

BIG IDEAS ABOUT SMALL FIRM HIRING

Law School Sponsored Events

The University of Missouri School of Law holds a **career expo** in late February/early March where smaller firms, as well as other non-OCI employers, are invited. This event typically attracts 40-50 employers and 40% of the law students attend. This is a “table talk” style event. One of the ways they attract small firm employers is by offering free 2 hours ethics CLE as an enticement to attend. Approximate production cost (includes room rental, lunch, CLE): \$4,000. Contact: Lisa Key, Assistant Dean, Career Development and Student Services, keye@missouri.edu.

The University of Houston Law Center sponsors a **Small & Midsize Firm Open House** in late January/early February. The Open House, which started in 2014, is geared specifically towards firms with 50 or fewer attorneys and invites local firms to campus to speak to law students about their practice, area of law, and any available law clerk, summer associate, and attorney positions. The event is set up like a career fair and the burden on the employer is low. Employers are told to follow up as they please. Between 30-50 small/midsize firms participate in the Open House and students consistently receive law clerk/intern and full-time attorney positions from the event. Approximate production cost (includes room rental, small gift, food): \$3,000-\$4,000. Contact: Kourtney James Perry, Associate Director of Employer Relations, kljames3@central.uh.edu.

Every March, DePaul University College of Law holds a **Small Firm Networking Reception** with small firm partners (predominantly alumni). This is a cocktail reception on campus where lawyers mix and mingle with current law students. The event is open to the entire student body, but it tends to be 1L students who attend. Approximate cost: \$1,500. Contact: Adam Gratch, Assistant Director – Law Career Services, agratch@depaul.edu.

Case Western Reserve University School of Law hosts a **Small to Mid-Size Firm reception** at the law school each spring semester, typically in March. This is their fourth year hosting this event. Lawyers are invited to mingle with law students for two hours on a weeknight. This is a catered event with appetizers and drinks. In 2016, the reception attracted 15 practitioners and 42 students. No resumes are permitted; this is strictly about networking. Approximate cost (food, set-up, tables): \$2,000. Contact: Samantha Ciriaco, Director of Experiential Opportunities and Outreach, sxc1031@case.edu.

“1L Meet the Employers” is a **table talk event** at Depaul University College of Law that is held in April. In the past, this event has traditionally focused on big firm OCI employers, but they have now expanded the invitation pool to include small firms, many of whom have participated in the event. Contact: Adam Gratch, Assistant Director – Law Career Services, agratch@depaul.edu.

For the past 6 years, the University of Massachusetts School of Law – Dartmouth has hosted **Spring OCI** that attracts approximately 36 local small firms in the region to interview students. Invitations are sent via Symplicity. This past year, the law school also invited employers to interview graduating students at the same time and this resulted in full-time hires. A copy of the email sent via Symplicity is included in the handout materials. Contact: Leslie Becker Wilson, Director of Legal Career Services, leslie.becker.wilson@umassd.edu.

External Communications

The University of Akron recently mailed a postcard to 1,000+ employers in the area. This mailing generated several responses, in part because it was unique to receive something tangible in the mail. ADD HERE – Copies of postcard are included in the handout. Total cost (printing and bulk mailing): \$500-\$600. Contact: Alisa Benedict O’Brien, Assistant Dean for Career Services and Strategic Initiatives, ab139@uakron.edu.

Bar Association Partnerships

The University of Missouri School of Law partners with the **Missouri Bar Solo and Small Firm Conference** every June. This conference typically has between 750 and 1,000 attorneys in attendance. The law school brings 5-10 law students to the conference who are particularly interested in finding employment with a smaller firm. Each student is sponsored by a firm that covers their attendance costs. Contact: Lisa Key, Assistant Dean, Career Development and Student Services, keye@missouri.edu.

The University of Iowa College of Law maintains a close connection to the Rural Practice program through the State Bar Association (ISBA). The program represents law firms that practice in communities of 40,000 or fewer. In the Fall, a representative from the ISBA and a local practitioner visit the law school for an informational program. The law school then holds a meet-and-greet in Des Moines, the state Capital, with other law schools and practicing attorneys. The format is a round-robin to maximize the number of contacts. In addition, the ISBA representative maintains a website with information about law firms hiring and student resumes: <http://www.iowabar.org/group/RuralPractice>. A copy of the bar association web

page is included in these handout materials. Contact: Akua Akyea, Assistant Dean of Career Services, akua-akyea@uiowa.edu.

Internal School Programming and Outreach

Include attorneys from smaller law firms to participate in career services programming (mock interviews, panels, etc.) For example, DePaul University College of Law offers two (2) “**Small Firm Attorney Panels**” in the spring semester for 1L students as part of their required professionalism program, “Preparing to Practice.” According to Adam Gratch, “The panels have been popular among students, many of whom come in to law school only knowing the big law practice model.”

