

Timeline:

- June 9 #1: **2009 Fall Recruiting Overview**
- June 9 #1: **2009 Fall Recruiting Overview for Graduating Students**
- June 16 #2: **Prepare Application Materials**
- June 23 #3: **Managing the Fall Recruiting Season**
- June 30 #4: **Overview of the Economy and Legal Market & Schedule an Advising Appointment**
- July 7 #5: **USD Fall Recruiting Employers** (for continuing students)
- July 7 #5: **USD Fall Recruiting Employers** (for graduating students)
- July 14 #6: **Government Handbook**
- July 21 #7: **Mock Interviews**
- July 28 #8: **Applications**
- Aug. 3 #9: **Reminder for Upload and Applications for USD Fall Recruiting**
- Aug. 11 #10: **Interviewing Overview**
- Aug. 18 #11: **Government Mailing (and additional OCI opportunity)**
- Aug. 25 #12: **Additional Opportunities & Off Campus Interviews**
- Sept. 1 #13: **Job Search Adjustments & Offers**

Fall Recruiting Bulletin #1: 2009 Fall Recruiting Overview

We hope you are enjoying your summer! It's hard to believe, but fall recruiting season is just around the corner. To prepare you for your upcoming job search, I will email to you each week over the next few months a **Fall Recruiting Bulletin** updating you with information regarding steps you should be taking **that week** to maximize the effectiveness of your fall recruiting season job search. Be sure to read each bulletin in its entirety so as to not miss important information.

This Week's Topic: Fall Recruiting Season Overview

The fall recruiting season is an important period of law student recruitment that begins in early August and continues through the month of October. The fall recruiting season is competitive, and due to the downturn in the economy, we expect the competition to be even greater this year. However, there are opportunities available for every student. We therefore urge you to take advantage of this important hiring time for legal employers!

There are three main elements to your fall recruiting job search: (1) USD Fall Recruiting; (2) The Government Honors & Internship Handbook; and (3) Independent Applications. An effective job search will require you to apply to a large number of employers using these three elements in a relatively short timeframe.

1. USD Fall Recruiting. Each fall, Career Services hosts USD Fall Recruiting, a program to help connect students with legal employers. Again this year, law firms, corporations, government offices and public interest agencies will participate in the “on campus interviewing”, “resume collection”, “write directly” components of USD Fall Recruiting. The deadline by which students must upload their application materials onto Symplicity and apply to employers in order to participate in **2009 USD Fall Recruiting is at 5 p.m. on Wednesday, August 5, 2009.**

As in previous years, we are advising all students to apply broadly using a wide variety of resources. However, this year due to the downturn in the economy and its effect on the legal market, **it is imperative that you heed our advice/warning that you must apply broadly.** Thus, **you should not rely entirely on USD Fall Recruiting** as your only source to get great summer jobs, but also take advantage of broader opportunities available during the fall recruiting season, including fantastic spring 2010 internship for credit opportunities in San Diego. While many employers participate in our recruiting programs, they represent only a small percentage of your prospective legal employers.

2. Government Honors & Internship Handbook. Another critical resource for legal opportunities and an essential element of your fall job search is the Government Honors & Internship Handbook, which lists many prestigious legal government opportunities for summer. We recommend you apply for the positions listed in the Government Handbook by early September. Note that while many of the application deadlines for 2Ls and 3Ls are listed as later in the fall (as opposed to 1L deadlines, which often occur later), last year, many government agencies **closed their applications early due to a higher than expected application volume.** To ensure that you do not miss out on these excellent opportunities, you must plan to apply early.

While summer associate positions with large firms command much attention during fall recruiting, you should not overlook government jobs, particularly since much current hiring is occurring in the federal government sector. **Submitting applications to agencies in the Government Handbook must be considered an essential element of your fall recruiting season.**

3. Independent Applications. The final element of your fall job search consists of all the employers who do not participate in USD Fall Recruiting and who are not listed in the Government Handbook. This obviously includes a large number of employers with varying hiring practices. Work closely with a Career Advisor to identify prospective employers and to understand how the nuances of a particular legal employer’s hiring practices affect you. For example, large law firms that are not participating in USD Fall Recruiting will expect application materials to be submitted in early August for 2010 summer associate positions from students at the top of the class. Alternatively, small law firms and local government offices may not expect applications for summer 2010 positions until later in the school year, but may be open to considering students with varying academic records and backgrounds for a fall or spring law clerk or internship position. In order to most effectively navigate through the application process for the many legal employers seeking candidates this fall, it is essential that you follow the recommendations in the 2009 Fall Recruiting Guide and Fall Recruiting Bulletins, as well as collaborate with a Career Advisor.

We recommend you apply for many of the legal opportunities offered by USD Fall Recruiting, the Government Handbook, and Independent Applications. The key to a successful fall recruiting season is to apply broadly. Indeed, students who were most successful in the

process last fall recognized the high level of competition and thus the strategic importance for their careers of applying early and broadly, both geographically and with respect to practice areas.

This Week's Step: Review the "2009 Fall Recruiting Guide"

http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs_000.pdf

This is a step-by-step guide to the fall recruiting season.

The following is a general timeline for the fall recruiting season:

June:

- Read and familiarize yourself with the 2009 Fall Recruiting Guide.
http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs_000.pdf
- Prepare and revise your application materials: a resume, cover letter, writing sample, unofficial transcript and reference list. The first step in your preparation should be to review the Career Services guides.
http://www.sandiego.edu/law/careers/students/job_search_preparation/career_resources.php to ensure your application materials are perfect.
- Register on Symplicity and review your profile.
<http://www.sandiego.edu/law/careers/students/symplicity/instructions.php>
- Make an appointment with a Career Advisor
http://www.sandiego.edu/law/careers/contact_us.php to review your application materials and to develop a comprehensive job search strategy including creating a list of prospective employers to which you should apply. Phone appointments are available.
- Research employers to which you will apply.

July:

- USD Fall Recruiting listings will begin to be available for you to view on Symplicity. Check Symplicity regularly as new opportunities will be added on an ongoing basis.
- Tailor your application materials for USD Fall Recruiting, the Government Honors Handbook agencies, and Independent Employers.

August:

- By August 3 - Submit applications to large firm employers not participating in USD Fall Recruiting.
- By August 5 - Apply to employers participating in USD Fall Recruiting and register for the 2009 Fall Mock Interview Program.
- August 13, 14 or 17 - Participate in the 2009 Fall Mock Interview Program.

September

- By September 8 - Submit applications to government agencies.

Throughout the fall:

- Collaborate with a Career Advisor regarding necessary adjustments to your fall job search, which may include a mock interview, formation of a follow up strategy, leveraging an interview or offer into more opportunities, etc.

Rest assured, each week, you will receive another bulletin to keep you on track. And, Career Advisors http://www.sandiego.edu/law/careers/contact_us.php

are always available to meet with you in person, speak with you on the phone or assist you via email. We look forward to an exciting and successful fall recruiting season. As always, please let us know if you have any questions!

Fall Recruiting Bulletin #1: 2009 Fall Recruiting Overview for Graduating Students

We hope you are enjoying your summer! It's hard to believe, but fall recruiting season is just around the corner. As I did last year, to prepare you for your upcoming job search, I will email to you each week over the next few months a **Fall Recruiting Bulletin** updating you with information regarding steps you should be taking **that week** to maximize the effectiveness of your fall recruiting season job search. Be sure to read each bulletin in its entirety as **some application procedures will be different than last year**.

This Week's Topic: Fall Recruiting Season Overview

The fall recruiting season is competitive, and due to the downturn in the economy, we expect the competition to be even greater this year. You will notice that there are fewer listings this year than last year. This is due not only to the state of the economy, but also to the fact that some legal employers hire for post-graduate positions through their 2L summer programs. However, there are opportunities available for every student. We therefore urge you to take advantage of this important hiring time for legal employers!

There are three main elements to your fall recruiting job search: (1) USD Fall Recruiting; (2) The Government Honors & Internship Handbook; and (3) Independent Applications. An effective job search will require you to apply to a large number of employers using these three elements in a relatively short timeframe.

1. USD Fall Recruiting. Again this year, Career Services will host USD Fall Recruiting, a program to help connect students with legal employers. Law firms, corporations, government offices and public interest agencies will participate in the "on campus interviewing", "resume collection", "write directly" components of USD Fall Recruiting. The deadline by which students must upload their application materials onto Symplicity and apply to employers in order to participate in **2009 USD Fall Recruiting is at 5 p.m. on Wednesday, August 5, 2009**.

