CAREER SEARCH STRATEGY TIMELINE

TO GUIDE YOU THROUGH EACH SEMESTER OF LAW SCHOOL

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This timeline will help you stay on track with your job search. The legal market recruiting calendar is different for each class level so it is important to be aware of critical application times. Career Services (CS) will also send announcements regarding application deadlines for some of the more typical areas of legal recruitment.

As you go through law school you may need to refer back to earlier semesters to make sure you are still on track if seeking positions.

While applying for positions is the responsibility of the law student or recent graduate, Career Services strives to work with each student to help develop the career search strategy that is best for you.

January 2017

1L CAREER SEARCH STRATEGY TIMELINE

1L FALL SEMESTER

- Focus on studying to get the best grades possible and adjust to law school
- After October 15 meet with Career Services to develop your resume and learn about how and when to start applying, networking, etc. and learn about job search strategies. *(In accordance with the National Association of Legal Professionals (NALP) Principals and Standards, first year law students are prohibited from meeting with a career services counselor until this date.)*
- After October 15, become familiar with Symplicity (CS law college online job posting system) by attending Symplicity workshops in CS
- After December 1 begin applying for first year summer associate programs and to government employers (law firm employers associated with NALP start accepting applications after December 1)
- Read emails from CS regarding opportunities and application information
- Check Symplicity regularly for current job postings and announcements
- Conduct your own search for opportunities utilizing internet and ONU Career Services' Online Resources Guide
- Attend CS Career Connections presentations and programs on career-related topics
- Develop a list of networking contacts who you might meet with or talk to over break
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1L WINTER BREAK

- Continue sending out applications to firms and government employers. **WATCH FOR DEADLINES** *There is often a very short application period (usually ending by early or mid-January)*
- Build your professional network by reaching out to people you know in the legal field. Request informational interviews at law firms or organizations where you would like to work in the summer
- Map out your preferred 1L summer plan and a back-up summer plan

1L J TERM/EARLY SPRING SEMESTER

- Meet with CS if you were unable to do so before leaving for break
- Update your resume with class rank if appropriate
- Send updated transcripts to places you applied to before transcripts were available
- Read emails from CS regarding opportunities and application information
- Check Symplicity regularly for current job postings and announcements
- Conduct search for opportunities utilizing internet and ONU Career Services' Online Resources Guide
- Attend CS Career Connections presentations and programs on career-related topics
- Continue applying (do not stop until you have accepted a position for summer)
- Talk to professors about research assistant positions for the upcoming summer and next academic year
- Schedule informational interviews to learn about your preferred practice areas of law and to meet with one or two alumni in your preferred city over breaks
- Follow up with employers to whom you have sent applications and let them know of your continued interest
- Join student organizations, legal fraternities, bar associations and become involved
- Apply for *Law Review*
- Plan for study abroad programs, internships, externships and/or summer classes
- Request mock interviews with professors and CS (ongoing as needed)

1L CAREER SEARCH STRATEGY TIMELINE, CONT.

1L LATE SPRING SEMESTER

If you have not yet secured a position for summer:

- Continue to apply for positions - smaller firms tend to hire during spring months
- Check on public interest opportunities and volunteer positions where you can get experience
- Read announcements from CS and check Symplicity job postings regularly
- Meet with CS to review your application process and look at other options and opportunities

1L SUMMER BREAK

IMPORTANT: APPLY FOR NEXT SUMMER JOBS BEGINNING THIS JULY!

- Update your resume to include your summer work experience and your spring semester grades, prepare application materials, including updated copy of transcript, and have CS review
- Read announcements from CS and check Symplicity job postings regularly to make sure you do not miss hiring opportunities. **Deadlines may be as early as mid-July**
- Submit application materials as instructed by CS for On-Campus Interviews (OCI) and resume collections
- Research and apply to law firms not participating in OCI or resume collections (between July 1 and August 15)
- Apply for the Department of Justice's Summer Law Internship Program (SLIP); application period is usually end of July to early September
- Apply for the Federal Government Honors & Internships Programs (contact Career Services for info on accessing The Arizona Handbooks for application information)
- Develop and maintain your professional social media presence and keep current (such as LinkedIn)

Helpful Websites for Job Opportunities

Symplicity: Career Services online job posting site https://law-onu-csm.symplicity.com/

For future reference

National Conference of Bar Examiners: provides bar exam information for each state http://www.ncbex.org/

OSCAR: Research federal clerkships and get application information https://oscar.uscourts.gov/

State Department Internship Program https://careers.state.gov/intern/student-programs

