

## MEMORANDUM

**To:** Gwen Ferrell, Board Liaison

**From:** Mary Beth Nielsen, JD Career Advisors Section Chair

**Cc:** Fred Thrasher, Deputy Director

**Date:** April 8, 2021

**Re:** NALP JD Career Advisors Section Quarterly Report

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### **SUMMARY OF ACTIVITIES**

On March 24, 2021, we held our fourth quarterly section call. Approximately 40 members joined us on Zoom. We heard from workgroups on their projects, a Board report and discussed topics surrounding campus operations for fall (return to in-person v. virtual), programming ideas and project ideas. We also heard from the NDLE/NDLS Work Group.

As noted below, the JD Career Advisors Section continues to move forward on many projects – work groups have drafted new resources for members, been well represented in the Bulletin, Conference RFPs, and creatively found ways to engage JDCA Section members.

### **WORK GROUPS**

#### ***Annual Education Conference/Bulletin Articles and Webinar Planning***

Vice-chairs: Hallie Prest (Minnesota) and Alexis Joyce (Pepperdine)

Hallie oversaw the Bulletin Article RFP process for the JD Career Advisors Section. The section submitted 8 articles to Andrew Parker on behalf of the section, and all 8 were accepted.

The section's articles this year are:

- Employer Outreach in the Time of the Pandemic – August 2020
- Navigating Remote Work Placements During COVID-19 – September 2020
- Tips for Counseling Students Remotely – October 2020
- Kitchen Table Connections: Using Remote Technology to Conduct Employer Outreach – October 2020
- Virtual Interview Preparation – December 2020
- Law Student Financial Literacy/Financial Considerations in Career Exploration – January 2021
- Helping Students Manage Anxiety/How to IRAC Anxiety – February 2021
- Job Search Resilience – cosponsored by the Well Being Committee – May 2020

Alexis oversaw the Conference RFP process. We submitted 9 conference RFPs on behalf of the section and four were selected. Those four are:

- Always Be Closing: Advising Students and Alumni on Strategy and Tactics of Salary Negotiation

- Et tu, ABA? Getting to March 15<sup>th</sup> While Running Your Office
- Externship Programs in a COVID-19 World: How to Adapt and Manage
- Impact ESG and Corporate Sustainability: The Bridge Between Public Interest and The Private Sector

### ***Member Relations***

Vice-chairs: Beth Lee (SMU) and Valerie Castelo (UC - Berkeley)

Seven new members joined the section from January 14 to March 23, 2021. Beth and Valerie reached out to the new members and scheduled calls with three of them. Total membership in the section is 459. They continue to run a report every few months to learn of new members and welcome them to the section.

Following positive feedback from their winter virtual social, Beth and Valerie are hosting a Spring Social on Monday, April 12 at 1:00 pm PST. This is an opportunity for NALP section members, new and old, to meet virtually and connect. They plan to keep it fun and engaging - lots of trivia, games, and polling. An email with the link to Zoom will be provided in NALP Connect.

### ***CSO Employer Outreach***

Vice-chairs: Kourtney James (Houston) and Jill Backer (Pace)

The CSO Employer Outreach group updated the [CSO Employer Outreach Best Practices Guide](#), and the 2021 version has been published on the NALP website. Additionally, Jill is presenting at the Annual Conference - *Externship Programs in a COVID-19 World: How to Adapt and Manage*.

### ***JD Counseling***

Vice-chairs: Samantha Ciriaco (Case Western), Marti McCausland (Willamette) and George Podolin (William & Mary)

The JD Counseling Workgroup has completed its set of resources on salary negotiation by recording their AEC program “Always Be Closing: Advising Students and Alumni on Strategy and Tactics of Salary Negotiation” and finalizing the associated handouts, which include the presentation PowerPoint, a mock offer letter annotated to identify points for negotiation, and a guide to handling often-seen offer situations.

Looking toward next year, the Workgroup is considering a suggestion from a member of the Section that we collect information on the level and nature of background checks performed by private employers, as a companion to the Yale Law School guide to government background checks that is now shared through PSJD.

### ***First Generation College Students***

Vice-chairs: Kate Harrison (Mercy) and Becky Fitzsimmons (Villanova)

The First-Gen work group, made up of Kate Harrison (Detroit Mercy), Cindy Lopez (LEAP – Legal Education Access Pipeline), and Becky Fitzsimmons (Villanova Law) has been meeting every few weeks to discuss, plan and update the status of the first-generation resource project. After circulating a poll to

NALP member schools, they have received, reviewed and organized the results. They are in the process of reaching out to follow up by telephone with several of the survey responders to gather additional information about the programming offered at their schools. Specifically, they are asking those who indicated that they do offer some kind of first-generation programming the following questions:

1. What is your school's definition of first-gen?
2. Do you know what percentage of your students identify as first-gen?
3. What prompted your school to offer first-gen programming?
4. How long did it take to get your programming approved and off the ground?
5. Is your programming largely student-run or run by faculty/staff/administration?
6. How do you measure results/gauge whether your programming has been successful? Do you track student participation?
7. Do you recommend any specific resources or have any practical tips for schools looking to start offering first-gen programming? (This will be the focus of the resource shared with members).
8. Would it be OK if we include your contact information in our best practices resource for NALP members?

They have been making these calls over the last few weeks and will continue outreach based on availability of responders. So far, the outreach has been very informative and helpful.

Their goal is to combine the information they received from the survey and the outreach calls to create a best practices tip sheet for schools wishing to initiate new first-gen programming, or supplement existing programming.

