A **Search Results** tab will appear. Scroll down to view the results.
4. Click the column header of your choice to **sort** by category (applicant name, citizenship, documents, etc.).

5. Click the **Applicant Name** to review the application and applicant profile.

Manage Applications in Folders

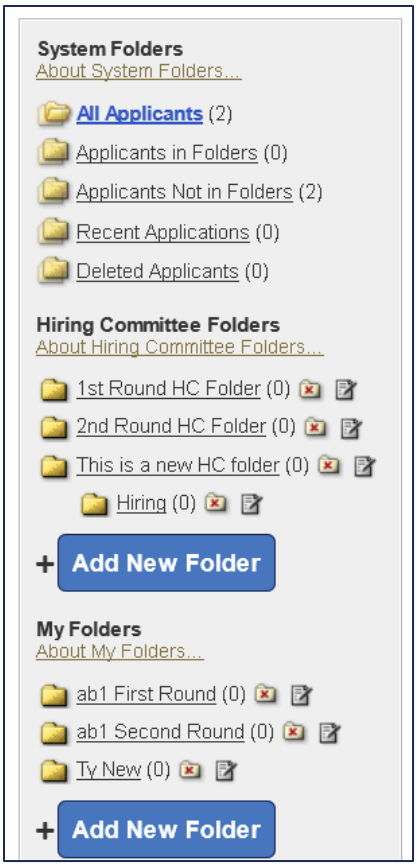
Staff attorney offices staff can use folders to help organize applications.

1. Under the **Applicants** tab in the main menu, select **Folders**.



2. In the gray sidebar on the left side of the screen, three types of folders are displayed.

   Staff attorney office staff can select existing folders or add new folders. Applications can be copied to folders throughout the application review process.



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System Folders

OSCAR provides pre-defined System Folders for all staff attorney offices, including **All Applicants**, **Applicants in Folder**, **Applicants Not in Folders**, **Recent Applications**, and **Deleted Applicants**. These folders cannot be edited.

Hiring Committee Folders

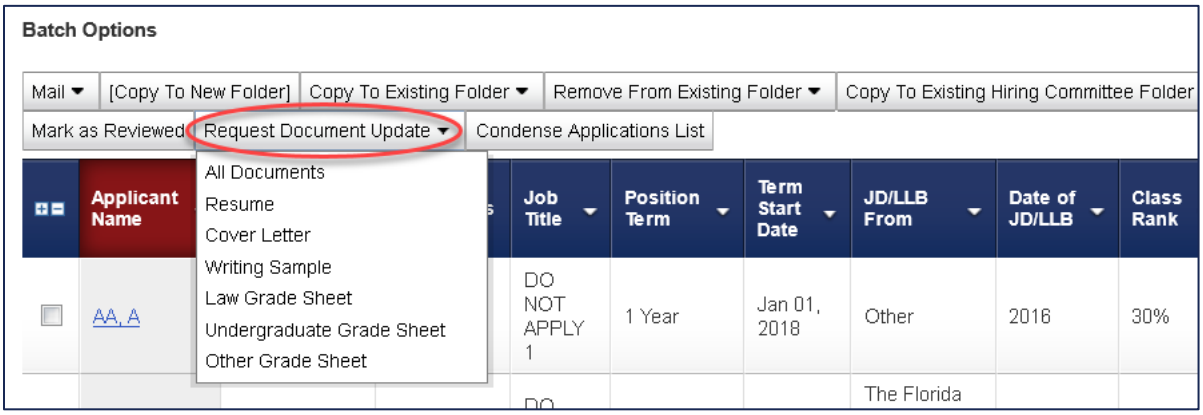
Hiring Committee Folders are shared folders that allow staff attorney office staff to collaborate in the application review process. The folders are shared and visible among all staff attorney office staff users with sufficient user rights. To create new Hiring Committee Folders, click the **Add New Folder** button.

My Folders

Staff attorney offices can create their own custom-named folders for managing their applications. To create a custom folder, click the **Add New Folder** button.

Request Document Updates

1. Within the **Applicants List** batch options, click **Request Document Update**.
2. Select all documents or an individual document from the menu that appears.