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Department of Justice Job Opportunities http://www.justice.gov/legal-careers/law-students

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The Arizona Handbooks: jobs, internships and fellowships. Contact CS for user name and password **http://arizonahandbookscomlawonucareer**

Judicial Clerkship Guide: contact CS for user name and password http://forms.vermontlaw.edu/career/guides/

2L CAREER SEARCH STRATEGY TIMELINE

2L FALL SEMESTER

- If you have not already done so, update your resume to include your summer work experience and your last semester grades, prepare application materials, including updated copy of transcript
- Map out your preferred plan for next summer and a back-up summer plan
- Meet with CS for review of application materials and discuss plans and next summer's job search strategy
- If you have diligently submitted applications, you should be starting the interviewing process
- Request to have mock interviews with faculty and/or CS
- If you have not already, considering joining student organizations and bar associations
- Apply to try out for Moot Court if interested
- Meet with ONU law clinic director, Professor Bartlett, to discuss externship opportunities
- Continue applying to law firms for summer jobs
- Watch for emails from CS for announcements about job opportunities and events
- Attend CS Career Connections
- Participate in networking opportunities through bar associations, alumni events, etc.
- Develop and maintain your contact and networking list to become known in the legal community
- If interested in public interest positions consider attending The Equal Justice Works Conference and Career Fair in October
- Keep track of bar exam filing application deadlines in states you are considering practicing law
- Check Symplicity to view current job postings
- Utilize Career Services Resource Guide to research nationwide job opportunities
- Research federal clerkships on OSCAR
- Network! Network! Network! Set up informational interviews for your break(s)
- If applying for federal clerkships prepare materials and seek letters of recommendation

2L SPRING SEMESTER

- Continue applying to small and medium size firms - they tend to hire in the spring
- Watch for CS emails for announcements about job opportunities and events
- Check Symplicity to view current jobs
- Utilize Career Services' Resource List to research nationwide job opportunities
- Apply for state judicial clerkship program (use CS Online Resources Guide for info)
- Apply for judicial externship program (see Professor Bartlett)
- Apply for *Law Review*
- If summer position not secured meet with CS to brainstorm about strategies
- Follow up with places you have applied
- Develop leadership skills by participating or being an officer in student organizations

2L SUMMER BREAK ***(Your goal should be a full-time paid legal job or public interest position)***

- Map out your preferred career plan for after graduation and a back-up plan
- Know the hiring time frames for employers you are targeting and apply when appropriate
- Research all bar exam deadlines in the states you are considering practicing law if not already completed
- Research and apply for state judicial clerkships
- Apply for the Federal Government Honors & Internships Programs (contact Career Services for info on accessing The Arizona Handbooks for application information)
- Apply for the Department of Justice's Summer Law Internship Program (SLIP); application period: July to early September
- Research federal clerkships on OSCAR
- Apply to as many legal employers as possible

3L CAREER SEARCH STRATEGY TIMELINE

3L FALL SEMESTER

- Apply to local employers for school-year jobs to enhance opportunities for full-time offers
- Apply to try out for Moot Court if interested
- Consider applying for the Presidential Management Fellowship (application window is very short, usually in late fall) https://www.pmf.gov/become-a-pmf/overview.aspx
- Consider applying for federal and state judicial clerkships
- Attend the Equal Justice Works Career Fair and Conference in Washington D.C. in October if you are interested in public interest careers
- Continue to build your network, stay in touch periodically
- Register for bar exam in state(s) you will be taking exam if not completed
- Prepare application materials including updated resume and transcripts, along with writing sample, and references
- Meet with CS to review your application materials

3L WINTER BREAK

- Continue applying for positions if necessary
- Update social media
- Network! Network! Network!

3L SPRING SEMESTER

- Complete Graduate Survey requested by CS
- If no job offer is secured or pending, identify and consider applying to legal temporary agencies in the market(s) where you would like to work to do contract work, eDiscovery, document review, etc.

AFTER GRADUATION - CONGRATULATIONS!

Many opportunities for graduates occur from June to December, particularly after bar exam passage. Keep developing and working your career and networking plan to achieve long-term goals.

You will receive a Graduate Survey from Career Services. Please complete it as requested.

Remember, the staff in Career Services will continue to help you throughout your career and you have alumni access to Symplicity. Do not hesitate to contact us for assistance in your future career changes.

HIRE ONU STUDENTS & GRADUATES!

Let us know about any opportunities in your firm or organization for ONU law students or graduates!

Phone: 419-772-2249 Email: lawcareer@onu.edu