

Lead a Horse to Water and Get it to Drink: Coaching and Inspiring Your 3Ls Down the Home Stretch and Across the Finish Line

NALP Annual Education Conference
April 27, 2011 11:00 am – 12:15 pm

Examples of Communication, Programming & Counseling Approaches

FALL SEMESTER

LCS 3L/4L Passport Program Survey & Sample 3L Survey Results

3L Job Search Strategies: A Roadmap for Fall 2010 (PowerPoint)

Career Planning Checklist for 3Ls

Career Search Timeline for 3D/4E Students

Recent Graduate Panel Sample E-mail & Agenda

Career Planning Action Items for Counseling 3Ls

SPRING SEMESTER

CSO Outreach Survey (introductory e-mail and status survey)

Tailored E-mail to 3Ls re: General Audience CSO Program

E-mail to 3Ls re: ERSS from the Dean

Customized ERSS Form

E-mail from 3L Advisor to CSO Team on Counseling 3Ls in the Spring Semester

Class of 2010 Job Search Resources

CDO Support & Strategies

POST-JD

Post-Bar Job Search Blueprint

The Professional Development Group for Recent Graduates E-mail & Agenda

GGUPEG | Sign Out
My Surveys Address Book My Account
+ Create Survey

LCS 3L/4L Passport Program Survey Edit

Default Report + Add Report

Response Summary

Total Started Survey: 64
Total Completed Survey: 64 (100%)

PAGE: DEFAULT SECTION

1. With respect to your job search, what topics are important to you right now?

Create Chart Download

	Very Important	Important	Neutral	Don't Care	Rating Average	Response Count
When to start looking for a job	60.9% (39)	18.8% (12)	15.6% (10)	4.7% (3)	4.16	64
Updating my employment documents	34.4% (22)	46.9% (30)	15.6% (10)	3.1% (2)	3.94	64
How to market myself to employers (networking, etc.)	64.1% (41)	25.0% (16)	9.4% (6)	1.6% (1)	4.41	64
How to research potential employers	51.6% (33)	35.9% (23)	9.4% (6)	3.1% (2)	4.23	64
How to earn money while waiting for bar results	72.6% (45)	22.6% (14)	3.2% (2)	1.6% (1)	4.61	62

Show replies Other (please specify) 3

answered question 64
skipped question 0

2. Do you know what type of job you want after you graduate?

Create Chart Download

	Response Percent	Response Count
Yes	61.9%	39
No	44.4%	28

answered question 63
skipped question 1

3. If you don't know what type of job you want, what are you having trouble figuring out?

Create Chart Download

	Response Percent	Response Count
Practice area	44.1%	15
Geographic location	20.6%	7
Setting (firm, government, public interest, corporation)	44.1%	15
All of the above	23.5%	8

Show replies Other (please specify) 3

answered question 34
skipped question 30

4. How do you feel about informational interviews? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Not sure what they are	34.4%	21
Great opportunity to build my network	34.4%	21
Great source of information/advice/jobs	34.4%	21
Waste of time	6.6%	4
Intimidating	21.3%	13

Show replies Other (please specify) 5

answered question 61
skipped question 3

5. Have you ever gone on an informational interview? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Yes	30.6%	19
No	69.4%	43

Show replies Other 2

answered question 62
skipped question 2

6. Do you know when and how your target employers typically hire new attorneys? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Yes	19.0%	12
No	84.1%	53

Show replies Other (please specify) 1

answered question 63
skipped question 1

7. How comfortable are you with the following job search techniques: [Create Chart](#) [Download](#)

	Very Comfortable	Comfortable	Slightly Uncomfortable	Very Uncomfortable	Rating Average	Response Count
Preparing employment documents (resume, cover letter, etc.)	22.2% (14)	61.9% (39)	11.1% (7)	4.8% (3)	1.98	63
Interviews	22.2% (14)	39.7% (25)	33.3% (21)	4.8% (3)	2.21	63

Informational Interviews/Networking	6.7% (4)	36.7% (22)	45.0% (27)	11.7% (7)	2.62	60
Researching prospective employers	9.8% (6)	54.1% (33)	34.4% (21)	1.6% (1)	2.28	61

Show replies Other (please specify) 2

answered question 63
skipped question 1

8. What can LCS do to serve graduating students better this year? [Download](#)

Response Count

Show replies 25

answered question 25
skipped question 39

9. Do you use LinkedIn? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Yes	44.4%	28
No	55.6%	35

Show replies If yes, what GGU pages are you linked to, if any? 9

answered question 63
skipped question 1

10. Do you have a job lined up after the bar exam? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Yes	11.1%	7
No	92.1%	58

Show replies If yes, please specify 5

answered question 63
skipped question 1

11. Are you planning on participating in the 3L/4L Passport Program? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Yes	69.8%	44
No	0.0%	0
Unsure	34.9%	22

Show replies If unsure, why? 13

answered question 63
skipped question 1

12. If yes, what do you hope to gain by participating in the 3L/4L Passport Program?	Download
	Response Count
	Show replies 33
answered question	33
skipped question	31
13. OPTIONAL: Insert your name here to be entered into a raffle at the first 3L/4L Passport Program meeting on September 16th.	Download
	Response Count
	Show replies 45
answered question	45
skipped question	19

Sample 3L Survey Results Fall Semester, Final Year

What can Career Services do to serve graduating students better this year?

1. Help us figure out WHO is hiring!
2. Be more aware of the what the law school and professor tell students vs. what Career Services tells students.
3. Help students how to research prospective employers and when and how to search jobs.
4. These workshops are a great start. Another great piece of information would be other ways to apply for post-bar jobs (fall recruitment is great... but what about the rest of the year?).
5. Update information about judges. Make sure to publicize important timelines and deadlines (ex: clerkships/fellowships)
6. Help with post-bar jobs
7. Mock interviews in different fields
8. Teach us where we can find job postings. In my case, patent jobs.
9. Provide opportunities for mock interviews, compose a recommended timetable of how to conduct job search, recommend tips on how to pursue each type of job path (what steps need to be taken to get job), tips for what kind of job to get post-bar while awaiting results.
10. More info on options between the July bar exam and the November results.
11. Find law firms that are hiring entry level attorneys and post it on Career Services even if last minute on law firms behalf. Make it easier for employers to use GGU as a resource for hiring.
12. Provide guidance on potential employment opportunities outside of California.
13. Look over my resume, cover letter, help me find a job.

What do you hope to gain by participating in the 3L Passport Program?

1. Find out who is hiring!
2. Direction on when and where I should be applying
3. More ideas regarding searching and landing a job
4. Ideas about finding a good job and the best way to execute them.
5. "Next steps" in job hunting after attending networking sessions and informational interviews.
6. Knowledge on how to secure a job after graduation.
7. Information re: when/how to start looking for post-bar employment
8. A job
9. New ideas and opportunities for networking
11. Have an outline as to what I should do from now until passing the bar. I'm am the first in my family to attend law school so I don't know many attorneys and don't understand what it takes to get a legal job.
12. An employment after the bar exam.
13. To learn how best to approach the post-grad job search.
14. What to do about the bar this year
15. a job as an entry level attorney or paralegal with promise to hire as attorney upon passage of bar exam.
16. Covering all the bases necessary to ensure as smooth of an employment application and acceptance process as possible.
17. Insight and some practical information
18. Help finding post-bar employment (what else?), polishing skills to "market myself" to prospective employers
19. A job
20. Information on how to look/find work, especially for public interest lawyers in this economy.
21. QUICK information on post bar employment. Would like to know what I should be doing now to have a job waiting when I'm done with the bar. Interested in fellowships, as well.

3L Job Search Strategies: A Roadmap for Fall 2010

UC Davis School of Law
Office of Career Services

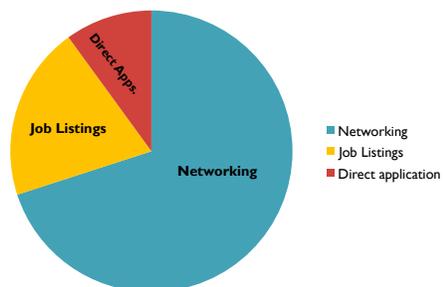
Bio and Background

- Class of 1997, King Hall
- Private practice career
- Returned to King Hall in 2002
 - Graduate Employment Specialist
 - Advise 3Ls and alumni
 - Still welcome to see current advisor, especially if judicial clerkships or public interest.
 - Collect annual employment data for NALP
 - What has this revealed over the years about how people get their post-graduate jobs?

