



February 5, 2007

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The Career Corner is edited  
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# Career Corner

## Career Tips

### «The Inexperienced Interviewer»

*By Pamela Hyland*

“**Y**ou may be surprised to learn that your interviewer could be dreading your interview as much as you are! Because often they aren’t trained to do interviews, some attorneys are intimidated by interviewing candidates. What do you do with an inexperienced interviewer? Here are a few tips.

When the questions don’t take up nearly the amount of time allotted for your interview, you can be left with an awkward silence. Take the initiative to fill that void by gracefully providing more information about yourself. For example, you could say, “Let me tell you a little more about my experience as an extern for Judge SoandSo; I learned so much about professionalism and clear communication from her!” and proceed to do so. Another tactic, if you have already expressed your main points, is to ask questions about the interviewer or her/his experience with the employer: “If you have no further questions for me, I have a few of my own. What drew you to this organization?” (or “What keeps you interested in this practice area?” or “How would you characterize the working environment here?”).

Sometimes, interviewers get off track, asking about unrelated topics that don’t offer you a chance to make the points that you hoped to make. At a convenient pause in the conversation, try saying something

like: “Let me use this precious time to tell you a little more about my skills and abilities related to this job. I am really interested in working here!” This can be tricky, as you don’t want to cut off the conversation abruptly; wait for a significant break in the flow of conversation before gently changing the subject back to your qualifications for the job.

Some interviewers have distracting mannerisms that are hard to ignore. They may sit too close, or fidget, frequently check their watches, or doodle. Being alert to body language is important, as it may signal boredom or inattention on their part, but you don’t want to allow it to distract you. If your interviewer checks her watch frequently, ask if she has a deadline to meet and help her to complete the interview on time. If you notice fidgeting or doodling, you may not be “on point” with your answer – it’s best to stop, ask if you are answering the question as it was asked, and get back on track. If they have a different sense of personal space than you, you can try to ease your chair further back but, if that doesn’t work, try to ignore the mannerism and stay focused on your core message.

Interviewers who fill up the time with chat are often personable but can be frustrating for students who want a chance to discuss their qualifications. Here again, at a pause in the conversation, try to gently steer the interviewer back to the purpose of your visit. If the interviewer resists a topic change, follow their lead—and don’t be surprised if you get the call-back for having built up a good rapport with the interviewer!



Preparing your main points in advance and practicing what you want to say can help you to steer the conversation toward your goals as the interview progresses, making the interview experience a pleasure for both you and your inexperienced interviewer!

## JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings. Log onto [HastingsCareers.com](http://HastingsCareers.com) and check often for new postings. Just a few highlights:

## SPRING POSITIONS

**Aiman-Smith & Arcy** – Firm represents plaintiffs exclusively in areas such as sexual harassment, sex discrimination, racial discrimination, wrongful termination, whistleblower retaliation, age discrimination, and disability discrimination. Seeking an intern to assist us in all phases of litigation, including: research, drafting documents, discovery review and filing. The ideal candidate will be able to work independently and take direction from senior attorneys, available 3 or 4 days a week, for a maximum of 15 hours a week. A stipend will be paid after three months. **Contact:** Aiman-Smith & Marcy, Attn: Hallie Von Rock 7677 Oakport Street, Suite 1020 Oakland CA 94621. Apply by fax : 510-562-6830 **Deadline:** 2/24/07

Want to make an appointment with a career counselor?

Call the CSO Front Desk at **(415) 565-4619.**

## SUMMER POSITIONS

**Gallo & Associates** -Summer Law Clerk position offers substantial training, serious litigation experience, exposure to big and class action cases, a hard-working but small firm environment, and an elite practice focused on executive-representation, consumer fraud, and commercial and employment litigation. See [www.gallo-law.com](http://www.gallo-law.com) for more information on the practice and the firm's lawyers. **Years Required:** 1L. **Materials Required:** submit resume, cover letter, writing sample, and transcript by email. **Contact:** Ms. Jinx Clark (office administrator, at [jclark@gallo-law.com](mailto:jclark@gallo-law.com)). Paid. **Deadline:** 3/7/07

**U.S. DEPARTMENT OF JUSTICE** is offering Volunteer Legal Internships with more than 90 Department organizations, including U.S. Attorneys' Offices. **Unpaid** internship. **Years Required:** 1L, 2L, 3L **Materials Requested:** See <http://www.usdoj.gov/oarm/arm/int/internsum07.htm> **Deadline:** Rolling

## Alumni Mentor Program Orientation

Wednesday, February 7, 2007  
12:40 – 1:30pm  
Room 308, Bldg. 198

**Advanced Sign Up Required!**  
Sign up on [HastingsCcareers.com](http://HastingsCcareers.com)

## EXTERNSHIPS

Judge Maureen Tighe of the **U.S. Bankruptcy Court** in Woodland Hills, CA (Los Angeles area) is seeking applications from externs for the Summer 2007 term. **Years Required:** 1L, 2L (free to seek school credit). Summer externships are full-time. **Materials Requested:** cover letter, resume, and transcript. **Contact:** Judge Maureen Tighe, 21041 Burbank Blvd., Woodland Hills, CA 91367 Attn: Hatty Yip.

## This Week's Events

Wed., February 7, 2007  
12:40-1:30pm  
Panel/Room F

### **Career Options in Sports & Entertainment**

Fri., February 9, 2007  
12:40-1:30pm  
Workshop/Room F

### **How do I find and Research Employers?**

Sat., February 10  
USF School of Law  
2130 Fulton Street

### **Public Interest /Public Sector Day**

## CAREER SERVICES OFFICE

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**Office Hours**  
Monday – Friday  
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