As in previous years, we are advising all students to apply broadly using a wide variety of resources. However, this year due to the downturn in the economy and its effect on the legal market, **it is imperative that you heed our advice/warning that you must apply broadly**. Thus, **you should not rely entirely on USD Fall Recruiting** as your only source to get great post graduate jobs, but also take advantage of broader opportunities available during the fall recruiting season, including fantastic spring 2010 internship for credit opportunities in San Diego. While many employers participate in our recruiting programs, they represent only a small percentage of your prospective legal employers.

2. Government Honors & Internship Handbook. Another critical resource for legal opportunities and an essential element of your fall job search is the Government Honors & Internship Handbook, which lists many prestigious legal government opportunities. We recommend you apply for the positions listed in the Government Handbook by early September. Note that while many of the application deadlines for 2Ls and 3Ls are listed as later in the fall (as opposed to 1L deadlines, which often occur later), last year, many government agencies **closed their applications early due to a higher than expected application volume**. To ensure that you do not miss out on these excellent opportunities, you must plan to apply early.

Due to licensing issues, we are no longer permitted to include Government Handbook agencies as Fall Recruiting employers in Symplicity. Therefore, we strongly encourage you to apply directly using the information contained in the Government Handbook and/or participate in the Government Mailing, a new program Career Services will host in order to assist you with your

applications for these important government opportunities. The Government Mailing will work as follows: in early September, Career Services will collect applications for Government Handbook agencies that accept hard copy applications (note that many government agencies require online applications, such as the DOJ) and mail them to the relevant agencies on your behalf. You will receive more information about how to participate in the Government Mailing in subsequent Fall Recruiting Bulletins.

While local positions command much attention during fall recruiting, you should not overlook government jobs, particularly since much current hiring is occurring in the federal government sector. **Submitting applications to agencies in the Government Handbook must be considered an essential element of your fall recruiting season.**

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We recommend you apply for many of the legal opportunities offered by USD Fall Recruiting, the Government Handbook, and Independent Applications. The key to a successful fall recruiting season is to apply broadly. Indeed, students who were most successful in the process last fall recognized the high level of competition and thus the strategic importance for their careers of applying early and broadly, both geographically and with respect to practice areas.

This Week's Step: Review the "2009 Fall Recruiting Guide"http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-3Ls-4LEs-LLMs_000.pdf

This is a step-by-step guide to the fall recruiting season.

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June:

Read and familiarize yourself with the 2009 Fall Recruiting Guide.

http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-3Ls-4LEs-LLMs_000.pdf

- Prepare and revise your application materials: a resume, cover letter, writing sample, unofficial transcript and reference list. The first step in your preparation should be to review the Career Services guides.

http://www.sandiego.edu/law/careers/students/job_search_preparation/career_resources.php to ensure your application materials are perfect.

- Register on Symplicity <http://www.sandiego.edu/law/careers/students/symplicity/instructions.php> and review your profile.
- Make an appointment with a Career Advisor http://www.sandiego.edu/law/careers/contact_us.php to review your application materials and to develop a comprehensive job search strategy including creating a list of prospective employers to which you should apply. Phone appointments are available.
- Research employers to which you will apply.

July:

- USD Fall Recruiting listings will begin to be available for you to view on Symplicity. Check Symplicity regularly as new opportunities will be added on an ongoing basis.
- Tailor your application materials for USD Fall Recruiting, the Government Honors Handbook agencies, and Independent Employers.

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- By September 8 - Submit applications to government agencies.

Throughout the fall:

- Collaborate with a Career Advisor regarding necessary adjustments to your fall job search, which may include a mock interview, formation of a follow up strategy, leveraging an interview or offer into more opportunities, etc.
- Rest assured, each week, you will receive another bulletin to keep you on track. And, Career Advisors are always available to meet with you in person, speak with you on the phone or assist you via email. We look forward to an exciting and successful fall recruiting season. As always, please let us know if you have any questions! http://www.sandiego.edu/law/careers/contact_us.php

Fall Recruiting Bulletin #2: Prepare Application Materials

This Week's Topic: Application Materials

Now is the time to prepare your application materials. Career Services publishes guides on resumes, job search correspondence (i.e., cover letters and thank you notes), writing samples, and references. What follows is just a brief introduction to the most common job search materials you will utilize. Career Services can assist you in preparing and tailoring your documents.

A. Resume:

<http://www.sandiego.edu/law/documents/career/guides/LawResumes.pdf>

Your resume is the primary vehicle for capturing the attention of employers and securing an interview. Many students have questions regarding the presentation of GPA and class rank on application materials. Note that you are **not required** to list your class rank or GPA. This information is not relevant to all employers, and Career Services can help you evaluate whether you should include this information in various circumstances. If you are in the top third of the class, it is usually in your best interest to list your rank.

The following guidelines have been developed for clarity for employers and to aid you in preparing application materials that are consistent with the School of Law's Honor Code. **You do not have to disclose any information about your GPA or rank, however; if you do, you must do as follows:**

- If you include your cumulative GPA, you must list it **exactly as it appears on your most recent transcript**. If you include a semester GPA (to demonstrate improving grades), you must clearly indicate to which semester the GPA corresponds. You may only list a GPA printed on your transcript and **may not recalculate your GPA**. For example, since the University does not recalculate GPAs after the summer term, if you have taken summer classes, you may not recalculate your GPA to include your summer classes.
- **USD Law uses a 4.33 grade scale**. If you list your GPA on your resume, you do not have to indicate that it is on a 4.33 scale. However, you should be aware of this fact in case you are asked about it in an interview.
- Only the top 20% of each class is given an ordinal rank. You may **only indicate an ordinal class rank if you are in the top 20%** of the class and the rank must be as indicated on your transcript. Class rank should be expressed as a ratio (ex: 35/226) and converted to a percentage. If you **round**, you must round to the nearest whole percentage thusly: round down if the decimal point is less than 0.5 and round up if the decimal point is 0.5 or greater (ex. 35/226 is 15.48% and top 15%, but, 36/226 is 15.92% or top 16%). **The relevant class size as listed on the Record's Office website must be listed as the denominator.**
<http://www.sandiego.edu/law/current/registrar/rank/>
- If you have any questions about your relevant class rank (for example, if you are scheduled to graduate in December), contact the Records Office to confirm the class size which must be listed in the denominator. **If your percentage rank calculated via your ordinal rank differs from the GPA cut-off listed on the Records Office's website,** <http://www.sandiego.edu/law/current/registrar/rank/> **contact Career Services.**
- Evening students who list their class rank **must** indicate that they are in the evening division.
- If you are not in the top 20%, you may compare your GPA to information provided on the **Records Office's website** <http://www.sandiego.edu/law/current/registrar/rank/> to determine if you are in the top third or top half of the class. If you are not in the top 20% of the class, you **may not estimate or attempt to calculate your class rank** based on your GPA and the information provided by the Records Office. For example, if the cut-off for the top 20% is a GPA of 3.45 and your GPA is a 3.44, you may only indicate that your class rank is top third of the class. You may not indicate that your class rank is top 21% or top 25%. You may, however, choose to list your GPA and the cut-off GPA for the top 20% (e.g., GPA 3.44, Top 20% GPA is 3.45 and above), and allow the employer to draw the conclusion that you are ranked close to the top 20%.

Consult a Career Advisor should you have any questions regarding the presentation of your class rank or GPA on your application materials, including how to highlight rising grades, or high grades in a particular subject matter (for example, tax classes).

B. Cover Letter:

<http://www.sandiego.edu/law/documents/career/guides/CoverLetter.pdf>

You should prepare a unique cover letter for all employers. It should be addressed to a person at that employer and explain why you are interested in and qualified for a position with that specific employer. Remember that your cover letter is the first, and perhaps only, writing sample an employer will see. A well-written and error-free cover letter is paramount.

C. Writing Sample:

<http://www.sandiego.edu/law/documents/career/guides/WritingSample2008.pdf>

Select a five to eight page piece that showcases your legal writing skills at their best. This may be an assignment from Lawyering Skills (be sure to incorporate all comments from your instructor) or, with permission, a sample from a legal employer with all confidential or proprietary information redacted. Generally, non-legal or highly edited writing samples are not helpful to legal employers. While Career Services cannot proofread or edit your sample, **you must!** Career Services can assist you in selecting an appropriate sample. Be sure to include a cover page as described in the Career Services writing sample guide.

