
3L Career Timeline

Office of Career & Professional Development
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Summer Prior to 3L:

- Apply for **Fall On-Campus Interviews (OCI)**, if interested.
- **Update and upload your resume** onto HastingsCareersOnline.com (HCO).
- **Map out a preferred career (Plan A) and back-up plan (Plan B)** for after graduation.
- **Know the hiring time-frames** for employers you are targeting.
- **Research bar exam** application deadlines.
- **Public Interest: Apply for Fellowships.** Contact the Career Office for guidance. Also see the [Public Interest Post J.D. Fellowships](#) handout.
- **Federal Judicial Clerkships:** Schedule an appointment with Fairuz Abdullah. Also see [How to Obtain a Judicial Clerkship](#) handout and other resources on the [Judicial Clerkship webpage](#).
- **Federal Government:** Apply for **Federal Government Honors Programs**. Check the Government Honors Handbook on [HCO](#) for specific programs. Deadlines run throughout early Fall semester.
- **Complete the Student Summer Employment Survey.** If you accept permanent employment, please notify the Career Office.

Early Fall (August - September)

- Participate in **Fall OCI**.
- **Check [HCO](#) and other favorite websites for listings and application deadlines.**
- Apply to **local employers for school-year jobs** to enhance opportunities for full-time offers.
- **Send letters to selected law firms** that are not participating in OCI.
- **State Judicial clerkships:** Apply now. For an on-line guide, check the [Vermont State Clerkships Guide](#) on [HCO](#).
- **Public Interest Fellowships:** Apply to those with early application deadlines.
- **Build your network** by staying in touch with your contacts, telling them your career plans, and joining a bar association or professional groups in your preferred city.
- **If you need to develop a Plan A and Plan B, meet with a career counselor** to brainstorm about job opportunities and strategies that you may not have considered.
- **Phone or e-mail** those to whom you have sent applications, prospecting or networking letters, to schedule job or informational interviews for Winter Break.

Winter Break (December)

- **Review or develop your preferred career (Plan A) and back-up plan (Plan B)** for after graduation.

Winter Break Continued (December)

- **Gather information** about your Plan A and B legal practices in your preferred city.
- **Review local legal publications** to become familiar with the legal market in your preferred city.
- **Conduct informational interviews** with contacts in your preferred city. The Career Office can help you develop a list of contacts.
- **If you are traveling during Winter Break**, Spring Break, or plan to live elsewhere after graduation, plan to **use the resources of schools with which we have open reciprocity** (Santa Clara, California Western, University of Michigan, McGeorge, Fordham in NY, and all UC Law Schools).

Early Spring Semester (January - March)

- **Check [HCO](#)** announcements and favorite on-line job postings weekly.
- **Federal Clerkships:** Monitor the judicial clerkship lists for updated announcements, including of newly-appointed judges (who may need to hire quickly).
- **Participate in Spring OCI.**
- **Talk to professors** in the substantive areas you enjoy about your job search and ask about any contacts or advice they may have.
- **Phone or e-mail** those to whom you have sent applications, prospecting or networking letters, to schedule job or informational interviews for Spring Break.

Spring Break (March)

- **Interview** with out-of-area employers, specifically government and non-profit employers and small/medium-sized firms who do not recruit in the fall.
- **Network! Network! Network!** If this is difficult for you, contact the Graduating Student Advisor or the other career counselors to help you get started.
- **Register with the Graduating Student Advisor, [Louise Francis](#).** She is a special resource from March of your 3L year through February of the following year
- **Don't have a Plan A and B? Contact a career counselor** for help developing a preferred career plan (Plan A) and back-up plan (Plan B).

Late Spring Semester (March - May)

- **Check [HCO](#)** often because employers contact the Career Office with late-breaking job opportunities throughout the spring.
- **Talk** to your current employer or mentor in an extern program about job leads.
- **Apply for jobs with spring deadlines:**
 - Some state judicial clerkships (i.e., San Francisco Superior Court)
 - Public interest positions
 - Small firms
- **Identify and consider applying to legal temporary agencies** in your preferred city.
- **Complete a Graduate Class Survey.** If you have accepted a job, please notify the Career Office.
- **Keep in contact with the Career Office** for assistance with your job search after graduation. We hear of leads all the time!