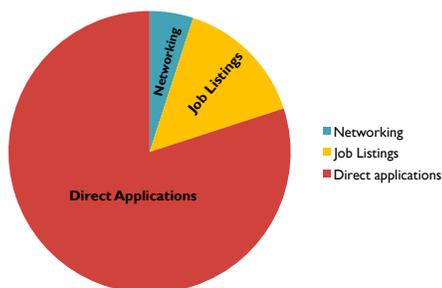
The Principles of Success

- 70% - 20% - 10% STATISTICS
 - **Nationally**, 70% of all legal jobs are acquired through professional networking, personal referrals.
 - 20% of all legal jobs are acquired through responding to active job listings.
 - 10% of all legal jobs are acquired through a direct application approach.

If this is how people really get their jobs.....



...why are we spending are time like this?



70% of your job search time should be dedicated to networking.

- Collective groan. Why do we resist networking so much?
- Exactly who/what is involved?
 - Bar Associations/Affinity Groups
 - Lectures
 - Alumni Events
 - Informational 'Interviews'
 - 'Organic' Networking

How to Network Effectively

- **Bar Associations**
 - Join.
 - Go to monthly meeting.
 - Offer to volunteer at check in table.
 - Do not be afraid to let people know you are seeking work.
 - Add to resume under Professional Affiliations.
- **Alumni Events**
 - RSVP
 - Go to regional events (LA lunches, etc.) and affinity group events (bankruptcy, labor/employment).
 - Ask Alumni Relations for guest list. Ask for help with introductions.
- **Lectures**
 - Talk to people seated near you.
 - Talk to speaker after event.

Informational Interviews

- Misnomer. Not much of an interview, more of a conversation.
- **How to initiate contact**
 - **Identify the target**
 - Alumni-Alumni Directory (available through Intranet) Alumni Relations, Martindale, Career Services
 - Referral from professors, former bosses and co-workers, family members, etc.
 - Send an introductory e-mail letter. See sample on handout. Ask for a phone chat, coffee chat, etc.
 - Follow up to set up a time to chat.

Informational Interviews, cont'd.

- **The conversation**
 - Thank them at the beginning of conversation for giving you their valuable time. Promise them that you will keep it to allotted time.
 - Tell them your goal is to learn more about what they do, how they got their start. Let them talk. Be a good listener.
 - Follow up with questions as to whether they are involved in any local industry associations. Can they recommend a colleague to chat with? Coursework recommendations?

Informational Interviewing, cont'd.

- When the allotted time is up, say so. Say "You have been so helpful, but I don't want to take up any more of your time today."
- Thank them for their time, close the conversation with a desire to stay in touch.
- Follow up with an e-mail thank you. Ask them to let you know if you can ever be assistance to them.

'Organic' Networking

- **Networking relationships that are created unintentionally, sincerely.**
 - Attending a party and striking up a conversation with someone over a shared interest/hobby.
 - Commenting on someone's blog and becoming familiar (and positive) to them.
 - Dating analogy: Pick-up lines are not organic. Having a great conversation with someone about a shared interest is a good organic basis to a relationship.
- **Look back at some of your more successful business and personal relationships and note the patterns. You're likely to find that the traits shared among your best relationships is how you met, or the honest, comfortable, give-and-take relationship that has developed.**

Scheduling Networking this Fall

- **Challenge:** Spend the bulk of your job search time on building your professional network.
- **Set quantifiable goals:** I will attend two events a month, conduct one to two informational interviews per week. Find out about these events through:
 - CSO e-newsletter (every Friday)
 - CSO Facebook Page ("Like" it!)-See 'Notes' for Sample Questions
 - Law School e-newsletter
 - Law school website-News & Events Section.
 - Weekly LSA e-mail
 - Calendar of local bar associations
- **Keep track of your contacts and follow up:** Keep notes on all of your contacts. Follow up when appropriate. Good reasons to follow up are: read article, graduated, passed bar, saw mutual friend, etc.

15% of your time should be spent responding to job listings.

- While national statistics suggest 20% here, the lack of job listings may be a source of frustration. Split remainder of your time (30%) equally between this method and direct applications.
- Choose 3-5 job posting sites of interest and check them 2-3 times per week.
 - **Direct Employer Sites.** Critical for government and many public interest positions.
 - **Symplicity.** Our office adds new job listings to Symplicity every day.
 - **"Point & Click":** Career Services' comprehensive list of online job search resources and job listing sites (available on the law school website).

15 % of your time should be spent sending (effective) direct applications.

- Many third-year students have expressed frustration over their previous unsuccessful direct application efforts. Should you make another attempt right now? That depends on the type of employer you are targeting.
- If you are going to spend valuable time on this, make it effective.
- It is mostly about timing when reaching out to employers on a direct application basis.

Timing is (almost) everything.

- **Private Sector**
 - Big law firms: Fall is the standard. But most positions are filled through formal summer associate programs. Sometimes spots open up. Do you try anyway? If your credentials are stellar, or you have a personal connection, do it.
 - Small to mid-sized firms: Early Spring semester, with follow-up as needed.
- **Public Interest**
 - Hiring practices vary widely, but most formal recruiting efforts are in the late fall, early spring.
 - Geographic flexibility is extremely important.
 - Volunteering is excellent way to get your foot in the door.

Timing is (almost) everything (cont'd.)

- **Government**
 - State: After the bar, you will want to get on eligibility/hiring lists. For now, consider a spring externship at an agency of interest.
 - Federal: www.usajobs.gov. Most entry-level attorney jobs require state bar. Broaden your search by also looking for positions that are legal in nature, but that are not attorney level jobs.
 - Local (including DA and PD jobs, county counsel, city attorney jobs): Search on a county by county basis. Great link to all city/county websites at: <http://www.ca.gov/About/Government/Local/index.html>

Timing is (almost) everything (cont'd.)

- **Judicial Clerkships**
 - **FEDERAL**
 - If you did not apply in the Fall, keep an eye on specific court websites and OSCAR to see if any positions have become available.
 - Pay attention to recent nominations and confirmations—these judges may hire outside the typical timeframe.
 - Look at OSCAR for list of judges that do not participate in fall hiring plan. Track any openings on the US Courts website and search for "judicial law clerk" positions.
 - **STATE**
 - Many state court judges do not follow federal law clerk hiring timeframe.
 - Use Vermont Law School Guide (username and password available from Career Services) and the websites of specific courts you would like to target.

Improving Direct Applications

- DO NOT MASS MAIL.
- Send to firms with an alumni contact (Alumni Directory, Martindale, Career Services, Alumni Relations), or other personal referral.
- Send to firms where you have a good practice area fit.
- Send to firms where you have a good geographical fit.
- Follow-up after 2-3 weeks with those you do not hear back from. E-mail is fine here.

Final Thoughts

- You still have time. Use it wisely. Allocate your precious time according to the most effective methods.
- Use the hiring timelines to guide you. Do not mass mail to small and medium sized firms in the fall, unless you have a referral or other good reason.
- Come see us in Career Services. We are part of your professional network, and we are here to help you.
- Program in early Spring about direct apps, government examinations, etc.

Exclusive 3L Walk-in Hours

- Tuesdays, Wednesdays and Thursdays from 12-1 with Lisa Carlock.
- Monday through Friday 11-1 with Career Services staff (all class years).
- For a longer appointment, call 752-6574.

FALL SEMESTER

Network! Build relationships. (70% OF YOUR TIME)

- **Find a mentor.** An experienced attorney in your field of interest can provide you with practical valuable guidance as well as introductions to potential job opportunities.
- **Join a professional association.** Local and National Bar Associations, and interest based associations are a great way to meet working professionals.
- **Attend conferences.** Take advantage of educational programming which may help you get to know the people who can get you to where you want to be.
- **Conduct informational interviews.** Access the alumni directory through the [Intranet](#) or talk to one of the counselors in Career Services.
- **Talk to your professors** about your job status and area(s) of interest as they may have advice and/or contacts.
- **Talk to your references**, and update them on your job status.
- **Invite a speaker to campus**, and take them to lunch afterwards.

