
1L Timeline

Office of Career & Professional Development
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Your law school experience will include professional development, building career skills, and gaining work experience—your Career Office is here to help!

The Basics:

→ On 10/15/16, log into your online career development system, [HastingsCareersOnline](#) (HCO), and be sure to enter your practice area preferences (if you know them already!). The Career Office will send you notices specifically tailored to these preferences.

→ Review the Career Map with this 1L Timeline. These two documents will help you understand your career-planning options and priorities during your years at UC Hastings.

→ Explore [HCO](#) and learn about the resources we offer, programs we coordinate, and more!

→ Start thinking about practice areas to explore by reading the Practice Area Pathways [document](#) on the Career Office website and reading the book [Official Guide to Legal Specialties](#) (available in the Career Office.)

Fall Semester:

- **Get Involved**- Join student groups that personally interest you or are related to your career interests. Help plan events and take a leadership role.
- **Determine what fields interest you**- Do online research on potential areas of interest.
- **Get to know your peers**- Contact 2Ls and 3Ls who have done the kind of work you want to do.
- Join **Career Office [listservs](#)** that may interest you (e.g., diversity, government and public interest, judicial clerkships).
- **Attend Inns of Court sessions**.
- **Draft a legal resume and cover letter** after reading the [Resume and Cover Letter Handouts](#) and meet with a career counselor to review them.
- **Small and mid-sized firms**: be prepared to gather lists and directories from a variety of sources (e.g., the online Summer Surveys, [martindale.com](#), [PSJD.org](#), and the Private Public Interest and Plaintiff's Firm Guide) as well as through organizations such as the [San Francisco Trial Lawyers Association](#). Now is the time to be crafting a target list and gathering recommendations for specific firms by speaking with attorneys.
- **Public interest jobs**: register on [PSJD.org](#) and explore other sites such as [essential.org](#) and [idealist.org](#).
- **Judicial Externships**: meet with the Career Office for resume and cover letter reviews. Also attend the workshop in November on judicial externships. (Deadlines for applying for externships are December through February, depending on the court.)

- **Government Internships:** review the **Government Honors & Internship Handbook** on [HCO](#). Visit <http://www.justice.gov/careers> (look for the links to the Volunteer Legal Intern Opportunities) and other government agency websites of interest. Some government agencies, particularly at the federal level, do start hiring in December, so craft a target list of those that interest you.
- **District Attorneys/Public Defenders:** visit [the Office of the Attorney General's website](#) and [prosecutor.info](#). Look for hiring guides in the Career Office's District Attorney (DA) and Public Defender (PD) binders.
- **Large law firms** do less 1L hiring these days, but you can research employers at [nalpdirectory.com](#). Mail letters beginning December 1—remember that firms may not recruit you prior to December 1!
- **For alternative legal careers**, meet with a counselor to discuss and attend panels to explore these career options.
- **Sign up for the Alumni Mentor Program** and meet with mentors.

Winter Break:

- **Create a Contact List:** Develop a list of networking contacts, including former employers; undergraduate mentors; parents of friends; and friends of parents. Use the Alumni Office, [martindale.com](#), or Martindale on Lexis to find UC Hastings alumni in your field of interest.
- **Start sending out applications**, if targeting those select employers (some federal judges and federal agencies plus diversity fellowships including JIOP and BAMSCP) have early application deadlines. Note that for judges, you may be able to apply after exams, but the later you apply, the more federal judges will have already hired.
- **Join Professional Associations:** Look into student memberships in professional associations or events focusing on fields of interest to you. Attend association events and network with attorneys there.
- **Schedule informational interviews:** Meet with one or two contacts during break.
- **Create a Summer Plan:** Map out your preferred 1L Summer Plan and a back-up Summer Plan.
- **Meet with a Career Counselor** for help mapping out contacts and your preferred summer plan.
- **TIP:** Start keeping a notebook to record your contacts, employers of interest, applications, and interviews with follow up dates and instructions (e.g., thank you notes, referrals to others for information interviews, etc.)
- Some judges start accepting applications on December 1 for **summer judicial externships** - get your application materials reviewed at the Career Office before submitting!

Early Spring Semester:

- **Check Job Postings:** Visit [HCO](#) for announcements and apply for relevant job postings.
- **Follow up** by phone or e-mail with employers to whom you have sent applications.
- **For Federal Internships:** Send out applications. Deadlines run early January - February.
- **For Government and Public Interest** job openings: Attend the Public Interest/Public Sector (PI/PS) Day in late January to meet and interview with employers.
- **For Smaller Firms:** Participate in Spring On-Campus Interviews (OCI) between February - April. Send out cover letters to firms of interest and follow up via phone a week later.

