



TO: Class of 2005
FROM: Career Services Office

Important Information and “To Do” Checklist for 3Ls

I. Bar Examination Information

*California Bar Exam: July 26, 27 & 28, 2005.

*Registration Deadline for California Bar Exam: April 1, 2005.

*For more information please refer to the State Bar of California’s website at www.calbar.ca.gov and/or the Hastings Records Office, Fourth Floor in the 100 McAllister Tower.

*For information on other Bar Examinations throughout the United States check out <http://stu.findlaw.com> where you’ll find links to all the different state bars.

II. Finding Your Dream Job

A. Career Checklist – Before leaving Hastings, have you...

- Discussed a job search strategy with a Career Services Counselor?**
Everyone’s search varies and will draw on different resources. Meet with a counselor to tailor a job search action plan to your individual needs and interests. You’ll have access to Career Services counselors through this summer and then Elena Haskins Ducharme, our Job Developer, will be your office contact through February 2006.
- Participated in the Hastings Alumni Mentor Program?** It’s not too late to participate in one of the most successful law school mentoring programs in the country! Our mentors are Hastings graduates who’ve volunteered to answer students’ questions, provide career-related advice, and help bridge the gap between school and the professional world. This great resource is only available to “currently enrolled students.” Visit www.uchastings.edu/?pid=2103 and read about the program before attending one of the weekly Alumni Mentor Program orientations. Sign up for an orientation in the Career Services Office.
- Had your cover letter and resume reviewed by Career Services?** Bring in your resume and cover letter for review. Your cover letter and resume are your personal marketing pieces, so you can never have enough people look over them for grammar/spelling before they go out to prospective employers. You can make either a 30-minute appointment or come to our daily drop-in sessions between 3:10-4:30pm.

- **Read the CSO publications on interviewing skills and/or asked a counselor to help you practice those important skills?** CSO handouts are all available on the CSO website; there are three regarding interviewing tips. We are also happy to help you by answering questions about interviewing and/or performing mock interviews with you.
- **Compiled your target list of employers?** Because job listings account for only a small percentage of available jobs, many if not most people land their jobs by independently contacting employers of interest. You can create this list by using the online resources discussed above, by talking with people in the field or with people who have contacts in your field of interest.
- **Met with Elena Haskins Ducharme, our Job Developer?** Elena assists the 3rd Year Class and recent graduates in identifying and obtaining legal positions. Call her at (415) 565-4714 or email her at ducharme@uchastings.edu.
- **Stopped by College Relations and requested a printout of Hastings alumni who practice in an area of law and/or location that interests you?** This is a great way to start networking (in addition to participating in the aforementioned alumni mentor program, talking with family, friends, and former employers). The most effective way to find a job is to meet people in the legal community. They are the ones who can give you access to the hidden job market. Most people find their jobs through networking, not through listings! If networking is not your greatest strength, let our counselors help you to refine your skills.
- **Joined legal organizations in your practice areas of interest?** Join as many legal organizations (Bar Association Barristers Clubs and sections, Queen's Bench, San Francisco Trial Lawyers Association, CELA, etc.) Visit the state bar website (www.calbar.org in California) for links to appropriate sections. These meetings are great ways to meet attorneys in your practice area!
- **Signed up for Continuing Legal Education (CLE) classes?** Another dynamite way to meet attorneys is to attend CLE classes – not only will you enhance your legal knowledge and skills, you may meet attorneys who are looking to hire you! Definitely add any CLE classes to your resume as soon as you complete them.

B. Online Resources to Help You Find Job Leads and Information

LawMatch– Hastings in-house job listings. On May 31, 2005 your student access to LawCareer will cease and you'll need to create an alumni account. Visit www.uchastings.edu/alumni_jobs to find out how to access job listings.

JDPost (www.jdpost.com) – free job listings.

PSLawNet (www.pslawnet.org) – national database of public interest, government, and plaintiff-side law jobs.

Martindale-Hubbell (www.martindale.com or at www.lawschool.lexis.com) – large database of legal offices. Alumni have free access to Career Resources on Lexis – contact the CSO for the changing monthly password.

West Legal Directory (www.findlaw.com or at www.lawschool.westlaw.com) – legal employer database.

FindLaw (www.findlaw.com) – contains job listings, salary information, state and federal links, legal news and education, and much more.

Private Public Interest and Plaintiff's Firm Guide (www.law.harvard.edu/students/opia/details.php?id=pub-specialty) You can download for free this guide to plaintiff's law firms in private practice.

Guide to Conservative/Libertarian Public Interest Law (www.law.harvard.edu/students/opia/details.php?id=pub-specialty). You can download for free this guide to conservative public interest law.

The Legal 500 (www.icclaw.com) – database of law firms in over 60 countries.

Careers in Business (www.careers-in-business.com).

Emplawyernet (www.emplawyernet.com) – contains job listings and salary information at a discounted rate for Hastings students.

C. Your Relationship with Career Services After Graduation

Once you graduate, you become an honored alumnus of Hastings and your Career Services office is still here to help you! You will *always* have access to the numerous binders and books in our office as well as LawMatch listings and counseling sessions.

D. Additional Ideas and Tips