Continue looking for/applying to positions of interest. (15% OF YOUR TIME)

- **Check Job Postings in [Simplicity](#)** for new listings posted daily.
- **Check employer specific sites** (county sites for local government, public interest organization sites, OSCAR for federal judicial clerkships, and the court websites for state and federal judicial clerkships), for new job listings, two to three times per week. Apply as directed.
- **Use [Point & Click](#)** for additional online resources and job listing sites, available on the Career Services section of the law school website.

Send out tailored direct applications. Know your timelines. (15% OF YOUR TIME)

- Large Firms tend to hire in the fall.
- Mid-size firms tend to hire in the early spring.
- Small firm hiring is sporadic, but they tend to hire in the spring.
- If you are interested in public interest work, be on the look-out for PI/PS day in February.
- Government agencies hire according to varying timelines. Keep an eye out for the agencies you are interested in. When in doubt, contact the agency to confirm its hiring timeline.

Come see us!

We now have dedicated 3L only drop-in hours from 12-1 on Tuesdays, Wednesdays and Thursdays with Lisa Carlock, and 11-1 for all class levels every day. No appointment necessary! Or, you can also schedule an appointment for a lengthier session by calling 752-6574.

SPRING SEMESTER

- **Network! Network! Network!** If you have not already done so, **join** a local bar association now. Add your membership to your resume under a section called “Professional Affiliations.” See the [state bar](#) for links to all local bar associations.
- **Continue to contact alumni for informational interviews.** Access the alumni directory through the [intranet](#).
- **Talk to your professors** about your job status and area(s) of interest as they may have advice and/or contacts.
- **Talk to your references**, and update them on your job status.
- **Continue to check job postings in [Symplicity](#)** for new listings posted daily.
- **Check employer specific sites** (county sites for local government, public interest organization sites, and OSCAR for most judicial clerkships), for new job listings, two times per week. Apply as directed.
- **Use [Point & Click](#)** for additional online resources and job listing sites, available on the Career Services section of the law school website.
- **Research employers for direct applications** and prepare direct applications (resume & tailored cover letter). Follow up 2-3 weeks later.
- **Complete a Graduate Employment Survey** when you pick up your cap & gown at graduation. We will use the survey to direct specific job listings to you following the bar.

SUMMER

- **Study for the Bar Exam.** This is your greatest priority. A license to practice law opens up many more employment opportunities.
- **Follow up on solid leads/active job listings** and submit application materials.
- **Forward your UCD email address** to an outside e-mail account so that you continue to receive all e-mail correspondence from the CSO.
- **Questions?** Career Services advisors are available over the summer, Monday - Friday, 8:00am - 5:00pm. Call 530-752-6574 or e-mail careerservices@law.ucdavis.edu if you need assistance.

FOLLOWING THE BAR

- **Attend networking events** in the city you are in.
- **Update your resume** (to include your graduate status) **and cover letter** (to reflect that you have graduated and taken the bar and are ready to hit the ground running).
- **Continue checking [Symplicity](#)** regularly! New alumni level job postings are posted daily. You will have ongoing access to the alumni level job listings on Symplicity [indefinitely](#).
- **Complete [online examinations](#) for state government positions.** Mail immediately upon taking the bar.
- **Continue checking employer specific sites** (including [State of California sites](#)) now that you have completed online examinations for state government positions.
- Use the [BYU Intercollegiate Job Bank](#) to access the alumni job bulletins of law schools throughout the country. Contact Career Services for a password to access the site.
- Conduct a new round of direct applications and follow up on direct applications sent in the Spring. Follow up 2-3 weeks after you send your materials.
- Reciprocity is available at many law schools across the nation. Contact Career Services for more information.
- Contact Career Services for assistance. Lisa Taylor Carlock '97 is the alumni career counselor (available September through May) and can be reached at 530-752-2821, or at ltcarlock@ucdavis.edu for resume and cover letter review, individualized career counseling, additional resources.

CAREER SEARCH TIMELINE

3D/4E STUDENTS

Career Development Office, Pacific McGeorge School of Law

FALL SEMESTER:

- Update your McGeorgeCareersOnline (MCO) profile** at <https://law-pacific-csm.symphlicity.com>, including your search agents and e-group preferences.
- Complete your **summer employment survey on MCO**.
- Update your resume and draft a sample cover letter to one employer with whom you would like to apply.** Review these with a career advisor. Select and perfect a writing sample and prepare a list of references, if you haven't done so already.
- Go to our **Career Development Blog** at www.mcgeorgecdo.com. Find upcoming career events and other opportunities like scholarships and conferences.
- Meet with a career advisor for a **personalized session** to review your goals and discuss your next steps.

Make sure you can answer these two questions:

- (1) **What do you want to do when you graduate?** Practice articulating your skills, strengths, and the level of client contact you want. Prepare an "elevator speech" that describes, in a few sentences, what you want to do when you graduate. Then use this speech with everyone you know.
- (2) **Who knows you?** Who knows your skills, qualifications, interests and can refer you? Most of you will get jobs by self-initiated contacts and referrals.

- Continue networking!** Set a goal of attending at least three networking opportunities each semester. Join the Sacramento County Bar Association and other professional associations and attend their events. Conduct informational interviews with attorneys in your areas of interest.
- It's not too late to get a mentor in the practice or geographic area that interests you. Attend an informational session to gain access to **MCO's Informal Alumni Mentor Network**.
- Sign up to conduct a **mock interview** with an alum in your area of interest.

- Participate in OCI:** Review MCO for the most updated list of OCI employers and complete any additional OCI applications. Prepare for your interviews, show up for them, and impress!
- Review the **Government Honors and Internship Handbook** online at <http://www.law.arizona.edu/career/honorshandbook.cfm>. Get the password in the MCO documents library. Watch the CDO blog for Government Honors deadlines.
- Field Placement:** Review the Directory of Field Placements at <http://www.mcgeorge.edu/x1915.xml> for local government, non-profit organizations and federal and state judges.
- If you are interested in government or public interest work, consider attending the **Equal Justice Works' Conference and Job Fair** in Washington, D.C. in October. Travel stipends are available.
- If you are interested in **judicial clerkships**, attend federal and state court workshops in the CDO. The deadline to apply for post-graduate federal clerkships is in August.
- Pro Bono Project:** Get involved in short-term or long-term legal volunteer projects.
- Binders in CDO Office:** Use binders to find out about District Attorney hiring practices, judicial clerkships, and more.
- Martindale.com:** Use CDO Handout #12, Researching Employers with Martindale.com, as a guide to effectively apply for jobs through www.martindale.com.

WINTER BREAK:

- Continue networking.

- Update your resume and references.
- Sketch out your plan for the last semester (sign up to take the bar exam, schedule informational interviews, etc.).

SPRING SEMESTER:

- Continue monitoring the CDO blog at www.mcgeorgecdo.com for upcoming events and deadlines.
- Meet with a career advisor for interview preparation, resume and cover letter review, networking advice and other career counseling.
- If you have accepted a post-graduate position, please be sure to notify the CDO.
- Continue job searching using McGeorgeCareersOnline, PSLawNet and the BYU Job Bank. Submit direct applications to civil law firms and district attorney and public defender offices.
- PSLAWNET:** Log on to www.pslawnet.org to search for summer opportunities.
- Career Night:** Attend the on-campus job fair in early February.
- PI/PS Day:** Attend this job fair in February for government or nonprofit opportunities.
- BYU Intercollegiate Job Bank:** Log on to https://www.law2.byu.edu/career_services/jobbank/ to find opportunities outside of Sacramento. Go to the MCO document library for the password.

You're Almost There...

Create your Spring job-search blueprint:

- Start with the CDO's Blueprint. Meet with a career advisor to customize it. Update your professional goals to include your post-graduate career.
- Continue to build your professional network through work experience and networking events.
- Attend professional development events such as MCLE classes and bar meetings. Focus on building your workforce skills.
- Sign up for the bar exam.
- Figure out how you will cover your finances while you study for the bar exam.
- Make a list of places you'd like to apply to.
- Review your resume and writing sample and then review again.
- Focus on the essential skills you should know as an attorney.
- Read "Guerrilla Tactics For Getting The Legal Job of Your Dreams" by Kimm Alayne Walton, J.D.
- Read legal newspapers and trade publications to get an understanding of different legal fields. This will also help you figure out what you're interested in, if you don't already know.

