

Welcome to Sterne Kessler!

If you are reading this, then you are planning to submit an application, trying to apply and have hit a snag, or you've applied and want to know next steps. In any case, we're glad for the opportunity to engage with you.

For those who are planners and want to know all the ins and outs of the application system before starting the process, here's what you need to know:

1. Each position requires the submission of different documents. If the required documentation is not listed in the position description, click on the position's application link for further information.
2. You must complete the application in one sitting – you cannot update an application. You'll send any updated materials to one of our careers boxes (staff applicants – please use employment@skgf.com; everyone else – use recruiting2@skgf.com). If you don't know whether you are staff or everyone else, reference the Career Center category in which the job description is posted.
3. When you've successfully submitted an application, you will receive a confirmation email. If you don't receive this email, you have not successfully submitted an application. You should try again or check your spam.
4. You must apply for each position separately.

For those of you who have hit a technology snag, try these helpful hints before contacting us:

- The application process is compatible with Safari, Internet Explorer, Mozilla Firefox, and Google Chrome. JavaScript and Cookies must be enabled to use the system.

For those who have successfully submitted an application and want to know next steps, here's a brief overview:

- Your application is reviewed by someone on the Legal or Staff Recruiting Teams. It is either pushed to the appropriate Hiring Manager to review, put on hold, or (sadly) placed in the decline pile. We do not release the status of applications. If your application is placed in the decline pile, you will receive an email from us letting you know. If you haven't received that email, your application is still under review. Please be patient. If it's been a month and you haven't heard anything, then email us.
- If while you are waiting, you decide to join another organization or apply for another Sterne Kessler job, let us know! If you receive updated transcripts, move, or you accomplished some huge feat like climbing Mt. Everest, let us know! Please email either employment@skgf.com or legalcareers@skgf.com. For those that did not read the first section of this document: (staff applicants – please use employment@skgf.com; everyone else – use legalcareers@skgf.com). If you don't know whether you are staff or everyone else, reference the Career Center category in which the job description is posted.

Those who need assistance submitting an application for employment to Sterne, Kessler, Goldstein & Fox may contact us at 1-202-371-2600, through our TTY line at 1-202-772-8948, or at legalcareers@skgf.com. It is our policy to provide reasonable accommodations for individuals with disabilities with advance notice of need. Sterne Kessler is an equal opportunity employer.