

Topics

- OSCAR Access Dates
- Maintaining Judge Accounts
 - Chambers Staff Accounts
 - Judges Hiring vs. Not Hiring
- Communicating with Your Applicants
- NextGen OSCAR
- OSCAR Resources Available

federal law clerk
hiring plan
reintroduced

OSCAR Access Dates

- Class of 2020: Law school students will gain access to OSCAR on February 6, 2019, to register for an account, upload documents, search for clerkship positions, and build online applications. The system will store these applications and release them to judges on June 17, 2019.

February 6, 2019

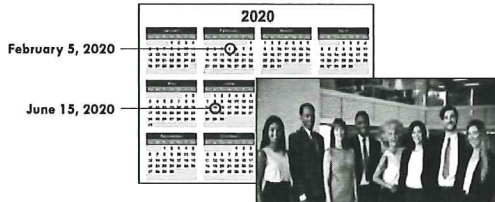
June 17, 2019

class of
2020 → gain access 2/6/19
released to j -
6/17/19

class of
2021 - 2/5/20 gain access
↓ - 6/15/20

OSCAR Access Dates

- **Class of 2021:** Law school students will gain access to OSCAR on February 5, 2020, to register for an account, upload documents, search for clerkship positions, and build online applications. The system will store these applications and release them to judges on June 15, 2020.

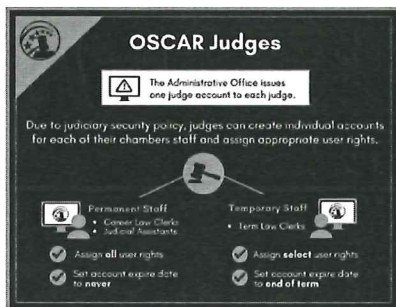


OSCAR Access Dates

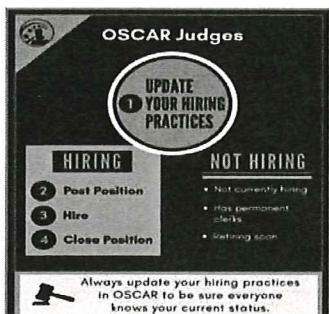
- Link to view OSCAR Access Dates and Federal Law Clerk Hiring Plan: <https://oscar.uscourts.gov/federal-law-clerk-hiring-pilot>



Chambers Staff Accounts



Judges Hiring vs. Not Hiring



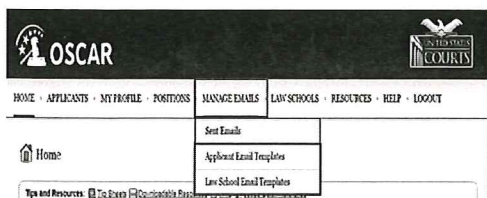
date make update is available for all to see

Communicating with Your Applicants

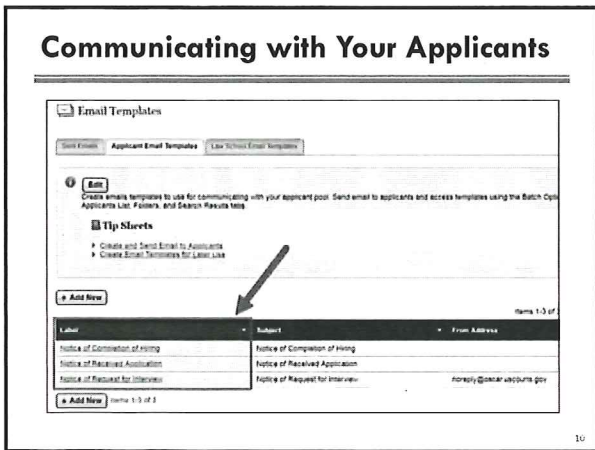
- Easily communicate with your entire applicant pool or a group of applicants with a few clicks using OSCAR's Email Templates
 - Notice of received application
 - Notice of request for interview
 - Notice of completion of hiring
- Email select law schools of your position posting

do get notice when apply
 But nice if judge chambers a knowledge receipt too.
 - template email can use