SUMMER AFTER GRADUATION:

- Don't panic if you haven't secured a position by graduation. Less than half of your class will have a position by graduation. About a third will get jobs between the bar exam and results, and the rest will get jobs after they receive their bar results.
- Put your job search aside for now if you haven't yet secured a post-graduate position.
- Take a well-known bar preparation class.
- Make bar preparation your full-time job.
- If you're in Sacramento, stick around for the CDO Power Boost after your BarBri class.
- After taking the bar and a reasonable break (congratulations!), contact a career advisor to begin your post-graduation job search.

Tips on Professional Development

- Consider all activities networking opportunities! (Yes, even volunteering at that soup kitchen once a month or playing that team sport can lead to a legal opportunity.)
- Develop a solid understanding of the professional expectations of targeted practice areas and practice settings.
 - If pursuing private practice, understand how law firms work.
 - If pursuing a government position, understand the civil service and/or legislative process.
 - If pursuing a public interest position, be aware of fellowships, familiarize yourself with particular employers that you are interested in, and pay attention to recruiting opportunities.
- Read the following books (available in the CDO) on professionalism in the workplace:
 - "The Curmudgeon's Guide to Practicing Law" by Mark Herrmann
 - "Excellence in the Workplace: Legal and Life Skills" by Kay Kavanaugh and Paula Nailon.

**RECENT GRADUATE PANEL – HOW TO NAVIGATE THE LEGAL MARKET
NOVEMBER 2010
SAMPLE EMAIL TO PANEL & AGENDA**

Hi Panel Members,

The 3Ls are very excited for the panel tomorrow. Thank you again for graciously volunteering your time and expertise in navigating the job market in this environment.

Attached is the agenda. I realize that there will be overlap in discussions, but wanted to give you an outline of the types of questions I will ask. I've also indicated "leads" for a few questions based on our conversations. Being a lead means that I'd like the indicated person to start the discussion, and for the rest of you to chime in with your additions. For most questions there are no leads, so I will ask one of you to start the discussion and the rest of you to contribute.

Please take a look at the agenda and your "lead" questions.

Jennifer, for your first lead, I was hoping you could highlight your interest in IP law, and how that wasn't the area you first practiced in. For your second lead, I was hoping you could discuss your social networking skills and how you used Facebook to find a connection at X Corp.

Candace, for your lead, highlight the fact that you wanted to do public interest, so you volunteered in order to keep your foot in the door while simultaneously doing contract legal work.

Jessica, for your lead, it would be great if you could discuss looking for a job as a 3L and how the process was stalled when the courts took away the program you applied for.

Adam, for your lead, it would be great to hear about the hardships associated with going solo. You discussed this in your recent blog post, and I think it is a great way to highlight some of the challenges that also accompany success.

As a reminder, the panel starts at **12:00 pm** tomorrow in room **3214**. If you could arrive at **11:45 am**, that would be great. We are serving lunch. If you have any questions, don't hesitate to email me or call my cell.

Thanks! Marcie

AGENDA

1. **Introductions** (Marcie – 3 Minutes)
2. **Background** (20 minutes)
 - a. Walk us through how your career path evolved after you took the bar?
 - i. What did you do between the bar and results?
 - ii. What did you do after results?
 - b. How did you get into the area of law you are currently practicing (subject area and type of organization (non-profit, government, private sector))?
 - i. If you didn't practice the type of law you wanted in your first post-bar job, how did you make the transition into the area you are practicing now? **[Lead: Jennifer and Candace]**
 - ii. When did you know this subject area interested you?
 - iii. Did you take any classes or receive a specialized certificate in school?
3. **Job Search and the Current Legal Market** (15 minute)
 - a. When did you start looking for your post-bar job? (3L year, before bar results, after bar results, etc.) **[Lead: Jessica]**
 - b. How did you look for a job? (Networking, Job Boards etc.)
 - i. If job boards, which ones were the most helpful?
 - ii. If networking
 1. How big of a role did “knowing” people play in your career success? **[Lead: Jennifer]**
 - a. If it played a role, please discuss how you met the right connection and how persistent were you?
 2. Did you network during law school (3L year in particular)?
 - a. If yes, where did you network and how did you market yourself?
 - b. If no, do you wish you would have? What is the value of networking?
 - c. Do you have any networking tips for 3Ls who want to meet attorneys?
 - c. Did you encounter any setbacks/roadblocks/pitfall? How did you overcome these? **[Lead: Adam]**
 - d. Given the market, what advice do you have for students looking for externships for their final semester of law school or post bar jobs?
4. **Advice** (10 minutes)
 - a. What advice do you have for 3Ls who want to make the most out of their last semester of school? Anything you did that was beneficial? Anything you wish you would have done?
 - i. Examples: Using LCS, “Must take” classes, certificates, externships, join legal organizations, network and connect with the outside legal community while still a student?
5. **Student Questions** (remaining time)

Note: These are printed on half-sheet duplicate forms

Career Planning Action Items

McGeorge Career Development Office

Name: _____

Class year: _____ Date: ____/____/____

- _____

- _____

- _____

- _____

- _____

Brent Bynum, Career Advisor

bbynum@pacific.edu • lawcareers@pacific.edu

Direct line (916) 739-7062 • CDO Front Desk (916) 739-7011

CDO Blog: www.mcgeorgecdo.com

Career Planning Action Items

McGeorge Career Development Office

Name: _____

Class year: _____ Date: ____/____/____

- _____

- _____

- _____

- _____

- _____

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Microsoft Office Outlook Web Access

Type here to search This Folder Address Book Options Log Off

Mail Calendar Contacts Deleted Items (3835) Drafts [330] Inbox (830) Junk E-mail [437] Sent Items

Click to view all folders

2009 GRAD POSITIONS Outlook [2] Manage Folders...

Reply Reply to All Forward Move Delete Junk Close

Test
Carlock, Lisa

Sent: Wednesday, February 02, 2011 12:27 PM
To: Carlock, Lisa

 **CAREER SERVICES OFFICE**

Dear «First_Name»:

Tough economic times call for a much more individualized and aggressive job search approach. In an effort to provide you with the best possible resources and assistance with your unique post-graduate job search, we are asking that you complete the following employment status and preference survey, which should take no longer than 2 minutes to complete. Please take a moment to let us know whether you have secured post-graduate employment or are still seeking. Rest assured that all information provided is for internal use only and will be kept in the strictest confidence.

<http://www.surveymonkey.com/s/CSO3LOutreach>

If you are still seeking post-graduate employment, there is still plenty of time to formulate and execute a concrete job search strategy. We are here to help you do just that. Please do not hesitate to contact the Career Services Office at 530.752.6574 if you would like to schedule an appointment with me or another counselor to discuss your individual job search strategy. We are also available for walk-in advising Monday through Friday between 11 - 1 for all class years, and on Tuesdays, Wednesdays and Thursdays from 12-1, exclusively for 3Ls.

Thank you in advance for your response to the survey.

Best,
Lisa Carlock

Lisa Taylor Carlock, Esq. | Graduate Employment Specialist
University of California, Davis School of Law | Career Services
400 Mrak Hall Drive | Davis, CA 95616
Ph: 530.752.2821 | Fax: 530.752.6125
lcarlock@ucdavis.edu | www.law.ucdavis.edu

Appointments: 530.752.6574
[Post a Job](#) | [View Job Postings](#) | [Non-Discrimination Policy](#)
[The Career Services Website](#) | [Career News & Notes Blog](#)



P Please consider the environment before printing this email.

Connected to Microsoft Exchange

CSO 3L Outreach Survey (Spring 2011)

[Exit this survey](#)

1. CSO 3L Outreach Survey

This survey is to enable the Career Services Office to identify ways to assist you in your personal job search. All information provided is for internal use only and will be kept in the strictest confidence.

* Name & Email

First Name

Last Name

Email

* I have post-graduate employment or a post-graduate opportunity (e.g. advanced degree).

Yes

No

If you answered "Yes" above, please list your employer / opportunity.

If you answered "No" please list the types of opportunities you are seeking and note how the Career Services Office can assist you in your search.

* Please note your preferred Career Counselor.

Lisa Carlock

Kirsten Hill

Alison Shinsato

I have no preference

Done

This is an example of the kind of tailored e-mails we send to 3Ls when we invite them to programs that are open to all students.

From: Lwilkins@pacific.edu [mailto:Lwilkins@pacific.edu]
Sent: Monday, March 14, 2011 3:15 PM
To: c_beldiny@u.pacific.edu
Subject: Alternative Careers: Would You Like NOT to Practice Law?