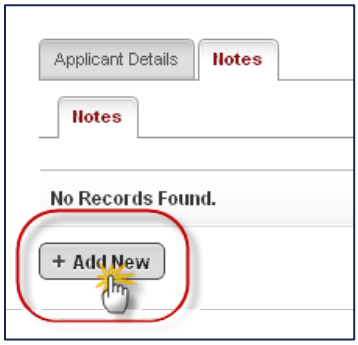
3. A pop-up notification will appear asking to confirm the request for an update. Click **OK**. OSCAR will send the request directly to the applicant.
4. In the **Applicants List**, the Request Update RU icon will appear in the Status column, indicating that the request has been sent. When the applicant completes the update request, the status will change to the Application Updated U icon.

   Note: All completed update requests can be accessed in the **Archived Update Requests** tab.

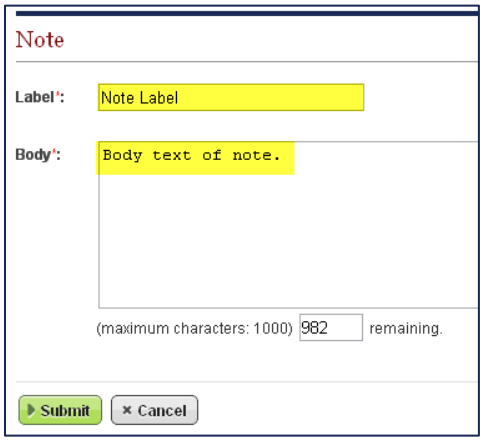
Create Notes

Staff attorney offices can add notes to any application they review, whether on the *Applicants List*, *Folders*, or *Search Results* tabs.

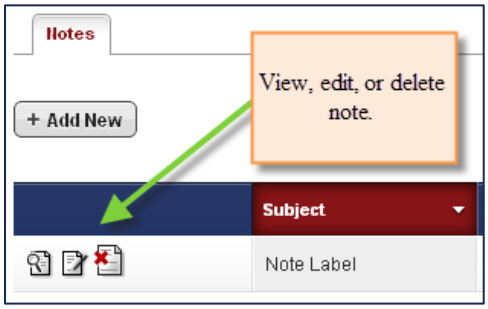
1. On the Applicants List, click on the applicant of your choice, then click the **Application Notes** tab.
2. Click **Add New** to create a note.



3. Enter a label and note text in the body field. Click **Submit** when finished.



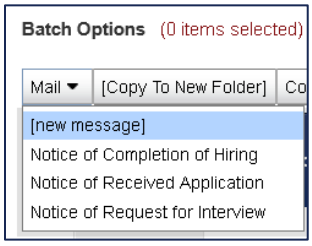
4. On the **Notes** tab, you can use the icons to view, edit, or delete the note.
   Note: You can only edit or delete notes you create.



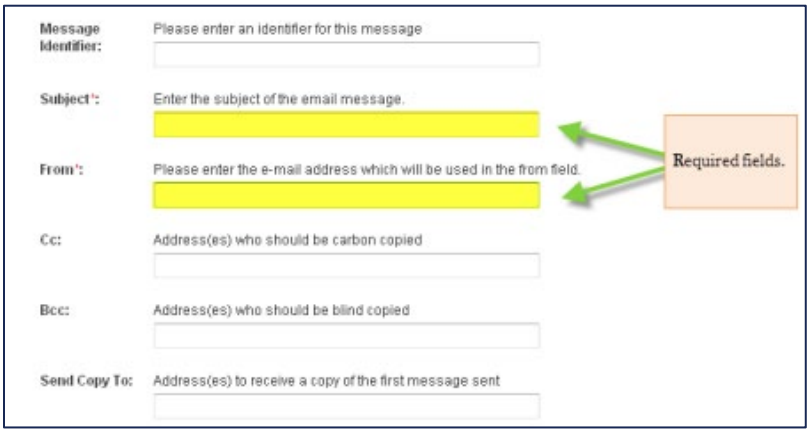
Communicate with Applicants

Staff attorney offices can communicate with applicants directly via the mail wizard feature in OSCAR. This can be used to send emails to notify applicants that their application has been received, request an interview, provide hiring updates, notify applicants that hiring has been completed, and more.