One idea the group has discussed for next year is perhaps reaching out to NALP member firms to conduct similar research to determine which firms are offering first-gen affinity groups for their attorneys, and whether these firms have helpful resources to share.

### ***JD Advantage Careers***

Vice-chairs: Irina Gomelskaya (New York Law School) and Rhonda Rittenberg (Northeastern)

The JD Advantage Work Group met on April 6. They have three main projects this year, which are close to completion. The Work Group expects to have three deliverables to offer NALP members by the end of this academic year.

**Project 1: JDA Week Blueprint** for running a 3-4 day program whether on an individual school basis or regional/consortium basis.

**Project 2: JDA Career Fair Template** for running a fair whether on an individual school basis or consortium/regional basis with the added option of combining the JDA Week program with a cumulating career fair.

**Project 3: Podcast Series Template** with a first phase of a library of interviews that align with career paths in the NALP JDA Career Guide that the work group completed last year.

The vice-chairs will present as part of the Annual Education Conference with their presentation, *Impact ESG and Corporate Sustainability: The Bridge between Public Interest and The Private Sector*.

In looking forward to next year, both Rhonda and Irina have decided to step down as vice-chairs. Quaime Lee, Suffolk Law ([qvlee@suffolk.edu](mailto:qvlee@suffolk.edu)) and Kathy Greenier, Richmond ([kgreenier@richmond.edu](mailto:kgreenier@richmond.edu)) have volunteered to take on the roll for 2021-2022.

### ***Recruitment Tools Evaluation***

Vice Chairs: Nicole Simmons (Texas) and Simona Suen (Minnesota)

The JDCA Recruitment Tools Evaluation Working Group is currently surveying NALP employers (private and public sector) on their organization's assessment tools. As of April 7, the group has received 41 responses. They are planning to send a few additional reminders and potentially extend the survey deadline to accommodate the employers. Based on current employers feedback only a small handful of employers have one or more assessment tools in place for summer associates, entry-level and lateral hiring. Work group members are excited to share findings and best practices with the NALP community and colleagues potentially through a NALP Bulletin article later this year. They are receiving a lot of great feedback from employers and requests from law schools which tell us that the data and findings are of interest. In the meantime, they continue to gather more data and responses.

The group will meet later in April to discuss final findings and draft a NALP article as a team. Lastly the group is also interested in creating another survey targeting law schools regarding their assessment tools later this year.

### ***Knowledge Management***

Vice-Chair: Laurel Hajek (Louisville)

Laurel is working with the Knowledge Management Implementation Work Group on the content audit of the NALP website. She was assigned the "For Career Services" section of the website, and most of the work she was assigned is complete. She says it was very straightforward work reviewing and cataloging materials. She will be circling back with Andy Hale in the next couple of weeks.

### **ENVIRONMENTAL SCANNING**

During the section call on March 24, we incorporated polling to get a better feel for what schools were currently doing and planning for the fall semester. Topics of discussion included remote v. in-office work and for those who are on-campus, what types of appointments have been offered to students. Some schools were offering in-person appointments thinking that with remote classes students would do virtual meetings anyway. However, there seems to be a consideration that students are craving personal interactions and would do in-person meetings to get out. As schools are preparing for the fall, they are beginning to make the call on what the class structure will look like. Some schools have announced in-person classes, others are going hybrid and for many it was too soon to tell.

As schools are planning their fall programming, many are taking into consideration the formatting of the programs. We discussed popular programs that students found particularly interesting and whether Zoom programs may continue even when things returned on-campus.

Additionally, there was discussion as to whether schools were continuing to offer supplemental educational programming this summer to make up for any declines in summer opportunities. No schools

shared that they are continuing supplemental programming (i.e. Business Law Boot Camp or other skills-based “courses”). Many indicated internship opportunities had remained the same for their students.

With OCI looming and the idea of in-person v. virtual, we also discussed plans for in-person v. virtual OCI programs and what schools were looking to do. Many were going virtual since their campuses were not yet open. Some are offering hybrid to appease employers who wanted to continue virtual interviews. However, the general consensus was that schools were glad to move back to a fall semester recruiting date.

Finally, we concluded our meeting by talking about section ideas for the upcoming NALP term. Those are included in the section below.

### **IDEAS FOR PROJECTS FOR 2021-2022**

- **Background Check Resource for Private Sector:** It was brought up that there had been discussion of a background check resource. The JD Counseling Work Group let members know that the Yale Resource had been added to the PSJD site. Members thought it would be helpful to know how to navigate private sector background checks and suggests are companion resource to Yale’s guide to advise Career Services professionals.
- **Creating Your Own Internship/Clerkship Resource:** Tami Diebel (Iowa) suggests a resource that outlines considerations for students if they are reaching out to an employer to create their own legal internship. Tami previously worked in undergraduate career services and the National Association of Colleges and Employers (NACE) had a guide for students creating internships of their own. She started research to answer a student’s question earlier this semester and would love to take the lead on this project.
- **First Generation Affinity Groups at Law Firms:** The First-Gen Work Group suggests creating a list of firms with first-gen affinity groups and seeing if these firms have any resources to share.
- **Best Practices for Complaints of Discrimination during Interview Process:** One suggestion on the call was a resource for schools on how to handle complaints of discrimination during the interview process. This could be a good partner resource to the Sexual Harassment and Recruiting Conduct Guide published in December 2019.
- **Gender Pronouns:** Handout for students regarding use of gender pronouns when reaching out to employers/networking contacts if the pronouns aren’t included in contact information/online profiles.