Dear Ciara,

Graduation is just sixty days away! It's not too late to find a great job, even if you think you may not actually want to practice law. Are you curious about non-legal career options and how to pursue them?

Come and hear distinguished speaker Jeff Starsky, Vice President of Legal and Government Affairs for Buetler Corporation and former mayor of the city of Folsom, give you tips on how to pursue an alternative legal career of your own. We'll also provide some great handouts and resource lists for pursuing an alternative legal career.

Alternative Careers for Lawyers
with Jeffrey M. Starsky, Esq. (McGeorge '89)
Wednesday, March 16th, 5-6pm
Classroom S-20

Pizza will be served! [Please RSVP on MCO](#) (click [here](#)).
For more information, visit the CDO Blog (click [here](#)).

As we mentioned in your FAO exit meetings last week, you can count on the support and services of the CDO now, through graduation, and as an alumna/us. Congrats Class of 2011!

Lisa E. Wilkins, JD
SENIOR MANAGER, EMPLOYER RELATIONS & CAREER SERVICES
University of the Pacific, McGeorge School of Law
CAREER DEVELOPMENT OFFICE

This is the letter/e-mail from our Dean that accompanies the ERSS form sent by the CDO

March 1, 2011

Dear Class of 2011 Graduate:

I and the entire Pacific McGeorge community look forward to celebrating with you, your family and friends at graduation this May. However, your degree is not the only thing you should take with you as you embark on your journey toward a fulfilling legal career. I want to take this opportunity to remind you that the services of the Career Development Office will be available to you now and forever as a Pacific McGeorge alumnus.

If you have a job waiting for you after graduation, congratulations! If you have not yet secured a job, don't despair. Frequently, the only thing that stands between you and a great job is timing. Make the most of your remaining time on campus by meeting with one of the Career Advisors in the Career Development Office to plan a successful job search strategy and determine the best ways to maximize your efforts now and after you complete the bar exam.

Whether or not you have secured employment, I would like you to answer a few questions about your career plans. Like other ABA law schools, we are required to collect employment data from each member of our graduating class. The information you provide is completely confidential, and only averages and aggregates are reported to the ABA and publications like *U.S. News & World Report*. An accurate picture of where and how our graduates are getting jobs, and more importantly, who among you is still looking for employment is extremely important. We want to offer all our services in support of your job search efforts.

Please take a moment to complete the attached employment survey and return it to the Career Development Office. As you'll see from the attached flyer, the Career Development Office has a number of incentives for you to return your form sooner rather than later! If you are seeking employment a CDO staff member will follow up with you, so please provide an accurate e-mail address.

Best regards,



Elizabeth Rindskopf Parker
Dean

Attachment

UNIVERSITY OF THE PACIFIC McGEORGE SCHOOL OF LAW
CLASS OF 2011 EMPLOYMENT REPORT & SALARY SURVEY

We are required to collect employment information on each member of the graduating class in order to prepare anonymous, aggregate statistics for the ABA, NALP and *U.S. News & World Report*. Please complete this first page whether or not you have secured a position, or if you are not now seeking employment; we use this information to assist you in future job development efforts. **THE INFORMATION YOU PROVIDE WILL BE KEPT IN THE STRICTEST CONFIDENCE.**

• **Name:** _____ Today's Date: ____/____/11

• **Location after Graduation:**

City _____ State _____

• **Permanent Telephone #:** (_____) _____ - _____

• **E-mail address:** _____

This is our primary method of communicating with you about available jobs and other important information

• **Date of Birth:** ____/____/____ • **Disability?** No Yes (Please explain: _____)

• **Ethnic Group** (Please check up to two):

- | | | |
|---|---|--|
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native American | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Latino | <input type="checkbox"/> Hispanic | <input type="checkbox"/> East Indian/Pakistani |
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Decline to state | <input type="checkbox"/> Other Minority: _____ |

I DO NOT HAVE A POST- GRADUATION POSITION AND I AM

Seeking employment.

Enrolled in a degree program (e.g., LLM or MBA) full-time (Location of program: _____)

POST-JD STIPEND PROGRAM FOR THE CLASS OF 2011

McGeorge is considering a paid stipend program for members of the Class of 2011 who are having difficulty obtaining a permanent, paid legal position after taking the bar exam. Stipend recipients would volunteer at least half-time for a public agency or non-profit for up to 12 weeks.

Please indicate your interest in participating in the stipend program:

I am interested in a stipend beginning August 1, 2011 (pre-bar results)

I am interested in a stipend beginning December 1, 2011 (post-bar results)

Organization for which you MAY volunteer after taking the bar exam (include city & state):

PLEASE CONTINUE BELOW IF YOU **HAVE** A POST-GRADUATION POSITION.

• **The position is a:**

Legal Position

Non-Legal Professional Position –and–

Part-Time

Full-Time

Non-Legal Other Position

• I have been hired on a short-term basis (e.g., contract attorney) permanent basis (e.g., associate)

Note that a permanent job from the employer's perspective may be one that you consider short-term, while, for example, you continue to seek a different job. Please indicate the type of job from the employer's perspective.

• **Job Search Status:** I do do not continue to seek a job other than that described here.

• **Employer Name:** _____

• **Employer's City and State:** _____

• **In what month and year will/did you start this position?** _____

• **Starting Annual Salary:** \$ _____ per hour week month year

(Again, the information you provide is completely confidential)

• **How did you obtain this job?** Mark the choice that best describes how you learned of and made initial contact with the employer. If you received an offer from your summer employer, indicate how you initially made contact with that employer.

Fall On-Campus Interviews

Spring On-Campus Interviews

Responded to job described in CDO online job listings

Initiated contact through a targeted mailing, informational interview, or networking

Referral by business colleague, friend, relative, alumni, or school personnel

Returned to/continued with pre-law school employer

Job Fair (e.g., PI/PS Day)

Other (describe) _____

• **Employer Type.**

LAW FIRM: self-employed

2-10 attorneys

11-25 attorneys

26-50 attorneys

51-100 attorneys

101-250 attorneys

250-500 attorneys

500+ attorneys

size unknown

Type of law firm job: Attorney Law Clerk Paralegal/Administrator

BUSINESS OR INDUSTRY

Legal Temporary agency

Other type of business: _____

This is is not an in-house counsel position.

GOVERNMENT

JUDICIAL CLERKSHIP Name of Judge/Justice/Magistrate: _____

Court & District: _____

PUBLIC INTEREST

ACADEMIC

Sample Email from 3L Advisor to Career Services Team on Counseling 3Ls Spring Semester, Final Year

Hi Team,

Here is a roadmap I've been using for my 3L meetings. Feel free to adjust according to your style and the student. And THANK YOU for helping see 3Ls.

(1) **INTRODUCTION**

- (a) Who We Are: What career services offers and how it continues into alumni status.
- (b) Who They Are: What are they interested in, what experience do they have, what is their job search plan/strategy, what have they been doing so far (this is an active listening part where I really try to get them to articulate all these points to me, and I find it critical since they didn't necessarily make this appointment for a specific reason).
- (c) Resume/Cover Letter: Make sure it is ready to go and give them the handouts if necessary. (I don't focus on this the entire time because I want them to get more out of the session and they can email me their changes later.) And let's be honest, they know we offer these services; we want them to see that we do much more.
- (d) Employment Statistics: Give a "head's up" about the fact that we will begin surveying them in the fall, that it is important that they share their info with us (both so we have accurate data and so we can provide resources to them if they are not employed), and that they can update their info with us as it improves.

(2) **TIMELINE**

- (a) Overall Picture: Discuss the timeline and set expectations that not everyone has a job, and job boards will apply to them more when they can actually start working. Emphasis in the final months of school needs to be on building relationships. Notice I don't use the word networking because of the stigma attached.
- (b) Timeline:
 - (i) March & April: Make new contacts (Alumni Connect) and check in with existing ones. (A good reason to reach out to past contacts is to thank them for advice/guidance during law school and that they are graduating soon).
 - (ii) End April through July: Bar hibernation with a little relationship building mixed in if they need a study break.
 - (iii) August through November: Full job search mode with temporary/contract work and/or legal pro bono work mixed in for money and legal experience. Also encourage them to come in and meet with career services at this time because it is a CRITICAL time to work and re-establish connections with relationships made in the March/April time frame. Have them put a note in their calendars that in August they need to meet with career services.
 - (iv) Post Bar Results: Time to market as an attorney (if they passed the bar).