Many schools mentioned **regular outreach to small firms, often on a quarterly basis**. This generally consists of emails and/or calls to firms that have either hired in the past or that are believed to be in a position to hire based on external data.

The University of Akron created a **Recent Graduate Resume Book** that was created by reaching out to recent graduates who were still seeking employment and asking those graduates to opt-in. The resumes were then put into a Resume Book and emailed as a PDF to the law school’s list of employers. This resulted in 3-4 hires at a minimum according to Alisa Benedict O’Brien, Assistant Dean for Career Services and Strategic Initiatives, ab139@uakron.edu.

The University of Akron also creates a Resume Book on Symplicity called **Law Clerk For Hire** that can be emailed quickly to employers who are seeking short-time, part-time positions. ADD-The flyer for this initiative is attached to the handout materials. The Resume Book is marketed to the local bar association as part of the law school’s outreach.

Books

Beyond the Big Firm: Profiles of Lawyers Who Want Something More by Alan B. Morrison and Diane T. Chen (Wolters Kluwer, 2007)

Choosing Small, Choosing Smart: The Job Seeker’s Guide to Small Law Firms by Donna Gerson (NALP, 3rd edition, 2012)

Practicing Law in Small-Town America by Richard L. Hermann (ABA Publishing, 2012)

The Road to Independence: 101 Women’s Journeys to Starting Their Own Firms (ABA Commission on Women, 2011)

Small Firms, Big Opportunities: How to Get Hired (and Succeed) in the New Legal Economy by Linda Calvert Hanson and Samantha Williams (Lawyer Avenue Press, 2012)

American Bar Association Resources

ABA Solo, Small Firm and General Practice Division (<http://www.americanbar.org/groups/gpsolo.html>)

Small Firm Summit - ADD

EXAMPLE OF SYMPLICITY EMAIL – SPRING OCI

From: law-umassd@csm.symplicity.com

To: lwilson3@umassd.edu

Sent: Monday, December 5, 2016 11:07:44 AM

Subject: UMass Law 2017 Interview Program

Dec 05, 2016, 11:07 AM

Dear _____: The UMass Law Career Services Office is pleased to announce our 2017 “On-Campus Interviewing Program” will be held on Tuesday, February 7th through Thursday, February 9th at the law school. **There is no fee to participate in this program.**

We are excited to offer you this opportunity to interview 1L and 2L candidates for summer placements (paid or unpaid), as well as graduating 3L and 4L candidates for post-graduation placements, within your organization.

To register for the 2017 “On-Campus Interviewing Program”, please reply by January 6th to Natasha Ostrowski at nostrowski@umassd.edu or (508) 985-1165 with the following information:

1. the date you are interested in interviewing;
2. whether you are interested in morning or afternoon interviews;
3. whether you are interesting in interviewing 1Ls and/or 2Ls for summer positions and if so whether the positions are compensated;
4. whether you are interested in interviewing 3/4L graduating students for post-graduation positions and if so describe the compensation;
5. the specific hiring criteria and/or preferred qualifications for the position(s);
6. any additional required documents besides a resume;
7. a brief description of the position(s);
8. a brief description of your organization to share with interested students; and
9. names, email addresses ,and telephone numbers of the likely interviewer(s) should we need to contact the interviewer(s) on the day of the scheduled interviews.

We are excited to invite you to connect with the next generation of diverse lawyers from the Commonwealth’s only public law school. One-third of our first year students are students of color. Our law students are interested in pursuing justice through both private and public sector careers and can be a part of your organization’s efforts to achieve more creative and comprehensive legal outcomes by improving diversity in its legal team.

Student sign-ups will be handled through Symplicity, our online job posting and recruiting system, which will enable you to easily review resumes and access interview schedules. **We will provide registered employers with more detailed information as the program date approaches.**

Contact Leslie Becker Wilson, the Director of Career Services, by email (leslie.becker.wilson@umassd.edu) or telephone ([508.985.1168](tel:508.985.1168)) with any questions. We look forward to seeing you on campus next February!

Career Development Office

Students

Alumni

Employers

Post a Job

On-Campus Recruiting

Off-Campus Recruiting

Diversity & Inclusion

Directions to Law School

Class Standing

Grading Policy

Anti-Discrimination Policy

Meet the Staff

QUICK LINKS

- [Event Calendar](#)
- [Make an Appointment](#)
- [Simplicity](#)
- [Employment Statistics](#)

Hours:

MWThF 8am-5pm
Tuesday 8am-6pm

Career Development Office
4604 Calhoun Road Room 8
Houston, Texas 77204-6054
Phone: 713-743-2090
Fax: 713-743-2091
lawcareer@uh.edu



Small & Midsize Firm Open House

Geared specifically towards firms with 50 or fewer attorneys, the Small & Midsize Firm Open House invites local employers to campus to speak to University of Houston Law Center (UHLC) students about their practice, area of law, and any available law clerk, summer associate and attorney positions. Culminating after a week-long series of career panels discussing the advantages and challenges of small, midsize and growing firms, the open house takes place in a common area, where employers are able to share information about their organization and employment opportunities for the upcoming summer and beyond.