D. References: <http://www.sandiego.edu/law/documents/career/guides/ReferenceGuide.pdf>

You should ask three or four people familiar with you in a work or school setting to speak to your work ethic, professionalism, academic prowess, or other relevant attributes. Create a separate document listing your references; your resume should not list your references or state “references available upon request.”

E. Transcript/Grade Sheet: Employers often request law school transcripts, and some employers request undergraduate or other graduate program transcripts as well. You may submit an unofficial transcript unless otherwise requested. If you do not already have copies, request these now, as it may take certain schools several weeks to send you transcripts. If you require an official law school transcript, allow the Record’s Office at least 24 hours. It is wise to keep one sealed, official copy of each of your undergraduate, additional graduate (if applicable), and law school transcripts and a second unsealed, official transcript for each school from which you can make copies.

If an employer requests an unofficial transcript, you may submit a scanned copy of your transcript. If the file is too large to upload, you must upload a “grade sheet”. Simply create a new document with the same letterhead that appears on your resume and cover letter and copy all relevant grade information (including grade, credits, and grading scale) into the new document. Most employers are accustomed to this type of “Grade Sheet” and will request an official transcript later should they wish to confirm your grades.

Finally, when preparing your application materials, note that while many employers prefer to receive application materials electronically and USD recruiting programs are managed entirely online, your electronic materials should look exactly as they would if you were submitting them in hard copy (e.g., make sure your cover letter contains an internal and external mailing address; make sure to delete any blank pages at the end of your documents, etc.).

This Week’s Steps: Prepare Your Application Materials

Review Career Services Guides

http://www.sandiego.edu/law/careers/students/job_search_preparation/career_resources.php

and prepare cover letters, resumes, a writing sample, reference list and transcript/grade sheet. Request transcripts.

Fall Recruiting Bulletin #3: Managing the Fall Recruiting Season

This Week's Topic: How to Manage the Fall Recruiting Season

Information:

1. Apply Broadly – both Geographically and In Terms of Practice Areas – and Organize Your Search. There are thousands of potential legal employers. As discussed in the 2009 Fall Recruiting Guide, http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs_000.pdf you should apply to a broad variety and many employers. If you overly restrict your search you will do a great disservice to yourself and limit your future employment choices. It is reasonable for you to expect to produce more than 100 applications. Thus, it is imperative that you create a system to organize your job search. Understand that employers are not just seeking applicants from USD or Southern California law schools, but take candidates from all over the country, many of whom desire to work in San Diego.

2. Fall Recruiting Offers Spring and Summer 2010 Job Opportunities and more. It is important to note that during the fall recruiting season you should apply not only to positions for Summer 2010, but also to clerking and internship opportunities for Fall 2009 and Spring 2010, and post-graduate positions for 3Ls. Depending on the employer, these positions may be paid, unpaid, or for academic credit.

IMPORTANT NOTE: YOU MUST APPLY THROUGH THE FALL RECRUITING PROCESS for internships for Spring 2010 with the San Diego offices of the District Attorney, Public Defender, Alternate Public Defender, City Attorney, California Attorney General, and U.S. Attorney amongst others. These agencies will be interviewing through the USD Fall Recruiting Program. Local judicial externship opportunities for Spring 2010 will also be listed as part of USD Fall Recruiting. You may be eligible to receive academic credit for such positions.

3. Make Sure Your Symplicity Profile Correctly Reflects Your Current Class Year and Contact Info. A critical step to managing the fall recruiting season is to review your Symplicity profile carefully. *****IN ORDER TO ENSURE YOU RECEIVE APPROPRIATE INFORMATION, YOU MUST CHECK TO MAKE SURE THAT THE CLASS YEAR, GRADUATION MONTH AND YEAR, AND OTHER INFORMATION INDICATED IN YOUR SYMPPLICITY PROFILE IS CORRECT.***** If you do not make sure that your profile data is correct, you will be at a disadvantage not only with regard to information for USD Fall Recruiting, but other Career Services information as well, as Symplicity is Career Services' primary tool for providing relevant career information to students. You should also upload the most current version of your resume onto Symplicity as a "default resume".

This Week's Steps: Create a System to Manage the Fall Recruiting Season & Update your Symplicity Profile

Begin to consider where you want to work, where you will consider working, the types of employers that interest you and those on which you should do more research.

We suggest you create a spreadsheet or some other system to organize prospective employers and track your job search. You can use a spreadsheet to quickly compare information regarding particular employers (e.g., office locations, practice areas, office size, etc.), and you can also use it to track your interactions with specific employers (e.g., when you sent your application materials, when you should follow up, when an interview is scheduled, when you sent your thank you notes, etc.), and to conduct mail merges when the time comes to send your application materials. See the attachment as a sample of the kind of spreadsheet you may find

useful as a tool to help you manage your fall recruiting season job search. If you prefer, you can also use the sample to create an organizational system based on index cards, a notebook, or a simple word processing document.

Update your profile on Symplicity. In particular, be sure to confirm that the listed class year is correct.

Fall Recruiting Bulletin #4: Overview of the Economy and Legal Market & Schedule an Advising Appointment

Read this entire email to be sure you understand the current state of the legal market and its implications for your fall job search.

This Week's Topic: Overview of the Economy and Legal Market

Next week, USD Fall Recruiting opportunities will begin to be posted on Symplicity! As you know, fall recruiting is just the first step in a successful job search because many employers, especially law firm employers, simply do not recruit in the fall for summer or post-graduation positions. In particular, smaller and medium sized firms – which predominate in the San Diego market and where most of our students and graduates work – often recruit in the spring or as they need assistance. Not surprisingly, while many USD law students at all levels of the class regularly obtain fabulous summer and post-graduate positions through Fall Recruiting, a greater number of students and graduates, both at USD and nationwide, report that they found their summer or post-graduation jobs not through Fall Recruiting, but through ongoing job listings, spring recruiting, networking or their own independent research. Therefore, while you must participate in USD Fall Recruiting to maximize your job search, you should also be aware of the market and apply broadly both within USD Fall Recruiting as well as outside USD Fall Recruiting as described below.

What You Need to Know about the Legal Market Generally

As you likely already know from reading the newspaper and professional publications, the legal market is being impacted commensurate with the difficulties imposed by the current state of the economy. Because current legal hiring is not as robust as it has been in previous years, we strongly recommend that you conduct an expansive job search in terms of geography, practice areas and settings.

What You Need to Know about the San Diego Legal Market

San Diego can be a great place to practice law and has some very sophisticated practices. It is also a much smaller legal market that can absorb fewer graduates than can markets such as Los Angeles or Washington D.C. Los Angeles, for example, has approximately 87 firms with formal summer associate programs; Washington D.C. has approximately 135 such firms. By comparison, San Diego has fewer than 20 law firms with formal summer associate programs. Similarly, while only 3 firms in San Diego have over 100 attorneys, some of the largest firms in Los Angeles have over 450 attorneys; the largest D.C. firms have 500+ attorneys. Therefore, in this tight job market, you should apply broadly both in terms of geography as well as in terms of practice area, both to firms as well as to government agencies.

Which employers recruit in the fall for summer 2010 or post-graduate positions?

The employers that typically recruit in the fall for the following summer or for post-graduate positions are **large national law firms, federal agencies, and large public interest organizations**. Of these, many prefer you contact them directly and are not part of our USD recruiting programs. As stated above, if you are interested in such employers, you should apply broadly. The employers that participate in USD Fall Recruiting are often those with San Diego offices. There are many wonderful employers outside San Diego that you can research now, even before the USD Fall Recruiting listings are released. We recommend that you consider all

markets that interest you or to which you have a connection. You should apply to a mix of large, growing, and secondary markets, which may be less competitive or provide more opportunities.

