

# LEAVE NO GRADUATE BEHIND: ALUMNI CAREER PROGRAMMING & MENTORING INSPIRATION LIST

## BENJAMIN N. CARDOZO SCHOOL OF LAW

### ALUMNI PROGRAMS (Sample Programs from 2012-2014):

#### BRAND NEW GRADUATES

##### **Pre-Bar Exam Study Break (June)**

Lunch reception to which all members of the most recent graduating class are invited. All OCS counselors attend and make a concerted effort to personally invite those recent graduates who are still seeking to whom they have been assigned as post-grad counselors. The event provides a low-key opportunity to develop our relationships with the new grads and show our support. It serves to underline the message that they should be focusing on the bar and not the job search at this time and that we will be there to assist in their post-grad job search after the bar exam is over.

##### **Getting in Gear for the Post Bar-Exam Job Search (September)**

Recent graduates still seeking employment are invited to briefly hear about information and resources available to them through the Cardozo Library, the Student Finance Office, and, of course, through Office of Career Services. We highlight the availability of the new edition of the digital *Recent Graduates Job Search Handbook*. The program seeks to engage them in interactive job-search related exchanges addressing whatever pressing issues/questions they have, and gives grads an opportunity to not only receive guidance from the team of OCS counselors, but for peer-to-peer support and assistance. Refreshments are provided.

##### **New York City Bar Association “Boot Camp: Basic Training for Lawyers – Get the Skills You Need to Successfully Compete I Today’s Challenging Market” ( 2-Day Event in October)**

This off-campus event which area law schools, including Cardozo, co-sponsor with commitment of financial support and advertising promotion to their new graduates takes place at the New York City Bar Association. It includes presentations and workshops on topics such as: “The Job Search – From Those Who Have Been There,” “Resume and Cover Letter Writing,” “An Insider’s View: Breaking into Different Markets,” “Career Conversations: Practice Area Forum,” “Putting Your Best Foot Forward,” and “Utilizing Social Media in Your Job Search and Career Advancement.”

##### **Bar Results are In – What’s Next? (November 2013 – was cancelled, but we intend to hold in 2014)**

An informal gathering of recent graduate job seekers and OCS counselors to spur grads to action on their job search plan once bar results are out.

### **Choosing Small, Choosing Smart: Navigating Your Post-Graduate Job Search”** (November 2012)

During the course of one day, guest consultant Donna Gerson (author of *Choosing Small, Choosing Smart*) meets with recent graduates who are still seeking for one-on-one mini counseling sessions (slots are limited and grads obtain them on a first come basis). At the end of the day, all graduates who are seeking are invited to attend an engaging program on law firm hiring in the small and mid-sized firm legal market. Ms. Gerson discusses how to effectively craft a job search, with specific information about networking with a view toward the small and midsize employer market. (Mid-day we also contract Ms. Gerson to present a lunchtime lecture to current students on the small and midsized firm market job search.)

### **(Net)Work it: Land a Job!** (January/February)

This interactive workshop breaks down networking skills from handshake to working a social event and engaging in productive “table talk.” The workshop presenters, Stephanie Cuba, Esq. (Founder & Principal of CC Strategies) and Deena Baikowitz (Chief Networking Officer, Fireball Network), cover the fundamentals of describing one’s experience in a compelling way, building your network of professional contacts and identifying and articulating your unique skill set. (This program was offered in January 2013 to a graduates-only workshop audience and in February 2014 in a session open to both recent grads and current students before the annual Public Interest Legal Career Fair.)

### EXPERIENCED ALUMNI

#### **Alumni Beehive Networking Event** (August/September)

This alumni-only networking event takes a speed networking game format that has generated a lot of buzz since it was the first event introduced (in 2011) on campus exclusively for alumni-to-alumni networking. Most Office of Career Services events throughout the year from various general or practice-specific forums, panels, etc. feature student-alumni networking opportunities, so this was a much appreciated departure OCS has offered alumni on an annual basis.

#### **Cardozo Connections: Speed Networking** (October)

While this event is co-sponsored by the Alumni-Student Mentorship Program and serves to bring together students with alumni mentors in a fun speed networking format, invariably it becomes an alumni-to-alumni networking opportunity since it draws so many alumni back to campus each year and is often held directly after one of the annual Alumni Board meetings. The Alumni-Student Mentorship program also sponsors Monthly Mentor Lunches for students which feature 2-3 alumni guest speakers representing a practice area.