*Do a high-level review of (ii) - (iv) to give them the lay of the land, but don't get caught up in the details because they get overwhelmed.

(3) **ACTION PLAN**

- (a) Give them a "to do" for the next two months before bar hibernation that is focused on perfecting resume/cover letter (to email to you for final review), building contact lists and executing them.
- (b) Come back in August to update post-bar action plan.



JOB RESOURCES

Symplificity: You will be able to access current alumni level job listings indefinitely at <https://law-ucdavis-csm.symplificity.com/students>. Please contact the Career Services Office if you require assistance with Symplificity.

Intercollegiate Job Bank: Career Services is a participating member of the "Intercollegiate Job Bank," a web-based newsletter bank hosted by BYU. Our membership allows our graduates to access the site to review the alumni job bulletins of over 90 other participating law schools. The bulletins are posted on the BYU site at http://www.law2.byu.edu/career_services/. Please contact the Career Services Office for the current user name and password required to access the site.

Point & Click: Our comprehensive list of online job search resources, Point & Click, is available on the law school website at <http://www.law.ucdavis.edu/current/career-services/job-resources.html>.

Lexis and Westlaw: LEXIS offers unemployed graduates free access to their career library and database through an ID number that changes annually. The ID number is available to all graduates, upon request from Career Services. Additionally, for one year after graduation, you can continue to use WESTLAW to conduct job search related research, using your existing student ID.

Temporary Employment & Recruiting Agencies: If you are interested in obtaining temporary employment while conducting your permanent job search, Career Services maintains a list of temporary employment agencies and recruiting agencies in Sacramento, the Bay Area, and Los Angeles. The list is available on the Alumni Career Services section of the law school website.

Small and Midsize Firm Directory: The new Northern California Small and Midsize Firm Directory and its accompanying Small and Midsize Firm Guide are located on the Symplificity Document Library and can help you identify potential employers throughout Northern California.

JOB SEARCH CONSULTATIONS

Our advising services are available to all alumni, in person, by telephone, or by e-mail. We can review your resume and cover letters, coach you for interviews, help you map out your job search strategy, suggest names of potential networking contacts and discuss any concerns you might have. Lisa Carlock, our alumni advisor, is available September through May at lrcarlock@ucdavis.edu, or by phone at 530.752.2821. During the summer months, please contact the Career Services Office at 530.752.6574 for assistance and you will be directed to a career counselor.

RECIPROCITY

Many law schools permit graduates of other schools to use their career offices, but with restrictions specific to the particular schools (most law schools close reciprocity during busy OCI seasons). We have open reciprocity with several law schools (including Boalt, Hastings and UCLA), which means that you can use the school's career office simply by showing something that identifies you as a King Hall graduate. Other schools may require a letter of introduction from our office. Please contact Career Services to find out the policy of the school you want to visit to confirm the school's policy and to arrange for a letter, if required.

NETWORKING

In addition to your other efforts, you should dedicate a significant portion of your job search time to building your professional network. The following is a partial list of ideas to help you build your professional network:

Online Alumni Directory: Use the online alumni directory on the law school website at <https://www.law.ucdavis.edu/alumni/directory> to seek out alums in the practice areas and geographic areas you are interested in, and consider contacting alums for informational interviews.

Career Services: Career Services can be of assistance in recommending potential networking contacts, and coaching you on how to conduct informational interviews.

Alumni Events: The law school website maintains a calendar of upcoming alumni events at <https://www.law.ucdavis.edu/alumni/alumni-events>. We highly encourage you to attend an alumni event in your area, or at the law school, as part of the continuing development of your professional network.

Local Bar Associations: Local bar associations are an excellent way for new attorneys to build their professional networks. Many bar associations have reduced membership rates for first-year attorneys, and many have specialized practice area sections. The California Bar Association has links to all local bar association websites. Go to www.calbar.org and navigate to Public Services/Links/Other Bars to search for local, specialty, and minority bars throughout California.

Job Fairs: Many of the legal career job fairs around the country are open to law school graduates. Career Services maintains a list of upcoming job fairs on the Career Services website at <https://www.law.ucdavis.edu/current/career-services/job-resources.html>.

STAY IN THE LOOP

We will use the e-mail set forth in the Symplicity database to assist you in your job search. This is most likely your UC Davis e-mail account, unless you used an alternative e-mail address in setting up your Symplicity account. Please note that your UC Davis e-mail account will not continue indefinitely after graduation, but you are eligible to have your e-mails forwarded indefinitely from your UC Davis e-mail account to an alternative e-mail address. Use this link to forward your e-mails following graduation: <http://emailforwarding.ucdavis.edu> to ensure that you continue to receive important, time sensitive job resource information following graduation.

KEEP US POSTED

Please let us know of any changes in your employment situation or contact information right away by calling Career Services at 530.752.6574, or by e-mailing us at careerservices@law.ucdavis.edu. We strive to maintain accurate employment statistics for our graduates. This is extremely important for required reporting to NALP, the ABA, and *US News & World Report*.



Office of Career Services
400 Mrak Hall Drive
Davis, California 95616-5201
tel: 530.752.6574
fax: 530.752.6125
careerservices@law.ucdavis.edu
<http://www.law.ucdavis.edu>

Pacific McGeorge School of Law
Career Development Office
(916) 739-7011 • lawcareers@pacific.edu
http://www.mcgeorge.edu/Career_Development.htm

CDO Support and Strategies: Class of 2010

We know that you're graduating from law school at a challenging and unpredictable time, but there is one thing that you can count on—the support of the Career Development Office. In addition to all the traditional services we provide, we are ramping up our offerings to the Class of 2010 to help you meet the challenges of securing a job in tough times. Here's what you can expect and how we can help over the next several months:

April 2010

As you study for your *final* final exams, make sure your contact information on Symplicity is up to date. It's also a good idea to confirm that your resume is in good shape. As you hear about job leads, you won't want to take time away from bar exam study to clean up your resume. A CDO career advisor can help your resume transition from law student to lawyer.

May—July 2010

Your first priority is, of course, studying for the bar exam. However, if it helps to relieve your anxiety, we recommend that you spend a *little* of your precious free time visualizing yourself as a practicing attorney and thinking about how to make that happen. Here's where the CDO comes in:

•POWER BOOSTS x2

If you'll be on campus attending Bar-Bri classes in Sacramento, we're going to make it really easy for you. We're holding two fifteen-minute sessions immediately after your Bar-Bri class, and we'll even give you a "bar exam survival kit." We'll talk about the state of the market, how qualified candidates find jobs even in tough times, and how to stay energized and develop a strategic career plan. Look for us in the Lecture Hall on May 25th and June 8th.

•CAFFEINE, SUGAR & SODIUM

We know how vital these things are to bar study. If you're on campus for Bar-Bri, walk across the street to the CDO lobby and help yourself to coffee, candy, and (on Tuesdays and Thursdays) popcorn.

•COME FOR THE CHOCOLATE, STAY FOR THE PEP TALK

Again, *if it would help relieve anxiety or stress*, keep in mind that our career advisors are here for you throughout the summer (and for the rest of your lives, actually). For some of you, talking to someone about your career goals, fears, and plans is helpful. If that's you, make an appointment to meet with a career advisor. We'll work around your study schedule and talk about crafting a great job strategy for once the *&!#%^! bar is behind you. See the McGeorge website for career advisor bios and contact information.

•NOT IN SACRAMENTO? LET US CALL OUR FRIENDS FOR YOU

If you won't be in Sacramento this summer, we may be able to arrange for you to have reciprocity with another law school so that you can avail yourself of their career services resources. See the Reciprocity Policy on the McGeorge website and act soon—most law schools are closed to reciprocity requests from August through November. We'll also be in touch about our plans to connect you with area alumni as you transition from bar study to job search to law practice.

•IF ANYONE DESERVES A PARTY, IT'S YOU

For those of you taking the California Bar Exam in Sacramento this July, we are pleased to co-host a post-bar reception on the last day of the exam (July 29, 2010). We'll share details as the date gets closer, but you can look forward to a hosted bar and chair massages to help you unwind and celebrate after three days of crazy.