The following are ways to broaden your fall recruiting prospects:

1. If you are interested in large law firms, your best resource is www.NALPdirectory.com. As you will see, NALP firms generally require excellent law school grades, and often journal or moot court experience. If you want to increase your chances of getting a large firm position, it is critical to apply outside San Diego. Note that the www.NALPdirectory.com website has a mail merge feature. For free access to this feature, email Anita Ying aying@sandiego.edu of this office your full name, email address, and month and year of graduation, and she will provide you with personalized login information. It is imperative that you apply to large firm employers not participating in USD Fall Recruiting **by the beginning of August** to be considered as a 2010 summer or first year associate candidate.
2. If you are interested in small or mid-sized firms for summer or post-graduate positions, keep in mind though that these firms typically recruit later in the year. You might best allocate your time by applying for such opportunities later this fall or early next spring. www.martindale.com has an advanced search feature through which you can search for lawyers and law firms by location, practice area, size, and other relevant considerations. Martindale is not an employment directory, but a list of attorneys you can use to contact. While your applications to such employers should happen closer in time to when they have a hiring need, it is never too early to begin to network with attorneys at these firms, as establishing relationships with their attorneys will be the best way to help your candidacy.
3. You should note that many students also obtain their summer or post-graduate positions with small and medium sized firms by working as law clerks on a part time basis during the school year. The USD Symplicity Job Board <https://law-sandiego-csm.symplicity.com/students/index.php> is a great source for such positions. In addition, the Networking Tab of Symplicity is a great way to make contacts with alumni to get advice and referrals. You can search this database of alumni advisors by employer, location, practice area and name.
4. If you are interested in federal, state, or local government positions for the summer or for post-graduation, many are included in the Government Honors & Internship Handbook. More information about how to apply to the agencies included in the Government Handbook will be explained in detail in a future Fall Recruiting Bulletin. You can maximize your government opportunities by identifying and applying to government agencies not listed in the Government Honors & Internship Handbook. Visit our office and use the Yellow Books series or perform your own research through federal, state, and municipal websites.
5. Finally, www.Pslawnet.com, will give you access to interesting and highly-regarded public interest positions and fellowships in addition to those listed through USD Fall Recruiting. You can find additional public interest employers through the Yellow Books. If you are interested in applying for a public interest fellowship, contact Lizzette Herrera, lizzette.herrera@sandiego.edu Public Interest Law Advisor, as soon as possible.

If you wait to see what offers you receive from USD Fall Recruiting, you will severely limit your opportunity with other employers, as most positions will likely be filled by the end of USD Fall Recruiting.

This Week's Steps: Compile Employers Outside San Diego & Schedule an Advising Appointment

Research and add prospective employers to your employer spreadsheet (or other organizational system). For now, focus outside San Diego. When the USD Fall Recruiting listings are posted next week, you can separate your employer list into "USD Fall Recruiting" and "Non-USD" lists to organize your applications.

Schedule an in office or telephone appointment with a Career Advisor http://www.sandiego.edu/law/careers/contact_us.php. If you are in San Diego, bring **printed copies** of **each** of your application materials and your employer list. If you are out of town this summer, simply email those materials to the Career Advisor with whom you have an appointment. Career Services can assist you with deciding which employers are best to contact in the fall.

Fall Recruiting Bulletin #5: USD Fall Recruiting Employers (continuing student version)
This Week's Topic: USD Fall Recruiting Employers

USD Fall Recruiting opportunities have begun to be posted on Symplicity. You will be able to review and upload and revise your application materials for these positions on an **on-going basis** until the deadline of **5 p.m. on Wednesday, August 5, 2009**, when employers will first be able to see your applications.

To view the listings, open the OCI tab. When you initially open the OCI tab, the session line will read "2009 Fall Mock Interview Program". (You will receive more information about the mock interview program on July 21, the first date on which you will be able to bid – the first step to participate in the mock interview program.) To take full advantage of USD Fall Recruiting, you must review those opportunities listed in the "**session**" drop-box under "**Fall 2009 On Campus**" **as well as** those listed under "**Fall 2009 Resume Collect**" and "**Fall 2009 Write Directly.**" You should apply for jobs in all three of these categories. Instructions on how to navigate listings on Symplicity are in the [2009 Fall Recruiting Guide](http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs_000.pdf).

http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs_000.pdf

Career Services will receive and post opportunities throughout the summer, so you must continue to review the listings on an ongoing basis. If you do not, you will miss opportunities available to you!

And the #1 Fall Recruiting Question is . . . :

Every summer at this time, the question we are most often asked is, "how many applications do I need to send to guarantee I get a job for next summer?" As with most good legal answers, there is no single answer to this question. It is not unreasonable to expect that, particularly if you are applying to large firms and/or federal government programs, it will take hundreds of applications at various types of employers (e.g., private firms, government offices, public interest agencies, etc.), to secure only a handful of offers. Why? Typically, only 5-20% of students who receive an on campus interview with a large law firm are invited to a call back interview. According to the National Association for Law Placement, the percentage of law firm call back interviews that resulted in an offer in our region has declined significantly over the last several years. In 2006, 60% of call backs resulted in an offer; in 2007 it was 53%; and in 2008, only 41%. Similarly, hiring rates with the most sought-after federal programs (i.e., SEC, DOJ) have been in the single digit percentages. While it is impossible to know what the 2009 hiring numbers will be, consensus among legal recruiting professionals is that hiring will continue to remain affected. Thus, if you hope to secure summer or postgraduate employment during the fall recruiting season, you must apply broadly – both geographically as well as in terms of practice area - and you should not rely exclusively on USD Fall Recruiting.

While these numbers may be daunting, it is important that you understand the current state of the market and the effort it will require for your job search. Also, it is important that you know that Career Services is here to assist you in all stages of your job search, during the fall recruiting season and beyond.

This Week's Steps: Add USD Listings to Your Employer List and Begin to Apply

Review employer listings under the OCI tab in Symplicity and add employers that have hiring criteria which you fit to the spreadsheet (or other tracking system) discussed in Bulletin #3. Continue researching non-USD Fall Recruiting employers. See Fall Recruiting Bulletin #4 (sent June 30) for information on how to find other employers. Either make note of or create separate lists to organize USD Fall Recruiting and Non-USD employers. If you are uncertain whether or not you should apply to a particular employer, consult a Career Advisor.

Note: next week's bulletin will address another critical part of your fall recruiting process: The Government Honors and Internship Handbook.

3L/4LE Fall Recruiting Bulletin #5: USD Fall Recruiting Employers (graduating student version)

This Week's Topic: USD Fall Recruiting Employers

USD Fall Recruiting opportunities have begun to be posted on Symplicity. You will be able to review and upload and revise your application materials for these positions on an **on-going basis** until the deadline of **5 p.m. on Wednesday, August 5, 2009**, when employers will first be able to see your applications.

To view the listings, open the OCI tab. When you initially open the OCI tab, the session line will read "2009 Fall Mock Interview Program". (You will receive more information about the mock interview program on July 21, the first date on which you will be able to bid – the first step to participate in the mock interview program.) To take full advantage of USD Fall Recruiting, you must review those opportunities listed in the "**session**" drop-box under "**Fall 2009 On Campus**" **as well as** those listed under "**Fall 2009 Resume Collect**" and "**Fall 2009 Write Directly.**" You should apply for jobs in all three of these categories. You should apply for jobs in all three of these categories. Instructions on how to navigate listings on Symplicity are in the [2009 Fall Recruiting Guide](http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-3Ls-4LEs-LLMs_000.pdf). http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-3Ls-4LEs-LLMs_000.pdf **Career Services will receive and post opportunities throughout the summer, so you must continue to review the listings on an ongoing basis.** If you do not, you will miss opportunities available to you!

And the #1 Fall Recruiting Question is . . . :

Every summer at this time, the question we are most often asked is, "how many applications do I need to send to guarantee I get a job for next summer?" As with most good legal answers, there is no single answer to this question. It is not unreasonable to expect that, particularly if you are applying to large firms and/or federal government programs, it will take hundreds of applications at various types of employers (e.g., private firms, government offices, public interest agencies, etc.), to secure only a handful of offers. Why? You will notice that compared to last year, there are significantly fewer opportunities listed. This is a result of several factors. First, large law firms often hire exclusively through their summer programs, thus very few seek 3L students. Second, in response to current economic factors, many large law firms have delayed the start date of their incoming 2009 graduates until fall of 2010, decreasing the need for 3L hires.

Even hiring numbers from the past several years, when hiring was more robust, demonstrate the need to apply broadly. Typically, only 5-20% of students who receive an on campus interview with a large law firm are invited to a call back interview. According to the National Association for Law Placement, the percentage of law firm call back interviews that resulted in an offer in our region has declined significantly over the last several years. In 2006, 60% of call backs resulted in an offer; in 2007 it was 53%; and in 2008, only 41%. Similarly, hiring rates with the most sought-after federal programs (i.e., SEC, DOJ) have been in the single digit percentages. While it is impossible to know what the 2009 hiring numbers will be, consensus among legal recruiting professionals is that hiring will continue to remain affected. Thus, if you hope to secure summer or postgraduate employment during the fall recruiting season, you must apply broadly – both geographically as well as in terms of practice area - and you should not rely exclusively on USD Fall Recruiting.

While these numbers may be daunting, it is important that you understand the current state of the market and the effort it will require for your job search. Also, it is important that you know that Career Services is here to assist you in all stages of your job search, during the fall recruiting season and beyond.