This event provides employers the opportunity to meet informally with students, collect resumes for upcoming positions, and introduce their organization to a large number of potential candidates and fellow members of the bar (firm literature and hand-outs are welcomed). Additionally, the event is an opportunity to expose UHLC students to the varied opportunities available in the small and midsize firm arena.

Who Can Participate in Small & Midsize Firm Open House?

The open house is open to all current UHLC 2L and 3L students as well as 2016 graduates. 2L students attending this event are interested in learning more about various practice areas, networking with local attorneys, and, where opportunities are available, establishing a placement for the Spring 2017, Summer 2017, or Fall 2017.

3L students and graduates attending this event are interested in networking with local attorneys, establishing a placement for the current Spring 2017, securing a post-bar law clerk position, and/or obtaining a permanent attorney position. Participating firms specify their networking or available employment opportunities of their completed employer registration [here](#).

Below are the pertinent details for this year's open house:

- **What:** Small & Midsize Firm Open House
- **When:** Friday, January 27, 2017 (**Register** by January 20, 2017)
- **Time:** 11:00 am – 2:00 pm
- **Where:** UH University Student Center – Houston Room 220
- **Cost:** FREE!
- **Format:** Students come to the fair dressed in business attire and equipped with requested application materials. Employer representatives are placed at tables designated by the firm's name and students freely move among tables speaking with the representatives about their firms and practice areas.

After the open house, employers can follow up with students in any way that they see fit—from simply informing a student that they were impressed with their credentials and will keep their resume on file if a need in their office ever arises to offering a student a formal interview or offer for a current or upcoming position. The Career Development Office can provide interview space for employers to conduct formal interviews after the Open House.

If your law firm would like to join us for Small & Midsize Firm Open House, please complete the brief **employer registration** by January 20, 2017. If you have any questions, please feel free to contact Kourtney James Perry at 713-743-5622 or kljames3@central.uh.edu.

UNIVERSITY of HOUSTON

[Quick links](#)

[More UH](#)

[Legal Info](#)

LAW CLERK FOR HIRE

A program of The University of Akron School of Law
Career Planning and Placement Office



Attention Employers!

The demand for legal research, drafting, and filing on an as-needed, hourly basis is growing. The University of Akron School of Law and its outstanding students can help practicing lawyers meet the changing demands of their practice.

Law Clerk for Hire provides legal employers with a user-friendly means to locate and contact Akron Law students who are qualified and eager to meet your needs.

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- Visit lawclerk.uakron.edu today
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- Search and review the resumes of Akron Law students using the easy and intuitive search engine
- Hire Akron Law students directly, as needed, for your specific project

REGISTER TODAY!
lawclerk.uakron.edu

Easy · Convenient · Free to register

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CAREER PLANNING & PLACEMENT OFFICE

akron.edu/law/career

The University of Akron School of Law offers a powerful blend of theoretical and practical legal education, designed to prepare students for careers in the 21st century. Through the Office of Career Planning and Akron Law's extensive network of alumni, friends and employers, students are provided with employment opportunities and guidance.

For Employers

- Fall and spring on-campus interviewing program.
- Free use of facilities for conducting on-campus interviews.
- Resume collections.
- Free posting of law clerk, internship and attorney job opportunities in weekly newsletter, The Career Connection, monthly Alumni Career Connection and online via Symplicity during fall, spring and summer.

Outstanding Students

We attract students of great intellectual capacity who have the background, character and drive to excel in the legal profession. The credentials of our entering classes continue to be highly competitive. The recent entering class had a median undergraduate GPA of 3.38 and median LSAT of 153 that placed them in the top one-third nationwide.

The recent entering class came to Akron Law from 16 states, four foreign countries, 64 undergraduate and 10 graduate schools. Some students even left successful careers to attend Akron Law.

Outstanding Bar Exam Results

Akron Law's first-time taker pass rate on the Ohio bar exam has exceeded the statewide first-time taker pass rate on eight out of the last ten exams. On four of those exams, Akron Law's pass rate exceeded 90 percent.

More broadly, Akron Law's five-year average pass rate in Ohio is 89.4 percent for first-time takers, exceeding the statewide average of 85.8 percent. Akron Law graduates experience similar bar exam success outside Ohio.

Outstanding Alumni

Time after time, legal employers who have hired Akron Law grads have commented that our graduates are among the best-trained in the country and that Akron Law lawyers add significant value to a variety of different organizations.