•TELL US WHERE TO GO

In order to prioritize our outreach efforts and tailor our services to your needs, we need to know where and how you want to practice law. Please respond to the e-mail survey you'll receive in April about your preferences.

August 2010—As Long As It Takes

After you've taken the bar exam and had time to decompress, it's time to begin your job search in earnest. Don't make the mistake of thinking that the time between taking the bar exam and getting results is just a waiting period—last year nearly 40% of the class got jobs between August and November!

• YOU'VE ALREADY PAID FOR US—PUT US TO WORK

If you haven't already, now's the time to meet with a career advisor to map out a plan of action. If you'll be in the Sacramento area we can meet in person, and if you'll be out of town there's always phone conference, Skype, and good ol' e-mail. When we know your interests and strengths, we can help you develop a great plan to learn more about your chosen field and market yourself to potential employers. We also have all kinds of terrific resources for you to use, from directories to books to handouts.

•WE'RE NOT SPAM—GOOD STUFF IS ON THE WAY!

Check your e-mail regularly for information about special programming we'll be having just for the Class of 2010. We know how difficult this market is, but we also know you can meet the challenge. We'll be bringing in alumni, hiring partners, and others to advise you on getting a job, keeping a job, and excelling at a job.

AND FINALLY...

•KEEP THE FAITH

These are unprecedented economic times for most of us, with a lot of uncertainty and anxiety. You have the complete support of the Career Development Office and the McGeorge community, and we have complete faith in your ability to distinguish yourself and, with patience, find a job that's a good match for you. Know that your training and preparation will pay off. Keep in touch.

Your Post-Bar Job Search Blueprint

Pacific McGeorge Career Development Office, 2011

[with thanks to the UC Hastings Career Services Office]

We regularly hear recent law grads say that there's no point in looking for a job until November because no one will hire a lawyer who isn't licensed to practice. This is REALLY bad advice. Most McGeorge law students get their first post-law school job in the time period between graduation and bar results (app. 30-40%) or shortly after bar results (app. 20%). Most law school graduates get jobs via:

- Self-initiated contact with a targeted employer;
- Being referred by a colleague, professor, or friend;
- Responding to a job posting, or
- Being offered a permanent position by a former employer.

What does this mean? Most applicants get jobs by identifying the kind of work they want to do and building personal connections to targeted employers. This is especially true in difficult economic times.

Why is developing connections so important? Because employers are risk-averse. Having a friend or colleague pass on your resume, or seeing a name they recognize in your cover letter, gives employers comfort – they feel connected to you already.

Legal employers increasingly do NOT hire in advance. The exceptions are OCI participants (big firms or small firms typically seeking only top of the class), the federal government, courts, and very competitive public interest employers. During law school everyone tends to focus on these employers. But most law school grads get jobs from smaller firms, state government, and public interest firms that hire on an as-needed basis.

LAW GRADUATE ACTION ITEMS	SUPPORT FROM MCGEORGE AND YOUR CDO STAFF
<p>1. Develop a career plan (or 2 or 3) If you don't already have a career plan, create one by:</p> <ul style="list-style-type: none"> • Self-assessment: Identify what you need, enjoy, and are good at. • Research: Identify potential employers, salaries, job functions, and career paths. • Making a Decision: Commit to 1-3 options – Plans A, B, and at most C. Why make up to 3 plans? (1) To identify your dream first-step job and go for it, but also have a safety plan or two you can fall back on; or (2) to pursue alternative plans (different cities, practice areas, employers) without losing focus. <p>2. Identify target employers</p> <ul style="list-style-type: none"> • Gather and organize information: Find employers you might be interested in and create a chart/spreadsheet to track employer names, contacts, and personal connections to those employers. • Ask your contacts: Show your contacts the employer list and ask them what they think – are the employers on your list good places to work? Do they know anyone at any of the employer offices listed? 	<p>Meet with a career advisor to help with self-assessment, employer research, and outlining your priorities. Advisors are available in person, by phone or Skype, and via e-mail.</p> <p>Career advisors can work with you to identify resources appropriate for your target employers, from DA's offices to environmental law firms to state agencies.</p>

- **Ask alumni:** A great, often overlooked, resource is McGeorge alumni. Request informational interviews and ask good questions.
- **Research employer websites:** Get in-depth knowledge about potential employers. Look at practice areas and attorney profiles to find information of interest or connections.

3. **Stay connected to everyone you know and build your professional contacts network!**

- **Networking involves** (1) talking to people you know about what you're seeking (they like you; they want to help; to help you they need to know what you are looking for and why you fit in that field); and (2) meeting new people strategically, by going to the places where you'll find those who do the work you seek.
- **Benefit from your existing contacts:** Everyone you know should know the type of job you're seeking. Make a list of every personal contact you can think of, including the obvious (lawyers, classmates, etc.) and the not-so-obvious (relatives, former non-legal employers, law professors, alumni for your undergraduate school who now practice law, etc.) Are you sure that these contacts know what you are looking for and why you are excited about doing that kind of work?
- **Reconnect with people you don't see regularly:** Start from the heart, e.g., "I wanted to reconnect; find out how you are; let you know what is happening in my life." Make sure before you hang up or before the e-mail exchange stops that they know what kind of job you are looking for and why you think you will be a good fit.
- **Expand your list and make contacts in your field of interest:** Attend events with other like-minded people and potential employers. Expanding your network will create personal connections between you and people who are hiring.
- **Go where others who work in the field go:**
- **Attend CLE seminars** and talk to the other attendees; go up afterwards and talk to the presenters: ask to volunteer if you're shy or can't afford the program.
- **Become a student member of the bar association** in your geographic area. Be sure to check out the Barristers' bar groups, since their members are young attorneys or those who are new to the profession.
- **Join specialty sections** of the bar association in your field of interest.
- **Talk to a professor** whose classes you loved or whose classes you took because they are important to the field of law that most interests you.

- 4. **Have a resume and basic cover letter ready to go.** You'll want to be able to respond quickly when you see a posted job opportunity that interests you. Make sure your resume is updated to reflect that you are expecting bar results/have passed the bar exam.

For your **resume:**

- Make sure each job paragraph leads with descriptions of the highest, most

It's not too late to sign up for an Informal Alumni Mentor! Contact the CDO if you haven't attended an orientation session.

Attend new grad networking events on and off-campus during Fall 2011. **"Friend" the McGeorge Class of 2011 Facebook page** to stay on top of what your classmates are doing and learn about networking events. McGeorge's Young Alumni group holds a number of events - try to attend as many as you can!

Look for McGeorge and CDO staff at local bar association functions. We regularly attend section monthly meetings/ luncheons and we'll take you along or meet you there.

If you are outside the Sacramento area, be sure to connect with the McGeorge Alumni office to take advantage of the resources and support of your regional McGeorge alumni group.

Watch your e-mail for information on the **Pacific McGeorge Online Community**— your portal to the alumni directory and alumni events calendar.

See CDO handouts "Preparing a Legal Resume" and "Captivating Cover Letters."

challenging, and most lawyer-like work you have done. Show the transferable skills you gained from each job.

- Be sure the writing, editing, and proofreading reflect well on you.

For your **cover letter**:

- Focus on what the employer needs and how your background, skills, experience, and strengths match that need (don't focus on what the employer offers you).
- Do not repeat what is in your resume (offer back-up evidence or additional details) and avoid starting too many sentences with "I."

5. If interested, **complete online applications for state government positions**.

- Everyone who applies for an entry-level position with a California agency needs to navigate the civil service system, but that doesn't mean that networking isn't important in getting a government position. Stay in touch with former Field Placement supervisors and contact McGeorge alumni in your target agencies for advice on the interview process.
- If you don't already know, do a little research to find out which state agencies do the kind of work you want to do. Consider testing for and taking a job in an agency that might not be your first choice, since some agencies hire from the "inside" (e.g., an attorney who is already civil-service qualified and working in another state agency may be given priority).

6. **Check McGeorgeCareersOnline (MCO) regularly for new job postings**.

- New listings are added regularly, and we expect to see more entry-level attorney and graduate law clerk position listings in Fall 2011. Remember that many small and mid-size law firms don't hire until they have an immediate and indisputable need – especially in a shaky economy when they are more risk-averse than usual.
- You can set up a search to run automatically on McGeorgeCareersOnline (formally called Symplicity) and regularly notify you when there are results that meet your parameters.