This Week's Steps: Add USD Listings to Your Employer List and Begin to Apply

Review employer listings under the OCI tab in Symplicity and add employers that have hiring criteria which you fit to the spreadsheet (or other tracking system) discussed in Bulletin #3. Continue researching non-USD Fall Recruiting employers. See Fall Recruiting Bulletin #4 (sent June 30) for information on how to find other employers. Either make note of or create separate lists to organize USD Fall Recruiting and Non-USD employers. If you are uncertain whether or not you should apply to a particular employer, consult a Career Advisor.

Note: next week's bulletin will address another critical part of your fall recruiting process: The Government Honors and Internship Handbook. As discussed in Fall Recruiting Bulletin #1, the process by which you apply to some government agencies has changed. Read next week's bulletin for details.

Fall Recruiting Bulletin #6: Government Handbook

This Week's Topic: Government Honors and Internships:

1. **Government Honors and Internship Handbook Opportunities:** Each year, Career Services purchases the most recent edition of the *Government Honors and Internship Handbook*, the leading guide for government opportunities for summer and after graduation. While associate and summer associate positions with large firms command much attention during fall recruiting, **you should not overlook government jobs**. Most government positions are part of well-structured, annual recruiting programs in which you will receive excellent training, supervision, and observational opportunities alongside individuals from a variety of law schools, much like a summer program or associate orientation at a large law firm. Also similar to a large firm, these are prestigious opportunities. But, whereas positions with large law firms are highly competitive, and being hired nearly always requires outstanding law school grades, government employers will generally consider practical legal and life experience, as well as commitment to public service, in addition to academics. **And, attorneys from firms of all sizes regularly report to us that students and laterals with government experience are highly desired in private practice.**

2. **"Honors Programs": Many federal government agencies hire first-year attorneys only pursuant to an Honors Program.** Some Honors Programs are extremely competitive while others are less so. An Honors Program is a one-three year prestigious attorney position with a government agency; many Honors Program participants rotate through various departments of their agency and are then given the opportunity to stay on with the agency or to move to the private sector or other government agencies.

3. **"Government Mailing" Program:** Each agency's application process varies in terms of deadlines and post-graduate employment options. Some agencies accept hard copy applications, others prefer applications to be emailed, and still others require applications to be completed on line. In order to facilitate your applications to Government Handbook agencies that prefer hard copy applications, Career Services will conduct a "Government Mailing."

To participate in the Government Mailing, you must:

1. **Create a separate email for each agency to which you would like to apply with the name of the position as it appears in red all capital lettering when you open the listing in the Government Handbook (e.g., “SUMMER LAW CLERK PROGRAM CENTRAL INTELLIGENCE AGENCY OFFICE OF GENERAL COUNSEL”) as the subject line.**
2. **Attach all required application materials to the email.**
3. **Send the email to lawcareers@sandiego.edu by **noon on Tuesday, September 8, 2009.****

Career Services will then mail the application to the relevant agencies on your behalf. Note: The Government Mailing will not include agencies that indicate a preference for emailed or on line applications.

a. **You should apply online and directly, not through the Government Mailing, to those government agencies that state they accept electronic applications:** Be aware that some of the most popular government agencies require that you apply on line and thus will not be included in the Government Mailing. In particular, **the Department of Justice <http://www.usdoj.gov/oarm/oppls.htm> requires that applicants apply on line by 9:00 p.m. (Pacific Time), Tuesday, September 8, 2009.** You must apply to government agencies that require on line applications directly, not through the Government Mailing or via regular mail.

b. **Apply early even though stated deadlines might be later:** Note that many of these government positions have deadlines which fall after our Government Mailing deadline. Despite our earlier deadline, we recommend that you apply for **all** federal government positions by the September 8, 2009 deadline. Last year, many government agencies closed their applications early and without advance notice due to an exceedingly high volume of applications. This is just another indication that during this fall recruiting season you will need to apply early and broadly.

4. **The listings for the 2009-2010 Government Handbook will not be available to USD and other schools until early August:** While you should begin your research on government positions now by reviewing the 2008-2009 edition, wait to apply until we receive the updated Government Handbook. When we receive the 2009-2010 edition, we will notify you by email and provide you with the new user name and password (currently “nutter” and “butter,” respectively, for the 2008-2009 handbook). Historically, the positions and application procedures for the opportunities contained in the Government Handbook do not change much from year to year. However, **you must be sure to check the revised government listings before the Government Mailing deadline of noon on Tuesday, September 8, 2009,** as positions, procedures and deadlines will change for some positions.

This Week’s Steps: Research Government Honors and Internships

Review the Government Honors and Internship Handbook. It provides program summaries and application deadlines for summer and permanent attorney positions at numerous federal government agencies. A link to the new 2008-2009 Government Honors and Internship Handbook is available on the first page of Symplicity’s <https://law-sandiego-csm.symplicity.com/students/index.php?cck=1&au=&ck=> “Announcement” section.

Fall Recruiting Bulletin #7: Mock Interviews

This Week's Topic: Interviewing

Interviewing is an integral part of the fall recruiting season and ultimately critical to your job search success. Interviewing involves skills that can be developed and improved with preparation and practice. To that end, Career Services is hosting the 2009 Fall Mock Interview Program designed to brush-up your interviewing skills just in time for the fall recruiting season. We strongly encourage each of you to participate, even if you have already had a mock interview with a Career Advisor or participated in previous mock interview programs!

Students have told us that they believe they received offers of employment based on feedback they received during mock interviews. Also, some students who felt confident with their interviewing skills at the beginning of fall recruiting, i.e., "I don't need to do a mock interview; I've gotten all the jobs I've ever interviewed for before law school," realized, only after they completed on-campus or call back interviews, that they would have benefited by rehearsing their answers, getting input on how to answer hard questions, getting advice even on their attire, posture, etc. Too often after interviews, Career Services hears from students who say, "I wasn't expecting that question" or "I wasn't sure how to answer that question" or "I thought this item of clothing would make me stand out and be remembered." Mock interviewing will give you a chance to work out those issues.

Therefore, you should take advantage of this great opportunity to get feedback on your interviewing skills NOW, before you head into the busy fall recruiting season.

This Week's Steps: Schedule a Mock Interview

The 2009 Fall Mock Interview Program will be administered via Symplicity. You will access the program by navigating to the "OCI" tab, where you should then click on the "Session" scroll-down menu and select "2009 Fall Mock Interview Program." In order to participate in the 2009 Fall Mock Interview Program, (1) register for Symplicity; (2) upload your resume; and (3) "apply" for the "2009 Fall Mock Interview Program" by 5 p.m. Wednesday, August 5 – the same deadline to apply for USD Fall Recruiting employers. Then, select your interview time and location via Symplicity by 8 a.m. on Tuesday, August 11. Detailed instructions are contained in the 2009 Fall Mock Interview Participation and Cancellation Policy <http://www.sandiego.edu/law/documents/career/2009FallMockInterviewPolicy.pdf>. By selecting a mock interview date and time, you are agreeing that you have carefully read and agreed in full to this policy. You must agree to this policy to participate in the program.

Also, review Career Services Interviewing Guide <http://www.sandiego.edu/law/documents/career/guides/Interviewing.pdf> and Professionalism Guides <http://www.sandiego.edu/law/documents/career/guides/LegalProfessionalism.pdf> and NALP's open letter to law students <http://nalp.org/openlettertolawstudents?s=open%20letter%20to%20law%20students>.

For any questions regarding the fall recruiting season, refer to the 2009 Fall Recruiting Guide and previous Fall Recruiting Bulletins http://www.sandiego.edu/law/careers/students/job_opportunities/job_fairs_and_recruitment/index.php.

Fall Recruiting Bulletin #8: Applications

This Week's Topic: Applications

You should be prepared to submit all of your fall recruiting applications next week. During this busy time of year, you should be applying for different types of job through different routes. Since multiple considerations and steps are involved, this Bulletin covers several different topics. **Please read it in full so you do not miss critical information.** If you have any questions contact Career Services at 619-260-4529 or lawcareers@sandiego.edu.