#### **Alumni Hot Practice Areas Series** (various months)

An ongoing Alumni “Hot Practice Areas” Panel Series, co-sponsored by the Office of Career Services and the Alumni in Transition Committee, explores “hot” practice areas that show signs of growth and

interesting developments within the legal profession. Recent topics have included Careers in Compliance, Energy Law, Elderlaw, and Health Care Law.

#### **Working in New Jersey: Panel & Networking Reception (Fall)**

Co-sponsored by the Cardozo New Jersey Alumni Club and Office of Career Services, this off-campus event held annually at the Hilton Newark Penn Station Hotel in Newark, NJ features alumni panelists speaking about their careers working in different practice settings in the “Garden State” and how they broke into the legal community there if they did not originally have New Jersey ties. Open to both alumni and students, this event has helped encourage many to expand their job searches across the river and is intentionally held in Newark to demonstrate how commutable the location is via public transportation.

#### **Working in Corporate Legal Departments as In-House Counsel: Career Path Insights (Fall or Spring)**

One of our alumni who is a partner at a private law firm, who often finds himself working on matters advising in-house counsel, moderates this panel of attorneys practicing in the corporate legal department setting. The panel members share their views on topics including: what in-house roles entail, how to best position oneself to obtain such positions, and what it takes to succeed in a corporate legal department. A networking reception follows the panel.

#### **Cardozo Annual Intellectual Property Law Forum & Mixer (Spring)**

The strength of Cardozo’s Intellectual Property curriculum is a big draw for students and has produced a large number of successful alumni practicing in the field. While this program is aimed at students learning about IP career options, the event has become a huge draw for the alumni themselves who wish to network with each other. The 2013 and 2014 iterations have even welcomed entrepreneurs (who are non-Cardozo alumni) to attend as audience members in an effort to make the event more appealing to our alumni who may gain new client contacts from networking with entrepreneurs who need their services. The 2014 edition featured a panel preceding the mixer entitled “What Entrepreneurs Need to Know About Intellectual Property.” What started as an Office of Career Services sponsored event now has become a collaborative effort involving the Alumni IP Practice Group and a number of student organizations and journals.

#### **Alternative Career Forum (Spring)**

Alumni enjoy a round of mini-networking sessions with fellow alumni and other attorneys who are now in alternative careers including business owners, a literary agent, sports agent, academic administrators, financial professionals, real estate brokers, legal recruiters, and more. Alumni discuss how they have launched careers building on their legal backgrounds and provide tips on how others can make their own career leap. This event is co-Sponsored by Cardozo Alumni in Transition & the Office of Career Services. During one year this program was offered with a panel preceding the “Table Talk” networking,

but due to attendee feedback, alumni wanted to just dive right into the networking instead of sitting through a panel, so it has been an all-table talk format since.

### ALUMNI MENTORSHIP PROGRAMS

#### **Cardozo Career Coach Program (September through February)**

The “Cardozo Career Coach Program” connects the law school’s most recent graduating class who are seeking post-graduate jobs with Cardozo’s alumni network. While the “Cardozo Student-Alumni Mentoring Program” allows current students to select an alumni mentor, the Career Coach Program calls on some of the same committed mentors to take things to a whole new level and is tailored to benefit the newest graduates in the ways they need most. Alumni serve as “Career Coaches” to the new graduates and provide insight into the job search process and help them break into practice. Alumni also assist in identifying possible networking and employment opportunities. A related goal of the program is to provide encouragement during what can be a stressful time for our new graduates, while introducing them to the support network of the alumni community of which they will now be a part. Since some of our recent graduates will be looking to relocate geographically after graduation, we welcome participation from our alumni outside the New York metro area and long-distance interaction is encouraged. Each alumnus and recent graduate are paired in September. While we will try to match alumni and new grads with some view toward practice area interests/geographical preferences, we know that this will not always be possible, so we do welcome alumni who can help out regardless of their practice area or location and the new graduates are made aware that there may not be a perfect match based on their preferences. Based on the number of alumni volunteers available, recent grad sign up is on a first come basis.

### ADDITIONAL ALUMNI RESOURCES

Alumni Job Bank access via Symplicity

Written career resources and guides in digital format stored on Symplicity include: Recent Graduates Job Search Handbook and Appendices, OCS Resource Guide, Mini-Guide to Alternative Careers, Sample Cover Letters and Resumes for Recent Graduates and Experienced Graduates.

Alumni Affairs-run Alumni LinkedIn Page with OCS access to post time-sensitive job alerts, event announcements, etc.

Dedicated OCS Counselor emails to assigned recent graduates, supplemented by issues of OCS newsletter “The Career Times” for those new grads still-seeking employment (utilizing Constant Contact email newsletter platform).

