2010 Fall Recruiting Orientation

U.C. Hastings, College of the Law
Office of Career & Professional Development

What is Fall Recruiting?

- Fall On-Campus Interviews (Fall OCI)

- U.S. DOJ Honors and Summer Legal Intern Programs
  - Apply online early Fall (usually by beginning of September)
  - Interviews typically in November
  - [www.usdoj.gov/oarm](http://www.usdoj.gov/oarm) for deadlines and to apply
Additional Federal Government Hiring Programs

- Presidential Management Fellows Program (3Ls)
- Government Honors Handbook & Public Policy Handbook on HastingsCareersOnline.com (under “Password Protected Job Search Sites” right on your homepage)

Check Deadlines Now!

Self-Initiated Job Search

- Most jobs are NOT found through postings
- Utilize personal and professional contacts
- Research employers:
  - Online
  - Hard Copy
  - In Person
Geography: Expand Your Options

- Expanding your job search is key to getting a great job.
- National study of # of entry-level jobs in 2008:
  - San Francisco: 645
  - Los Angeles: 1,084
  - Chicago: 1,582
  - Washington, DC: 2,189
  - New York City: 3,631
- Contact out-of-area employers Now!

Research Tools: “Why Us?”

Online Resources
- NALP: [www.nalpdirectory.com](http://www.nalpdirectory.com)
- Martindale-Hubbel: [www.martindale.com](http://www.martindale.com)
- PSLawNet: [www.pslawnet.org](http://www.pslawnet.org)
- Student Evaluations: [www.HastingsCareersOnline.com](http://www.HastingsCareersOnline.com)
- Lexis & Westlaw

Live Resources
- Alumni
  - Search by law school on Martindale through Lexis
  - Use Alumni Request form in Career Office
- Attorneys at target employers
  - Use calbar attorney search (calbar.ca.gov) or Martindale
Fall OCI in your Job Search

- Fall OCI should be a part of any diversified job search – how much a part may vary.
- Law firms, government offices and public interest employer recruit through OCI – so research the list of OCI employers carefully
- OCI is the best opportunity to interview with certain employers; e.g., District Attorney and Public Defender Offices

Important OCI Dates

- **Bidding Window:**  
  - July 22 – Aug. 5
- **OCI Schedules Available:**  
  - By Aug. 23
- **Interviews**  
  - Aug. 25 – Sept. 8 (no weekends or holidays)
- **Resume & Cover Letter Workshops**  
  - July 23rd & 27th – 6pm in Room F
- **Fall Recruiting Orientation:**  
  - July 20th – 6pm in Room K
Steps to Participating in OCI

- Log on to HastingsCareersOnline.com
- Complete the “Summer Survey”
- Verify “Profile” information (including Class Year)
- Research OCI Employers
- Upload Documents (use Grade Sheets, not Transcripts)
- Bid on up to 35 interviews (plus resume collects)
  - Be flexible geographically!
- Select application materials for bids
- Rank bids for lottery
- Complete bids by Aug. 5!

Cancelling, Swaps and Open Sign-Ups

You will be able to:

- Cancel interviews with the click of a button
- Swap interview times with other students on the same schedule
- Sign up for open interview slots with a click
Preparation over the Summer

- Resumes – make sure to have the Career Office review before bidding
  - Resumes subject to verification – tips on class rank
- Cover Letters – tailored to the employer (be sure to sign hard-copy versions)
- Writing Samples (5-10 pp.)
- Grade Sheets – create a Word document, do not upload actual transcripts
- References – 2-4, academic or professional, not personal
- See samples at: www.uchastings.edu/handouts

Etiquette

- Respond to employers within 24 hours
  - Email is NOT your friend
  - The Perils of Social Networking
  - Honor commitments
- Personal v. Professional
The Career Office is open all summer!
We are available for resume and cover letter reviews in person and by phone.
You are responsible for checking your email for critical OCI and other pertinent fall recruiting information.
Summer office hours: 9:30 – 5:00 PM
415-565-4619