**Deadline Reminders:
USD Fall Recruiting Program & Mock Interview Program: 5 p.m.
(Pacific), Wednesday, August 5, 2009**

This Week's Steps: (A) Upload Materials and Apply to Fall Recruiting Employers; (B) Apply to Non-USD Fall Recruiting Employers; and (C) Review the Student Job Board

A. USD Fall Recruiting Employers

See the 2009 Fall Recruiting Guide

http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs_000.pdf for detailed instructions on uploading application materials and applying to specific employers on Symplicity. Four troubleshooting points:

- 1. Make Sure Your Symplicity Profile Correctly Reflects Your Current Class Year and Contact Info. ***IN ORDER TO ENSURE YOU RECEIVE APPROPRIATE INFORMATION, YOU MUST CHECK TO MAKE SURE THAT THE CLASS YEAR IS CORRECT. ***** If the class year designation in your profile is incorrect, you may not be able to view any Fall Recruiting listings, or you may inadvertently apply to employers who are not seeking your class year, severely disadvantaging yourself.
- 2. You can only upload 20 documents at a time onto Symplicity.** Although you may ultimately save and upload an unlimited number of documents, Symplicity only allows 20 uploaded documents at any time. Once you submit a document to a specific Resume Collect or On Campus opportunity **and hit "Apply,"** a permanent copy of the document is created in Symplicity for that application. Therefore, feel free to delete that document from your "Documents" section. The document will not be deleted from your prior finalized application. You will likely find it most convenient to always keep your basic documents (resume, transcript, references and writing sample) saved in your "Documents" section at all times.
- 3. Click Apply to submit your application materials to an employer.** For each employer, once you upload your documents, you must **affirmatively apply**, by clicking "Apply". Otherwise your documents will not be transmitted to the employer.
- 4. Uploading Grades.** If an employer requests a transcript, you may submit a scanned copy of your UNOFFICIAL transcript. Generally, your USD transcript is capable of being scanned easily. Where a limited number of employers also seek undergraduate or other graduate transcripts, it may occur that the electronic transcript file is too large to scan easily and well. Therefore, if the file is too large to upload, you may simply upload a "Grade Sheet". Most employers are accustomed to receiving "Grade Sheets" from students at schools across the country; they may request an official transcript later.
- 5. Continue to check Symplicity, and don't wait until the deadline date to upload.** Employers continue to register for USD Fall Recruiting, so **you must continue to check Symplicity for new listings** until the upload deadlines to ensure you do not miss any great opportunities. However, we **caution you against waiting until the last day to upload application materials and apply.** There are likely to be many students attempting to use Symplicity at this time and **the system may experience slowness. Avoid these potential problems by applying prior to the last minute!!**

B. Non-USD Fall Recruiting Employers

We recommend applying to non-USD Fall Recruiting by **Friday, August 7, 2009**. Refer to Fall Recruiting Bulletins # 1 and #4 for more information on these Independent Employers.

Large law firms that are members of the National Association for Law Placement (NALP) generally require excellent law school grades, and often journal or moot court experience. If you want to increase your chances of getting a large firm position, it is critical to apply outside San Diego. An excellent resource for information on NALP firms is www.NALPdirectory.com. You should also research each firm you are interested in by reviewing their website. Pay close attention to each firm's preferred method of receiving applications. Some will prefer that you apply via their website, while others will prefer applications sent via postal mail or email. Also, should the firm not specify which application materials it would like to receive, generally you should send a cover letter and resume. They will contact you if they are interested in receiving more information from you.

Note that the www.NALPdirectory.com website has a mail merge feature. For free access to this feature, email Anita Ying at aying@sandiego.edu of this office your full name, email address, and month and year of graduation, and she will provide you with personalized login information.

There are occasionally some medium-sized firms that are not members of NALP that may decide to host a summer associate or law clerk program. Unfortunately, there is no comprehensive list of these employers as medium-sized firms will decide on an annual basis and at different times of the year if they have the need and resources for such programs. Work with a Career Services advisor to identify such firms.

C. Check the Student Job Board

Keep in mind that many employers, particularly small to mid-sized firms that regularly hire law clerks, prefer to post jobs on our Student Job Board rather than wait for resumes until mid-August and/or take a day away from their practices to interview via Fall Recruiting. Now, as is the case all year, there are excellent positions available on the Student Job Board for immediate and near-term employment. If you are interested in gaining experience in the fall, do not neglect to regularly check and apply for jobs listed on the Student Job Board.

As you know, small to medium sized law firms hire much closer in time to when they want someone to begin working. Therefore, such employers who post on the job board are generally seeking someone to begin work immediately. If you're interested in working for a medium to small firm employer in the summer, or after you graduate, and you have time to work as a law clerk during the school year *without jeopardizing your grades*, it is an excellent way to secure a position. If such work does not fit your school year schedule, you should, with the help of Career Services, create a strategy to identify and meet such employers. The job board also may list government, public interest and sometimes judicial opportunities for immediate as well as future (e.g., summer or post-graduate) hiring.

Fall Recruiting 101 (for those of you just beginning your preparations for fall recruiting season):

We realize that for various reasons, some of you are just now beginning to turn your attention to preparing for the fall recruiting season. In order to understand the fall recruiting season, **you must read the 2009 Fall Recruiting Guide and the Fall Recruiting Bulletins**

http://www.sandiego.edu/law/careers/students/job_opportunities/job_fairs_and_recruitment/index.php. These resources will answer most of your questions regarding USD Fall Recruiting.

It's all about the Clicking on the Sessions Tab: Note that employers participating in USD Fall Recruiting will be listed in one of the several sessions under the **OCI tab** of Symplicity. You can access these listings only after you have completed the summer survey. The first time you click on the OCI tab, you will be directed to complete the summer survey. Follow the instructions and click "Add New". After you have completed the survey, agreed to the relevant recruiting policies and click "Submit", you will be able to view USD Fall Recruiting listings under the OCI tab. You must be sure to review the opportunities under each session (i.e., On Campus, Resume Collect, and Write Directly) to take full advantage of USD Fall Recruiting. The application deadline for On Campus and Resume Collect opportunities is 5 p.m., Wednesday, August 5. Each Write Directly opportunity lists a separate application deadline.

Many of you have noticed employers listed under the "Jobs" tab in Symplicity. Clicking the "Jobs" tab will take you to Career Services' electronic Job Board, which is available year round. Check the Job Board frequently as employers continually submit listings for law clerk positions.

Fall Recruiting #9: Final Reminder for Upload and Applications for USD Fall Recruiting This Week's Topic: Deadline for USD Fall Recruiting and Reminder to Submit Independent Applications

The application deadline for **USD Fall Recruiting is 5 p.m., Wednesday, August 5, 2009.**

If you plan to apply to large law firms not listed through USD Fall Recruiting, you should submit your direct applications to those firms by Friday, August 7.

This Week's Step: Upload and Apply to USD Fall Recruiting Employers AND submit your direct applications

Consult the 2009 Fall Recruiting Guide (<http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs.pdf>) and previous Fall Recruiting Bulletins (http://www.sandiego.edu/law/documents/career/Weekly_Bulletin.pdf) for detailed instructions on how to upload your materials and apply to participating employers.

This is how you will see the Fall Recruiting listings: Click on the **OCI Tab** in Symplicity. Then, follow the instructions in the green box directing you to click "Add New" and you will be brought to the Summer Survey. You must complete the Summer Survey in order to see the Fall Recruiting listings. Once you complete the survey and agree to the listed policies, you will be able to see the Fall Recruiting listings under the OCI Tab. Be sure to click on the "Sessions" downward arrow to all the listings: On Campus Interviewing, Resume Collect and Write Directly.

Don't fall prey to the myth that the fall recruiting season is only for the top 20% of the class. There are opportunities for everyone in USD Fall Recruiting. Don't miss this important chance to apply for great fall semester, spring semester, summer and post-graduate positions. Even if you are not in the top of your class, or perhaps *especially* if you are not in the top of your class, USD Fall Recruiting can connect you with practical legal experience that will be essential to finding your post-graduate job.

Also this week, if you have not done so already, you should submit applications for large firm positions that are not listed in USD Fall Recruiting. You can find these firms at www.nalpdirectory.com.

Finally, the 2009-2010 Government Honors & Internship Handbook (<http://www.law.arizona.edu/career/honorshandbook.cfm>) is now available. The new log in information is as follows:

User Name: **cookie**

Password: **dough**

A link to the Handbook is always available on the announcement page of [Simplicity](#). We recommend that you turn your attention to the Handbook only after you have submitted your USD Fall Recruiting applications (due 5:00 p.m. on Wednesday, August 5) and your direct applications to NALP employers not participating in USD Fall Recruiting (which should be submitted by Friday, August 7). For more information about the opportunities listed in the Handbook, refer to Fall Recruiting Bulletin #6 (http://www.sandiego.edu/law/documents/career/Weekly_Bulletin.pdf).