Communicating with Your Applicants

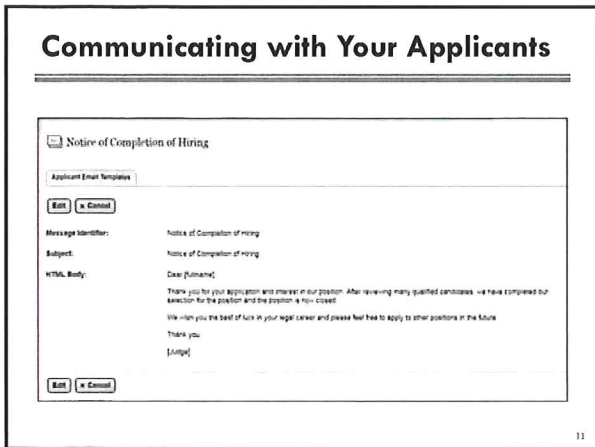


Communicating with Your Applicants

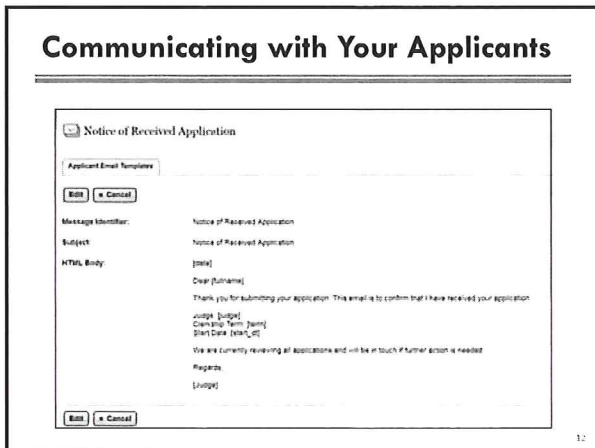


template emails

Communicating with Your Applicants



Communicating with Your Applicants



Communicating with Your Applicants

Notice of Request for Interview

Applicant Email Templates

Message Identifier: Notice of Request for Interview

Subject: Notice of Request for Interview

Reply To: torrey@occar.uscourts.gov

HTML Body:

```

[html]
Dear {fullname}

Thank you for your application. I have reviewed your application and I am pleased to invite you for an interview. Please contact
BY/TAH YOUR CONTACT INFO to schedule an interview - save and time

Thank you

[html]

```

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Communicating with Your Applicants

Law School Email Templates

Send Emails Applicant Email Templates Law School Email Templates

Message Identifier: Create email templates to advertise clerkship positions to law schools. Send email to law schools from the Law School tab.

Tip Sheets

- Create Email Templates to Law Schools
- Send a Copy of your OSCAR Position
- Send Clerkship Announcements to Law Schools

Label	Subject	From Address
Notice of New Position Opened	Notice of New Position Opened	

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Communicating with Your Applicants

Notice of New Position Opened

Law School Email Templates

Message Identifier: Notice of New Position Opened

Subject: Notice of New Position Opened

HTML Body:

```

[html]
Dear {id}

I am currently accepting applications for the following law school position:

Judge [url]
Clerkship Trainee [url]
Jurat Clerk [url]

Please share this position with your students and encourage them to apply in OSCAR.

Thank you

[html]

```

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NextGen OSCAR

- Collecting functional requirements and revisiting current work flow processes
 - **Value your feedback** – Participate in our user story workshops to help us improve how the system works for your law clerk recruitment needs
- Seeking chambers staff volunteers
- Developing a new system prototype with full system implementation in October 2019

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volunteer -
 45 min. session
 use OSCAR while
 they watch
 what works &
 what's a pain

NextGen OSCAR

What Are User Stories?

- Definition: Simple descriptions of a feature told from the person who desires the capability.
- Helpful during the early stage of the planning process:
 - Create a simplified description of a functional requirement
 - Begin a conversation with end users to better understand their needs
 - Discover important functional and business considerations to improve the system

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NextGen OSCAR

What Are User Stories?

Writing a user story is simple with three parts:

- Role: As a _____, (WHO)
- Task: I want to _____, (WHAT)
- Goal: so that _____, (WHY)

A ROLE
 WANT TO DO
 SO THAT GOAL

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OSCAR Resources Available

- One-on-one training
- Weekly refresher training
- One-stop Judges Resources
- Live program support
 - Call 1-866-666-2120 (toll free)
 - Email at oscar-support@ao.uscourts.gov



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