7. **Advocate for yourself with potential employers**: How you apply for jobs shows employers how you'll perform. The lawyer in you will shine when you are organized, fact-oriented, positive, and considerate of your audience.

- **Get and stay organized**: Keeping track of the details makes you more prepared and confident and projects to employers your detail-orientation – ideal traits in a lawyer.
- **Plan your first contact** with the targeted employer and (1) what specific individual you will contact, (2) what you will ask for (informational interview, permission to include their name in the first line of your cover letter, etc.)
- **Keep track of all your targeted employers and contacts**: Set up a chart/spreadsheet to keep track of whom you've spoken to, whom you've sent

Meet with a career advisor to have your professional materials reviewed. You can also e-mail your documents to lawcareers@pacific.edu for review.

Link to the California State Personnel Board, Capitol Morning Report (legislative jobs), and other government recruiting opportunities via www.mcgeorgecdo.com.

CDO staff is actively making inquiries and connections on your behalf, prioritizing the geographic and practice areas you indicated.

Forgot your MCO log-in or password? Send an e-mail to lawcareers@pacific.edu or call (916) 739-7011 and we'll get you set up.

prospecting letters to, and to whom you've sent informational interview requests.

● **Follow up:** Set up a system to remind you to follow up a week or ten days after making the initial contact. Failure to follow up is a major reason job seekers don't get hired quickly.

8. **Prepare for interviews:** Present your most confident, relaxed self.

● **Practice how to best describe your strengths** – at least three of them, in 15 second sound bites. Practice responses to anything that worries you—grades, resume gaps, etc.

● **Have thoughtful questions ready to ask interviewers.**

9. **Ask to be hired as a law clerk.** A law school grad is not a practicing attorney yet, but can do just about everything a newly admitted attorney can do except counsel clients solo or represent clients in court or negotiations. Many employers are comfortable with the shared risk of hiring a law clerk instead of a new associate without bar results, then seeing if the quality of the law clerk's work and/or the needs of the firm allow for a permanent hire.

10. **If you don't have paid legal work, volunteer!** Volunteer somewhere that will increase skills a future employer needs you to have.

11. Remember that **attitude and stamina help.** Grads who jump into some kind of paid or volunteer work soon after taking the bar have better attitudes and more stamina for a strategic job search than grads who hold out for month after month for the ideal job. Grads who take a lot of time off, travel for months or hang around the house waiting for bar results can be seized by inertia and may find it harder to get motivated. Grads often say that it was "harder than they thought" to get back into the market after not working for a long period after taking the bar.

12. **Professional job searches take 3 to 6 months, in a good market.** Plan that the search will take six months; count your blessings if it is shorter!

See CDO "Interviewing Tips" handout. Make an appointment to meet with a career advisor for a mock interview. Ask your Informal Alumni Mentor for interview advice.

Watch your e-mail for information on the McGeorge Stipend Program, which offers limited funding for Class of 2011 grads volunteering at least half time.

No need to wait until August – it's never too soon to book a post-bar appointment to meet with a career advisor to work on your career plan! Sometimes having an appointment on the books, even several weeks out, can calm the jitters when you're worried about your post-bar job search.

Sample Email and Agenda for The Professional Development Group For Recent Graduates

Hi Stephen,

First, congratulations if you just took the bar exam! This is a huge accomplishment, and you should be proud of yourself. I encourage you to take a few days off, but remember that it is never too early to start looking ahead. If you are still looking for employment, you are not alone. I encourage you to get started on the job search process soon. Do not wait until bar results come out to begin your search. Career Services is here to help you in this process. If you have a job, let me know where, and remember that I am here to answer any questions that arise during your employment.

If you don't already know, I am the alumni career advisor at LCS. I am here to assist you with everything from finding a job to achieving your career goals throughout the course of your legal career. I am available for one-on-one counseling and will provide various programs and information focused on helping you succeed. Here are a few things you can expect in the immediate future.

Professional Development Group

I am really excited to introduce the Fall 2010 Professional Development Group. The purpose of this group is to engage and support your career endeavors in a collaborative and supportive environment. This group will meet four times (August, September, October, November) to discuss professional skills, career planning strategies and building a network. My goal is to help you stay focused, energized and motivated in your job search.

The group's first meeting will be on Wednesday, August 25th from 5:30 - 6:30 pm at Career Services. Please RSVP to me at marcias@ggu.edu if you would like to participate in this group. In your RSVP, please indicate whether or not you are attending the August 25th meeting. During this session we will outline the program, assess group goals and discuss career planning strategies. I will also give you a handout on current employment opportunities.

Onward + Upward

O+U is a weekly newsletter that I send out every Friday to recent alumni. It contains a discussion topic for the week, job listings and networking opportunities. You will receive the first installment this Friday. Instructions for opting out are in the newsletter.

Career Services Graduate Fellow Position

Career Services is looking for a graduate fellow for the fall semester. This is a full-time and paid position. Duties include outreach to graduates, employer research, resource development and student outreach. For more information, see Symplicity.

One-On-One Advising

I am available Monday through Friday for one-on-one advising appointments. Appointments can be either in person, over the phone or via email. I can also make myself available for in-person appointments some Fridays in the East Bay/South Bay/Peninsula areas. I will do my best to accommodate your schedule and meet at your convenience, so please don't hesitate to set up an appointment.

I look forward to working with you!
Marcie

Agenda

Wednesday August 25th

Session 1: Introductions/ Focusing Search/Your Path

1. Introductions
 - a. Myself
 - b. Program Goals
 - i. Open, trustworthy and supportive environment
 - ii. Casual format for discussion and support
 - iii. Bi-weekly topics, but encourage want feedback on topics you want to discuss—this is a small group that is focused intently on your needs
 - iv. Perspective
 1. You are not alone on the job hunt
 2. More than 31,000 lawyers and legal staff lost jobs
 3. Unemployment is at 10%
 4. Good news?
 - a. Things are getting better out there
 - b. Legal economy is picking up
 - c. Legal employers are starting to hire
2. Schedule upcoming meetings
 - a. Time
 - i. 5:30 to 6:30 pm
 - b. Dates – Every Two Weeks August - November
 - c. Agenda preferences
 - i. Employment documents & Interviewing
 - ii. Meeting the Right People
 - iii. Outlining a Career Plan
 - iv. Other (speakers: career coach, clothing consultant etc)
 - d. What do you want out of this Program?
 - i. Important topics
 - ii. Current job seeking frustrations
 - iii. Format (small discussions, debriefing on weeks, small presentations, handouts etc)
 - iv. Discussion beyond meetings (Google group, Facebook, etc.)
3. Your Path
 - a. Looking for a Job is your full-time job- Map out your “workweek”
 - b. What do you want to do? Assess qualities in the work you want (client contact, court, big, small setting, etc.)
 - c. Handouts/Books
 - i. What Color is Your Parachute (Bolles)
 - ii. Do What You Are (Tieger)
 - iii. Guide to Legal Specialties (Abrams)
 - iv. Guerilla Tactics (Walton)
4. Introduction to Building Relationships
 - a. Brief introduction in preparation for August 26th South Bay Alumni Mixer
 - i. Bistro 412 - 412 Emerson PA: 6-7pm
 - b. What do you think of when you hear the word Networking?
 - c. It isn't only for social butterflies and can take many forms
 - i. Meeting with people you already know
 1. Contact former employers and professors and let them know you passed the bar!

- ii. Getting introduced by people you know (LinkedIn, etc.)
 - iii. Meeting those with a common connection (ex: GGU law alumni)
 - d. Bar Association of San Francisco
 - i. Join
 - ii. Paper Handout
- 5. Where to Start Looking Now
 - a. Job Search Website Handout on Symplicity
 - b. Symplicity Online
 - c. Craigslist
 - d. LinkedIn (join GGU and GGU Law groups)
 - e. People not Postings**
 - i. www.ggu.edu/alumni
 - f. Volunteering
 - i. The Pro Bono Project
 - ii. Job Shadowing Attorneys
 - iii. Legal Clinics/Law School Clinics
 - iv. Research for a Professor
 - v. Externship for a Judge
- 6. Homework (and you thought school was over)
 - a. Do two of the following
 - i. Joint bar association or similar organization
 - ii. Reach out and set up 3 informational interviews
 - iii. Attend a networking event
 - b. Job Search
 - i. Look into at least three of the options in Section 5 of this agenda and be ready to provide feedback your experience.