Our list of graduates is very impressive and includes managing partners at major law firms across the country, CEOs, federal district and court of appeals judges, state judges, and leaders in the public interest arena.

Outstanding Location

One of Akron Law's greatest assets is its proximity to downtown Akron. The law school is just steps from municipal, county, state and federal courts, as well as numerous government agencies, law firms, financial institutions and businesses. All of these organizations provide many opportunities for valuable practical experience, experiential learning, and professional development for Akron Law students and graduates.

CONTACT US!

The University of Akron School of Law
Career Planning and Placement Office
Alisa N. Benedict O'Brien, Esq., Director
150 University Avenue
Akron, OH 44325-2901
330-972-8540
ab139@uakron.edu
uakron.edu/law/career



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School of Law
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3L Residency Externship Program Overview Fall 2017 - Spring 2018

The 3L Externship Residency Program will run for two consecutive semesters, beginning in the Fall 2017 semester and concluding at the end of the Spring 2018 semester.

The Externship Program provides participating law students with substantial lawyering experience reasonably similar to the experience of a lawyer advising or representing a client, or engaging in other lawyering tasks under the supervision of a licensed attorney. The externship shall include opportunities for performance, feedback, and self-evaluation to assist students in making progress toward individual and program-wide learning goals.

Payment to student: A minimum payment of \$12.00/hour for the Fall 2017 semester and minimum payment of \$15.00/hour for the Spring 2018 semester is required in order for a firm to participate in the program. All payments will be made directly to the student and the student will be considered an employee of the firm.

Externship requirements: Students are required to register for a minimum of 3 externship credits in both the Fall 2017 and Spring 2018 semesters, for a total of 6 credits. For each credit, the student is required to work 55 hours in the office, for a minimum total of 165 hours each semester or 330 hours over the academic year.

Supervision of Student: Each firm must have an attorney serve as the direct supervisor of the student. The supervising attorney must have at least 8 years of consecutive experience in practice without any kind of suspension or discipline. The Supervising Attorney will manage and oversee the distribution of assignments, review all of the student's work, provide timely and detailed feedback, and complete a mid-term and final evaluation for the student. Additional details of the duties and responsibilities will be provided to the Supervising Attorney in the Externship Supervisor Manual.

If you have any questions or concerns, please contact Teri Adam, at 480-727-6653 or teri_adam@asu.edu.

Office of Career
and Employment
Services



law.asu.edu/CareerServices



3L Externship Residency Program

Two semester program: Fall 2017- Spring 2018
Externs work a minimum of 165 hours per semester
(330 hours per academic year)

Employers pay a minimum of
\$12/hr Fall & a minimum of \$15/hr Spring

Employer dates to remember:

January 13, 2017

Employer registration deadline

Register through Atlas:

- 1) *Login or Create an Account*
- 2) *Select "Register for OCI"*
- 3) *Choose OCI Round: 3L Residency Program*

February 17, 2017

Application packets to employers

March 3, 2017

Interview selections due from employers

March 17, 2017

On campus interviews

March 29, 2017

Final Extern selection due



**THE CAREER
DEVELOPMENT OFFICE
CORDIALLY INVITES
YOU TO ATTEND OUR**

**SMALL & MID-SIZE
FIRM RECEPTION**

Please join us for an evening of casual conversation, networking, and hors d'oeuvres with fellow students and members of the legal profession. Professional attire required.

**Tuesday, March 28th
5PM - 7PM**

CWRU School of Law • Upper Rotunda
11075 East Boulevard, Cleveland, OH 44106

To RSVP, email Samantha Ciriaco by Friday, March 24
via email at sxc1031@case.edu



**THE CAREER DEVELOPMENT
OFFICE CORDIALLY INVITES
YOU TO ATTEND OUR**

SMALL & MID-SIZE FIRM RECEPTION

**Tuesday, March 28th
5PM - 7PM**

The Career Development Office at Case Western Reserve University School of Law cordially invites you to Save the Date for our Fourth Annual Small & Mid-Size Firm Reception scheduled for Tuesday, March 28, 2017 from 5PM - 7PM.

This is a wonderful opportunity for CWRU School of Law students to network directly with practitioners such as yourself who know first-hand about the opportunities and advantages of working as a solo practitioner or in a small or mid-size firm. In addition, this is a great opportunity for practitioners to share with our students not only what your specialties entail, but also discuss what a student can do to gain experience to break into your field(s) of practice, and insights into what it is like to work at a firm like yours.

We had a wonderful, successful turnout last year, and we expect to have the same results this year. We hope you will be able to join us!

To RSVP, kindly respond to Samantha Ciriaco, Director of Experiential Opportunities and Outreach via email sxc1031@case.edu or call 216-368-2078 by Friday, March 17.