Fall Recruiting Bulletin #10: Interviewing Overview

This Week's Topic: Interviewing

A. Interview Preparation

If you are selected for an interview, either through Fall Recruiting or independently, you should **prepare** for each interview for which you are selected. Review the Career Services Interviewing (<http://www.sandiego.edu/law/documents/career/guides/Interviewing.pdf>) and Professionalism (http://www.sandiego.edu/law/careers/students/job_search_preparation/career_resources.php) Guides and NALP's open letter to law students (<http://www.nalp.org/openlettertolawstudents2>) which discuss student interviews.

Throughout the fall recruiting season you should be sure to make it **very easy** for employers to schedule interviews with you. Employers have repeatedly told us that it does not reflect well on a candidate to be unavailable for offered times for initial interviews or callbacks or to fail to respond promptly (within 24 hours) to offers for such interviews.

It is critical to your job search success to present yourself professionally during your interviews. **If you have any questions regarding your appearance or presentation**, including, but not limited to how to dress, wear your hair, project/lower your voice, or shake hands, **consult a Career Advisor**. We will give you honest and constructive advice on any changes you should make before your first interview.

As indicated in the Interview Attendance & Cancellation Policy , (<http://www.sandiego.edu/law/documents/career/MicrosoftWord-InterviewCancellationPolicy.pdf>) which you agreed to before you could register for USD Fall Recruiting, **if you are selected for an on campus interview, you must attend**.

B. Interview Notification

If you are selected for an on-campus interview, you will be notified via email to the address Simplicity has on file. Once you have received an email, you must select your interview time as detailed in the 2009 Fall Recruiting Guide (<http://www.sandiego.edu/law/documents/career/2009FallRecruitingGuide-2Ls-2LEs-3LEs.pdf>). If you are selected for an interview through "Resume Collect" or "Write Directly", the employer will contact you directly.

Because employers will be selecting interview candidates at different times during USD Fall Recruiting, you may receive multiple emails throughout the months of August, September and October notifying you that you have been selected for an on-campus interview. **You will not receive notification of all of your on-campus interviews at one time.** We ask employers to let us know their selections at least a week before their interview dates; in reality, employers will notify us between a week and two days before their scheduled interview dates.

Next to the On-Campus Interview Employers to which you applied you will see the words "Pending" in the invitation status column. Once the employer makes its selections, if you have been selected for an interview, the button on the invitation status column will change to "Accept Preselect." Career Services will then send an email once per week informing all applicants of which On-Campus Employers have made their interview selections. If you have received one of those emails and the invitation selection column continues to read "Pending," you can assume you have not been selected for an interview.

You are responsible for checking your email account daily during the fall recruiting season to ensure that you receive all emails sent either by Career Services or by Symplicity. You are also responsible for ensuring that your inbox is cleared regularly so that messages do not bounce back due to a full inbox.

This Week's Steps: Do a Mock Interview and Have a Career Advisor Screen Your Interview Attire and Handshake

Attend a mock interview. If you do not already have a mock interview scheduled through the 2009 Fall Mock Interview Program, schedule one with a Career Advisor (http://www.sandiego.edu/law/careers/contact_us.php). Dress as you would for your professional interview. Plan to attend both of the Interview Programs offered on Tuesday, August 25. The first program is an attorney panel at noon in the Grace Courtroom, and the second will be advice from Career Advisors regarding common interviewing problems students encounter at 4:30 p.m. in the Grace Courtroom. Attend both, as each program will cover different interviewing issues.

Also, do not forget to apply directly to the opportunities listed in the Write Directly session under the OCI Tab by their stated deadlines. Updates have been made to some of these listings. For example, Baker & McKenzie has changed its listing to indicate that it is not hiring for its San Diego office, but is hiring for other offices, including, but not limited to Dallas, Houston, and Hong Kong.

Fall Recruiting Bulletin #11: Government Mailing (and additional OCI opportunity) This Week's Topic: Government Honors and Internships:

The Government Honors & Internship Handbook provides program summaries and application deadlines for summer and permanent attorney positions at numerous federal government agencies. For more information about the opportunities listed in the Handbook, refer to Fall Recruiting Bulletin #6 (http://www.sandiego.edu/law/documents/career/Weekly_Bulletin.pdf).

Each agency's application process varies in terms of deadlines and employment options. Some agencies accept hard copy applications, others prefer applications to be emailed, and still others require applications to be completed on line. In order to facilitate your applications to Handbook agencies that prefer hard copy applications, Career Services will conduct a "Government Mailing." Detailed instructions on how to participate in the Government Mailing are below.

Special notes on Handbook deadlines:

1. **Early deadline:** The Environmental Protection Agency's deadline for 2L applications for its paid Summer Honors program is Friday, August 28, 2009. You **must** submit materials by mail to the contact and address provided in the Handbook by the deadline. Despite the language regarding Symplicity in the EPA's Handbook listing, **do not** submit your materials via Symplicity for this employer.
2. **Apply early even though stated deadlines might be later:** Note that many of the Handbook positions have deadlines which fall after our Government Mailing deadline. Despite our earlier deadline, we recommend that you apply for **all** federal government positions by the September 8, 2009 deadline (unless of course the relevant deadline is even earlier than our September 8 Government Mailing deadline, in which case you should apply by the relevant deadline, as is the case with the EPA position mentioned above). Last year, many government agencies closed their applications early and without advance notice due to an exceedingly high volume of applications. This is just another indication that during this fall recruiting season you will need to apply early and broadly.

This Week's Steps: Apply to Government Honors and Internships

1. Review the 2009-2010 Government Honors & Internship Handbook (<http://www.law.arizona.edu/career/honorshandbook.cfm>).
User Name: **cookie**
Password: **dough**
2. Apply directly via the internet or email, **not** through the Government Mailing, to those government agencies that state that they **require** or prefer electronic applications. Be aware that some of the most popular government agencies require that you apply on line and thus will not be included in the Government Mailing. In particular, **the Department of Justice** (<http://www.usdoj.gov/oarm/oppls.htm>) **requires that applicants apply on line by 9:00 p.m. (Pacific Time), Tuesday, September 8, 2009.**
3. Participate in the Government Mailing. To do so you must:
 1. Create a separate email for each agency to which you would like to apply with the name of the position **as it appears in red all capital lettering** in the Handbook listing (e.g., "SUMMER LAW CLERK PROGRAM CENTRAL INTELLIGENCE AGENCY OFFICE OF GENERAL COUNSEL") as the subject line.
 2. Attach all required application materials to the email.
 3. Send the email to lawcareers@sandiego.edu by **noon on Tuesday, September 8, 2009.**

Career Services will then submit the application to the relevant agencies on your behalf. **Note: The Government Mailing will not include agencies that indicate a requirement or preference for emailed or on line applications.**

New OCI Opportunity: Privacy Rights Clearinghouse (San Diego, CA) will be on campus on Thursday, September 10, to interview for a fall law clerk position. Submit your cover letter (addressed to Ms. Beth Givens, Director, Privacy Rights Clearinghouse, 3100 5th Avenue, Suite B, San Diego, CA 92103) and resume via email to lawcareers@sandiego.edu no later than August 28, 2009 for consideration.

Note regarding On Campus Employers: If you applied to any on campus employer, each week you will receive an email from Career Services with a list of the names of on campus employers who have made their on campus interview selections. You will notice that some of the employers that appear on the list did not appear under the Fall 2009 On Campus session in

Symplicity before the August 5 deadline. If you were unable to view an on campus employer, it is because they were not seeking candidates in your class year (e.g., 2L, 3L, LLM).

Please note that all previous bulletins are available at the following link:

http://www.sandiego.edu/law/documents/career/Weekly_Bulletin.pdf

Fall Recruiting Bulletin #12: Additional Opportunities & Off Campus Interviews

This Week's Topics: Additional Opportunities and Off Campus Interviews

1. Additional Opportunities

A. 11th Annual Intellectual Property Associate Search – Generally this is a job fair targeted to students interested in IP law, and many of the employers have specific hiring criteria involving technical or hard science degrees. Review the attachment to view the hiring criteria of participating employers. Please let me know if you have any questions about your qualifications. To participate, email a copy of your resume AND a list of the participating employers to which you would like to apply to lawcareers@sandiego.edu by **noon on Monday, September 14, 2009**.

B. Government Honors Programs and Internships – As discussed in law week's Bulletin, you should apply to the opportunities listed in the Government Honors and Internship Handbook.

