Where to Start

Looking for jobs? The following is a list of great places to start. Included are both job listing services (which, by the way, account for the smallest percentage of available jobs), as well as employer databases from which you can craft a list of employers that meet your geographic and practice area interests. If you find an appealing job listing, you should respond with a cover letter and resume tailored to the position advertised. For employers that you identify through a database search, you may wish to send a prospecting letter regarding the possibility of employment, call to set up an informational interview, or write a letter requesting an informational interview. Check out the Job Search Letters and Informational Interviews handouts available on HastingsCareersOnline.com and in hard copy in the Career Office.

ONLINE RESOURCES

Job Listing Services
HastingsCareersOnline.com - UC Hastings on-line job posting website (www.HastingsCareersOnline.com): This database of job listings constantly evolves as we receive new listings. All summer, entry-level, and alumni jobs are entered into the system.
PSLawNet (www.pslawnet.org): This national and searchable database of public interest, government and plaintiff-side law jobs is quite comprehensive and includes international positions, as well as summer and post-JD fellowship information. You will need to sign up to get access, but it is very easy. Access the sign-up page through HastingsCareersOnline.com under Essential Job Links.
Legal Aid Association of California (LAAC) (www.calegaladvocates.org): This site has a searchable database of volunteer public interest opportunities. Because Hastings is a member of the Public Interest Law Program Pro Bono Project, Hastings students are eligible to join and use the site. Just click on the PILP Pro Bono Project link on the lower left of the homepage. You can also search for public interest opportunities (without registering) by clicking on the link for the California Pro Bono Center and then selecting the Pro Bono Programs Guide. In the search terms, be sure to select Projects for Law Students.
Daily Journal (www.dailyjournal.com) and the Recorder (www.lawjobs.com): The Daily Journal website is the best site for California legal classified listings, and the Recorder has the occasional entry-level job in the Bay Area. The Career Office subscribes to both.
Craig’s List (www.craigslist.com): Listings include job opportunities, and more and more employers post to this site. Select the link for legal/paralegal under the jobs column. * If you are looking for job postings in a particular field of law, check out the Career Office handout Great Job Search Sites on the World Wide Web for additional online resources.

Employer Databases
Martindale-Hubbell (www.martindale.com or accessible on Lexis at http://lawschool.lexis.com): Claims to be the largest database of legal offices (both domestic and international law firms). Also includes some corporate legal departments. Small firms tend to have only minimal listings. At the martindale.com site, the homepage displays the Basic Lawyer Locator Search. In the top Search box, click on the Advanced Search link and you will get a template that will allow you to search by size, location, practice and more.
FindLaw (www.findlaw.com): This site will link you to an employer database (www.infirmation.com) that is searchable by location, size, salary, position and practice. On the FindLaw homepage, select the For Legal Professionals tab, click on the link For Law Students, and then select Employer Directory under the Legal Careers heading. There is also a link for job postings, but the postings are almost entirely from legal search firms.
NALP Directory of Legal Employers (www.nalpdirectory.com): Searchable database of over 800 legal employers. Also available in hard copy in the CSO.
West Legal Directory (WLD) (www.lawschool.westlaw.com): Offers over 1 million searchable profiles of law firms and attorneys. Select Research, then Directory, then click on the Directories/Reference link. There is also a Law Student Jobs Online database - click on Careers from the lawschool home page.
The Legal 500 (www.legal500.com): This database of law firms in over 70 countries is most useful for students researching international firms.

PAPER RESOURCES
Summer Evaluations Binders: These binders share student perspectives on employers. We have surveys from 1997-2005 in hardcopy and 2006-2008 online at www.hastingscareersonline.com.
Want's Court Directories: These two directories are most useful for compiling lists of state and federal judges for clerkship/externship/internship applications.
The Recorder: Directory of Bay Area Law Firms: Contact information for bay area law firms. Also contains a local state court directory.
Directory of Corporate Counsel: Online on Lexis and in hardcopy in the Hastings Library. It provides useful background information about corporate legal departments nationwide.
Employer Profile Binders: These binders contain profiles, background information, and marketing brochures of large firms, small firms, public interest agencies, government offices, and corporations.