- **Watch for Funding Deadlines:** Calendar Financial Aid/FAFSA priority deadlines to qualify for summer work-study. The HPILF Fellowship deadline is mid-Spring.
- **Attend Inns of Court,** Career Office-, student org-, and employer-sponsored programs to learn more about legal fields, professionalism, and what employers expect from you.
- **Talk to professors** about possible research assistant positions for the summer and approach those that could serve as references.
- **Brainstorm with the Career Office** about 1L job opportunities and strategies you may not yet have considered.
- **Schedule interviews** - both informational and job interviews for Spring Break.

Spring Break

- **Attend scheduled informational interviews** and any job interviews you arranged.
- Continue to attend **professional association events** and network with attorneys there.
- **Gather information** about the legal practice in the market(s) where you'd like to practice law.
- **Read local legal publications** (such as The Recorder and the Daily Journal, available in the Career Office and the Library) to see how the legal market is in the geographic location you wish to work.

Late Spring (April - May)

- **Check job postings** on [HCO](#) and other sites; apply to any that are of interest.
- **NB:** Most 1Ls find their summer job between March and May. Some employers start advertising in May when many students have given up the search- keep looking!
- **Attend the Fall Recruiting orientation.**
- **For IP Law:** Look for announcements about the SF Intellectual Property Law Association Career Fair (event in August; application deadline late June/early July) and the Loyola Patent Interview program (deadline in late Spring).
- Look for announcements about the **Bay Area Diversity Career Fair** (event in August; application deadline late June/early July) and other career fairs that happen during the summer.

Summer (June - August)

- **Update your resume** to include summer work experience and Spring semester grades.
- Map out your **preferred 2L Summer Plan** and a back-up Summer Plan.
- **Research Early Interview Program (EIP) employers** on [HCO](#) and apply for interviews. The **bidding window** will be in early July.
- **Look out for Career Office Workshops** (scheduled throughout the summer) on resume and cover letter drafting as well as screening interview preparation.
- **TIP for a Long Distance Job Search:** If you are out of town during the summer and wish to be back in the same area for your 2L summer, send letters to employers asking for interviews **before** you return to school.

See next page for a list of typical 1L summer jobs.

TYPICAL 1L SUMMER JOBS

FEDERAL, STATE OR LOCAL GOVERNMENT INTERN (generally unpaid)

Apply directly to government agencies, but also check out the **Government Honors and Internship Handbook** in [HCO](#) for a comprehensive list of federal internships and deadlines. Go to the Search Employers tab in HCO to run a search of state and/or local government employers. Narrow a Summer Survey search in HCO to identify which of these agencies have hired UC Hastings students in the past. **Apply** January- March.

Note: Some agency deadlines (such as the FBI and CIA) are in September/October due to lengthy background checks.

IN HOUSE LEGAL DEPARTMENT INTERN (generally paid)

If you think you are interested in an in-house post graduate career, summer is the perfect time to investigate this option. Conduct a Summer Survey Search on HCO to identify companies that have hired UC Hastings students in the past.

Apply: Generally January-May. Some will come to Spring OCI between March – May. Others will never post, and you need to call them yourself to ask if and when they will hire.

JUDICIAL EXTERN (unpaid)

Hone your research and writing skills and develop a relationship with a judge through an externship. Judges preside over all levels of courts (i.e., local, state, and federal; trial and appellate).

Apply: December - February for federal judges; December – March for state courts.

PROFESSOR'S RESEARCH ASSISTANT (paid, work-study preferred)

This is a good opportunity to develop substantive knowledge of a particular field of law and to develop a close relationship with a professor who will then be able to write a strong recommendation for you. Generally, the work involves research, writing, and citation-checking.

Apply at will after talking to your professors (usually 2nd semester). Some research opportunities will be posted in the UC Hastings Weekly.

PUBLIC INTEREST OR PUBLIC SECTOR INTERN (generally unpaid, but grants and fellowships possible)

If you are considering a public interest or government career, establish your community involvement record early. Seek out agencies that interest you and apply directly, but also check out PI/PS Day in late January. While PI/PS Day has many openings with local government employers and usually the military JAG, it does not include many federal agency positions.

Apply January and February.

SOLO, SMALL, OR MID-SIZE FIRM CLERK (generally paid)

You can get a great variety of legal experience at smaller firms. These positions generally will not open until spring since smaller employers cannot forecast their hiring needs as early as larger employers. Many of these firms will not post job openings, so you should seek them out early and apply directly. Some will advertise on [HCO](#) or come to Spring OCI.

Apply Feb - May.