Dedicated alumni counselor position within Office of Career Services.

## UC BERKELEY SCHOOL OF LAW

### **ALUMNI PROGRAMS AND RESOURCES FOR NETWORKING & MENTORING**

#### **1L Public Interest/Public Sector Mentor Program**

Each fall, the CDO recruits and matches practicing government and public interest attorneys with students as part of its PIPS Attorney Mentor Program. Each year, nearly 30-40 first year students are matched with practitioners who provide realistic and practical advice to students. Students attend hearings, depositions, and negotiations, discovering what a day in the life of a public interest attorney can involve. Mentors also are available to answer career-related questions and provide networking contacts for students.

#### **Alumni Job Search Workshops (offered annually)**

These programs for recent graduates provide advice from the Career Development Office on job search strategies, and also feature guest speakers chosen from former graduates speaking on their search for work after graduating without a job. The format is now a roundtable discussion. Participants are provided contact information for the alums of prior years that successfully faced the same challenges.

#### **Berkeley Law Alumni LinkedIn Group**

This group is limited to JD and LLM graduates. Management has moved between Alumni Affairs and Alumni Career Services. It is a venue for posting jobs, career-related information and articles, and events (both school events and those provided through or in collaboration with bar associations and other external organizations). We are exploring better integration of the LinkedIn group with the school's Facebook group and Twitter feed. In counseling sessions alumni are instructed and coached on how to use the group to locate useful contacts in the alumni community. The various law school centers have their own LinkedIn groups and there is a very active group run by "Boalt Women of Color Attorney Network."

#### **Berkeley Law Mentorship Directory (LinkedIn)**

Following the launch of the LinkedIn group for alumni, a separate group was established which includes students and alums who have self-selected to serve as spot mentors for students on career-related questions (students are advised they are not to ask for jobs using this group but to solicit career advice on different career tracks, et cetera).

#### **Boalt Solos & Smalls Gathering**

This was a dinner bringing together alumni operating as solo practitioners or in small firms, or thinking of doing so. Table topics included accounts of how alums came to go solo, and unique challenges of starting a law practice, including malpractice insurance, technical support and pricing services. A LinkedIn subgroup was formed for these practitioners to connect and share resources.

### **Bridge Fellows Summer BBQ**

This event allowed casual interaction between current and former participants in the law school's post-graduate Bridge fellowship program. For graduates this served as an opportunity to reconnect with other public interest-oriented graduates.

### **First Generation Professionals Mentoring Program**

First Generation Professionals is a student organization at Berkeley Law that cuts across race and gender and is born from the common needs of law students from working-class backgrounds who are often the first members of their family to obtain higher education. Alumni who identify as first generation professionals are asked to serve as mentors for FGP students, allowing them to "give back" and to grow their own mentoring skills. This March an FGP alum will host a gathering of local FGP mentors at his firm, offering them the opportunity to network with each other.

### **In-House Legal Careers**

This is a panel discussion featuring Boalt alums in a variety of in-house positions from early-stage companies to Fortune 500 companies, and addressing questions on timing and strategies for moving in-house. Panelists are chosen to cover a range of experience-level from relatively recent graduate to very experienced. The panel discussion covers practical aspects of working in-house, including hours, client management and day to day responsibilities, career considerations including training, advancement and differences between companies, and lastly some advice on networking, interviewing, and preparing oneself to move in-house. The program is preceded and followed by a hosted reception for networking among alumni.

### **Navigating Law Firm Culture as a Minority**

Driven by a student group, the Men of Color Alliance (MOCA), this program has leveraged alumni of color speaking to an audience primarily of students but is intended to evolve to include mentoring pods matching alumni with small groups of students with the hope of both helping students with their 1L and 2L summer associate positions and also by connecting them with each other and with alums for ongoing relationships after graduation.

### **Rain-making at Boutique, Small & Mid-Size Firms: Business Development Seminar & Networking Reception**

The panel, consisting of attorneys at different stages of their careers and in diverse practice areas, focused on unique issues of cultivating client relationships and building business at smaller firms. The substantive program was followed by a networking reception at a small firm.

### **Winning Strategies for Building Strong Client Relationships**

This program to be conducted in Seattle in conjunction with the Annual Education Conference, will feature an alumni panel speaking on their experiences and ideas on business development in settings including small firms, large firms and in-house legal departments. A networking reception will follow.

### **Young Alumni Reception**

Organized by Alumni Relations, this was an evening reception for alums 0-15 years out. The objective was to allow networking - no educational or professional development content was offered but members of the Alumni Association Board of Directors spoke briefly about the importance of staying connected to the school and other alumni.