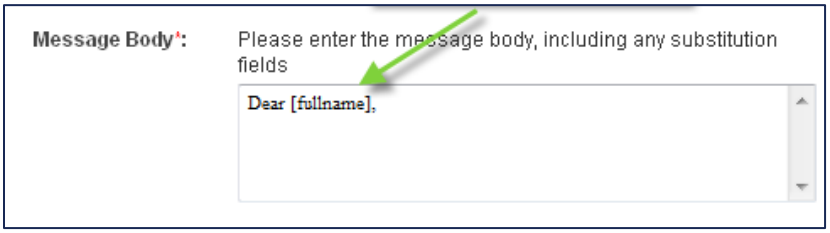
1. Within the batch options of the **Applicants List**, select **Mail**. You can create a new message or select one of the email templates provided.



2. The **Mail Wizard** will open and display the steps required.



3. OSCAR provides mail merge fields, shown in the Available Fields box on the right side of the screen. The merge fields will automatically personalize the email for its recipients. ***Note:*** Ensure the merge field copied into the message body contains both brackets around the merge field (e.g., [fullname]).



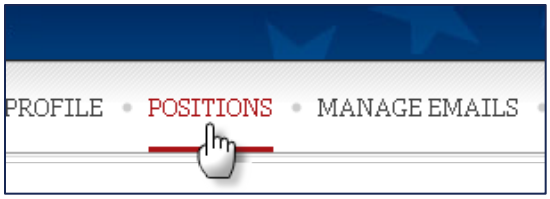
4. When you have completed all fields, click **Next** at the bottom of the screen. You will be prompted to review recipients. When complete, click **Send Messages**.
5. Click **Done** to complete the process.

IV. Close Positions

When hiring is complete, mark your position filled. This will prevent applicants from submitting online applications and will indicate to potential applicants that hiring is completed and closed.

Step 1 - Mark Position Filled

1. In the main menu, click the **Positions** tab.

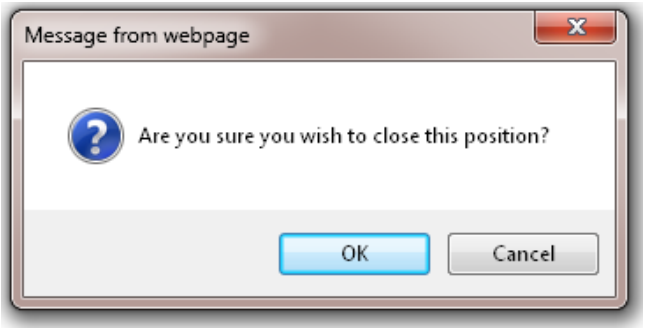


2. Scroll to the bottom of the page to view the list of current positions. Click the view icon ( ) next to the position to be closed.

3. The position details are displayed. Click **Filled** in the **Status** field to mark the position as closed.

4. Click **Next** to continue. On the next page, scroll to the bottom and click **Close Position**.

5. OSCAR displays a pop-up confirmation asking, "Are you sure you wish to close this position?" Click **OK** to continue.

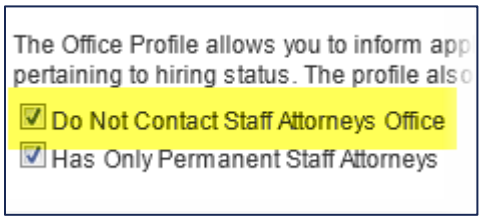


Step 2 - Update Your Profile

The most important step to complete at the end of your hiring process is to update your OSCAR profile. This is the most clear and visible way to indicate to applicants and law schools that you are not hiring.

1. In the main menu, select the **Office Profile** tab and click **Profile**.

2. Scroll down to the **Office Profile** field and check the box labeled "Do Not Contact Staff Attorneys Office."



3. Scroll down to the **Additional Office Information** field. Use this text box to provide information to applicants of your hiring status, for example, "The office is not currently accepting applications."
4. Review the rest of the profile information to make sure it is correct and up-to-date. Click the **Submit** button when complete.

The profile is now updated and viewable by potential applicants.