2012 Fall Recruiting Webinar

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

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What is Fall Recruiting?

- Fall On-Campus Interviews (Fall OCI)
- U.S. DOJ Honors and Summer Law Intern Programs
  - Apply online in early fall (last year: 7/25/11-9/6/11); interviews typically in November. www.usdoj.gov/oarm
- Other Federal Government Hiring Programs
  - *i.e.*, Presidential Management Fellows Program (3Ls).
  - See the Government Honors Handbook & Public Policy Handbook on HastingsCareersOnline (click on the “Password Protected Job Search Sites” link).
Fall Recruiting Continued …

Self-Initiated Job Search:

- Look outside the immediate SF area.
- Cultivate contacts.
- Look at listings.
- Look *beyond* listings.
- Take charge of follow up.
Geography: Expand Your Options

- Expanding your job search beyond San Francisco increases your chances of getting a great job.
- National study of # of entry-level jobs in 2011:
  - San Francisco: 600
  - Los Angeles: 899
  - Chicago: 1,292
  - Washington, DC: 2,062
  - New York City: 2,964

**ACTION POINT:** Contact out-of-area employers in June & July
Research Tools: “Why Us?”

Online Resources
- NALP: www.nalpdirectory.com
- Martindale-Hubbel: www.martindale.com
- PSLawNet: www.pslawnet.org
- Student Evaluations: www.HastingsCareersOnline.com
- Lexis & Westlaw (see Lexis cheat sheets in the Document Library)

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 employers 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.
OCI Documents

- Resume
  - One page for private sector; one to two for public sector.

- Cover letter
  - Tailored to each employer.

- Grade sheet
  - Not transcripts. Please see handout.

- References
  - 3-5 professional or academic (not personal).

- Writing Sample
  - 5-10 pages; redacted for length and confidentiality as necessary.
Important OCI Dates

- **Bidding Window:**
  - June 29 – July 16

- **OCI Schedules Available:**
  - By Aug. 1

- **Interviews:**
  - Aug. 6 – 15 (no weekends)

- **Resume & Cover Letter Workshop:**
  - Tuesday, June 26th, 6-7:30 in Room A
    RSVP on HCO  (Free Pizza!!)
Steps to Participating in OCI

- Log on to www.HastingsCareersOnline.com
- Complete a “Summer Survey”
- Verify “Profile” information (esp. year and phone)
- View & research OCI Employers
- Upload Documents (use Grade Sheets, not Transcripts)
- Bid on up to 35 interviews (plus resume collects) - be geographically flexible!
- Select application materials for bids
- Rank bids for lottery
- Complete and save your bids on HCO no later than July 16!
If you are **Out of Town for OCI**

Type in the **Date you will be back in town** and available for interviews in the **“Preferred Locations(s)/Date Available” text box**

(Do NOT enter dates you will be gone)
Cancelling, Open Sign-Ups, Swaps

- Your interview schedule will appear under the “Scheduled Interviews” tab.
- Cancel 2 *business* days before interview date by clicking on Cancel button.
- Every cancellation becomes an Open Sign-Up slot and a button with the interview date will appear on the list of OCI employers. First student to click on the button gets the interview (up to 5 per day). You **must** provide a resume to the Career Office (careers@uchastings.edu) **by noon the day before** the interview, and bring remaining requested documents to the interview.
- You can swap interview times with other students on the same schedule. Click on the interview date link to see the list of students. You must send an email showing agreement by both students to careers@uchastings.edu no later than **12:00 noon one business day prior** to the first scheduled interview.
Guidelines & Tips

NALP Guidelines

- Offers should remain open for at least 28 days or until December 30th, whichever comes first.
- Students may hold no more than 5 offers at one time – and must release any in excess within one week.
- Complete Guidelines available at NALP.org

Etiquette

- Respond to employers within 24 hours
Need Help?

- 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 Hastings email for critical OCI and other fall recruiting information.

Summer office hours: 9:30 – 5:00 PM daily. 415-565-4619
Thank you to our sponsor!