1. Apply directly to the government agencies that require or prefer online or emailed applications.

a. The **State Department** is publicizing a new deadline of **Sunday, August 24, 2009** for its 3-year New Attorney Program, Department of State, Office of the Legal Adviser (Civil) for 3Ls, and its Summer Intern Program, Department of State, Office of the Legal Adviser for 2Ls. The Handbook's published deadline is September 30th for both programs. The State Department's Recruiting Committee unexpectedly moved up its preferred application deadline. They will continue to accept applications through September 30th, as published in the Handbook, but note that they prefer to receive them as soon as possible.

b. Note that deadline for the **Department of Justice's** on line application is **9:00 p.m. Pacific Time, on Tuesday, September 8, 2009**.

2. Participate in the Government Mailing for agencies that do not indicate a preference for such electronic applications. To participate in the Government Mailing, you must:

a. Create a separate email for each agency to which you would like to apply with the name of the position as it appears in red all capital lettering in the Handbook listing (e.g., "SUMMER LAW CLERK PROGRAM CENTRAL INTELLIGENCE AGENCY OFFICE OF GENERAL COUNSEL") as the subject line.

b. Attach all required application materials to the email.

c. Send the email to lawcareers@sandiego.edu by **noon on Tuesday, September 8, 2009**.

C. OCI Opportunity: Privacy Rights Clearinghouse (San Diego, CA) will be on campus on Thursday, September 10, to interview for a fall law clerk position. Submit your cover letter (addressed to Ms. Beth Givens, Director, Privacy Rights Clearinghouse, 3100 5th Avenue, Suite B, San Diego, CA 92103) and resume via email to lawcareers@sandiego.edu no later than August 28, 2009 for consideration.

C. Write Directly – Do not forget to apply directly to the opportunities listed in the Write Directly session under the OCI Tab by their stated deadlines.

D. Job Board – Do not forget to check the Jobs tab of Symplicity throughout the year for new law clerk positions with private firms as well as government and public interest agencies.

2. Off Campus Interviews

Most firms require candidates to attend an interview at one of their offices for either an initial screening interview or callback interview. Here are some things to consider while interviewing at an employer's office.

A. Make It Easy to Schedule an Interview. Generally it is in your best interest to **schedule an interview as soon as possible**, as more spots are open earlier than later. Also, keep in mind that support staff can be influential in hiring decisions, therefore, be courteous when interacting with secretaries, administrators, and recruiters and be sure to **be flexible with your availability**. Also, **respond promptly to offers for interviews**, we suggest within 24 hours of the offer.

B. Time. Keep in mind that the attorneys you interact with are busy and some are required to bill time. Thus, it may be that for every minute they spend with you, it's another minute that they may have to stay late at the office. Keep the importance of time in mind throughout your interview day. **Be sure to be 10-20 minutes early.** If you are uncertain of where the office is located or how long it will take you to get there at the scheduled time, do a run-through at the same time of day before the scheduled callback date. If an interview runs over, do not continue to pepper the interviewer with questions in an attempt to show your in-depth research about the firm. **And at all times be appreciative of the time attorneys spend with you, and be sure to express this in a personalized thank you note to each attorney with whom you met.** See Career Service's Job Search Correspondence Guide (<http://www.sandiego.edu/law/documents/career/guides/CoverLetter.pdf>) for information on thank you notes.

C. Be Prepared, Stay Engaged and Remain Professional. The schedule for these interviews can range from a brief meeting with the hiring partner to a day-long interview schedule where you may meet with 8 or more attorneys and include lunch and dinner. **It is important to be rested and prepared for these interview days**, as they can be long and taxing. Keep in mind that your 20 minute meeting with a junior associate at the end of the day may be just as important as your hour-long interview with the hiring partner, as both may have authority to veto an offer. You must remain engaged and professional at all times. From the moment you pull into the parking lot to the moment you leave, consider your interactions with others as privy to the firm's recruiting decision-makers.

D. Travel. Should you receive an interview with a firm in another town, you should try and leverage that opportunity into other interviews in the same town. Contact employers in that area which you have not heard from yet and let them know that you will be interviewing with another firm in the area and available for interviews on particular dates. **Note that you should not book non-refundable travel arrangements that will be charged to an employer and then cancel the callback interview.** If you are uncertain whether or not you should make an interview trip to another town, consult a Career Advisor.

This Week's Steps: Continue to Apply and Prepare for Off Campus Interviews

Continue to apply for the opportunities listed above and those created by your own initiative and networking.

Review (again) the Career Service Guides for [interviewing](http://www.sandiego.edu/law/documents/career/guides/Interviewing.pdf) (<http://www.sandiego.edu/law/documents/career/guides/Interviewing.pdf>) and [thank you notes](http://www.sandiego.edu/law/documents/career/guides/CoverLetter.pdf) (<http://www.sandiego.edu/law/documents/career/guides/CoverLetter.pdf>) and [NALP's open letter to law students](http://www.nalp.org/openlettertolawstudents2) (<http://www.nalp.org/openlettertolawstudents2>). Research firms, and when possible, interviewers.

Fall Recruiting Bulletin #13: Job Search Adjustments & Offers

See below for details regarding a **new OCI opportunity** with the San Diego City Attorney's Office.

This Week's Topics: Experience & Offers

Experience

The best way to make yourself more marketable for summer or post-graduate employment is to get great experience during the school year. As is the case for law students nationwide during this economic downturn, it has become extremely important to gain practical legal experience not only during your summer breaks, but also during the school year. Gaining practical experience and developing your legal skills is the best way to distinguish yourself as an upper level law student. There are a variety of ways to get quality practical experience throughout the school year: work as a law clerk for a small private employer; volunteer, get credit, or be paid through federal work study for work with a government or public interest employer; serve as a professor's research assistant, enroll in a clinic.

Currently, there are a number of listings on Symplicity, including private law firms, seeking semester law clerks. We receive new opportunities nearly every day. Just look under the Jobs tab of Symplicity and apply!

Offers

As a result of your applications, either through fall recruiting or the Symplicity Job Board, you may begin to receive offers for employment for fall, spring, summer or post graduate positions. Here are the best ways to respond so that you maintain your reputation, as well as a live offer.

You should acknowledge an offer promptly (within 24 hours of receipt), and convey your appreciation for the opportunity, even if you are not ready to accept the offer. If you determine that you are not going to accept an offer, you should contact the recruiting professional immediately and decline the offer. Career Advisors are available to help you evaluate individual offers. Also, be sure to **communicate via phone** regarding offers. An email will not allow you to express appropriate professionalism and gratitude for the opportunity. Finally, follow up with a letter which confirms your acceptance or declination.

If you have accepted an offer, do not renege without speaking to a Career Advisor first. Not only is reneging an offer unprofessional, but in a small legal community like San Diego it can be detrimental to your future opportunities. There are very limited circumstances when backing out on an offer that you have already accepted is a good career move. Consult with a Career Advisor.

If the employer from which you received an offer is a member for the National Association for Law Placement (NALP), review [NALP's open letter to law students](http://www.nalp.org/openlettertolawstudents2) (<http://www.nalp.org/openlettertolawstudents2>) and the [NALP Principles and Standards for Law](#)

Placement and Recruiting Activities

(<http://www.nalp.org/fulltextofnalppinciplesandstandards?s=NALP%20Principles%20and%20Standards%20for%20Law%20Placement%20and%20Recruiting%20Activities>). Non-NALP employers have not agreed to these guidelines, are usually unaware of them, and generally will not adopt them. Occasionally, NALP employers will deviate from these standards, as is their prerogative. Please consult Career Services if you have any questions about these materials and their effect on your job search.

This Week's Steps: Find Fall and Spring Practical Experience

Continue to apply for fall, spring and summer/post-graduate positions.

Job Opportunities and Deadlines

1. ***NEW*** **San Diego City Attorney's Office – Criminal Division** will be on campus on September 25, 2009 to interview for spring internships and post-bar law clerk positions (for February bar takers). View their listing under the Jobs tab of Symplicity for more details.

2. Government Honors Programs and Internships –

a. Apply directly to the government agencies that require or prefer online or emailed applications.

b. Participate in the Government Mailing for agencies that do not indicate a preference for such electronic applications. To participate in the Government Mailing, you must:

i. Create a separate email for each agency to which you would like to apply with the name of the position as it appears in red all capital lettering in the Handbook listing (e.g., "SUMMER LAW CLERK PROGRAM CENTRAL INTELLIGENCE AGENCY OFFICE OF GENERAL COUNSEL") as the subject line.

ii. Attach all required application materials to the email.

iii. Send the email to lawcareers@sandiego.edu by **noon on Tuesday, September 8, 2009.**