



Career Corner

February 27, 2006

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OFFICE HOURS:

Monday – Thursday:

9:30 a.m. – 6.m.

Friday: 9:30 a.m. – 5 p.m.

The Career Corner is edited by
Maria Galarza

CAREER TIPS

Salary Requirements – What it Means and How to Respond

by Sarah Tigerman

Occasionally, in your Self-Directed Job Search, you will run into a request for your “salary requirements.” An employer asking for your salary requirements wants to know how you value yourself and the job – whether they can afford you and if you’re worth their interest. But it can be a trick question. You may be screened out if your figure is too far above or below the employer’s salary range. The best response depends on the context of the question, but ideally you want to delay that discussion and get the employer to put a figure or salary range on the table first. If the question arises on an application form, you can leave it blank or just write “negotiable.” But you’ll want to be prepared to discuss salary in your interview.

If you have been asked to address your salary requirements in a cover letter, you have a few options. You can simply ignore the question and hope the employer didn’t really care about it, but that is a bit risky. You can state that you prefer to discuss salary in person, but that you do not believe salary will be a problem. You can respond that you would expect a fair or competitive salary based on the position and the market. Or, after researching salaries for comparable positions, you can provide a salary range. It is a good idea to give a fairly wide range for the best chance of

overlapping the employer’s range.

If you are asked for your salary requirements in an interview, try to get the employer to provide a figure first. You can ask what salary range has been set for the position and/or say that you would expect a competitive salary. If you know the market value of the job, you can state what you understand is an appropriate salary range, and then ask if that is in the ballpark of the employer’s expectation. Be aware that a very small employer may not know the going rate for a law clerk or new associate, and you can offer to do the research and provide that information. Here are some research resources for determining an appropriate salary range for a job:

- NALP Survey Booklets (in the CSO): **Jobs & JDs** and **Associate Salary Survey**. These booklets contain, respectively, salary survey information for new graduates and associates with breakdowns by characteristics of employers, jobs and graduates, and by associate year, firm size, office size, region and city. See also **NALPDirectory.com**
- **Small Firm Survey** – online at HastingsCareers.com. This is a salary survey of small firms in the bay area.
- Online Research: **Vault.com** – online career site including salary surveys. **Jobstar** – online salary information at <http://www.jobstar.org/tools/salary/index.htm>

• If you plan on moving for a job, you can use a cost of living calculator to compare salaries and expenses. **The Salary Calculator** <http://www.homefair.com/homefair/cmr/salcalc.html>. Or you can Google "cost of living calculator" and find many choices of calculators. And, of course, you can always come to the CSO and talk with a career counselor!

prep, discovery, and written motion practice. Opportunities increase with experience.

Materials Requested: No calls please. Cover letter, resume, transcript, and writing sample to: Joshua H. Watson, The Dolan Law Firm, 78 First St, San Francisco, CA 94105 or e-mail to: jwatson@cdbl.com.
Years Required: 2L, 3L
Deadline: 4/17/2006

HastingsCareers.com
Deadline: 4/28/2006

Legal Services of Northern California Vallejo, Eureka, Sacramento, and most likely Auburn offices. More info in the CSO jobs binder. **Years Required:** 3L
Materials Requested: Resume, cover letter, writing sample and list of references to: Ms. Tammi Wong, Staff Attorney, 515 12th St., Sacramento CA 95814 or email to: twong@lsnc.net
Deadline: n/a

Want to make an appointment with a career counselor? Call the CSO Front Desk at (415) 565-4619.

SUMMER POSITIONS

Environmental Law Clinic at Stanford Intern. Part-time.

Unpaid. Clients include large national environmental orgs. Assist in screening clients, strategizing, review of admin records, research, drafting docs, and court hearings. Lots of "hands on" experience.

Years Required: 2L, 1L, 3L
Materials Requested: Cover letter, resume, writing sample, and references ASAP to: Deborah A. Sivas, Director, c/o Lynda Johnston, Stanford Law School Environmental Law Clinic, Crown Quadrangle, 559 Nathan Abbott Way, Stanford, California 94305-8610 or Fax: 650-723-4426. No calls please.
Deadline: 4/10/2006

JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings.

*Log onto: **HastingsCareers.com** and check often for new postings.*

Just a few highlights:

SPRING POSITIONS

Albert G. Stoll, Jr. Part-time. Legal Research Clerk. Legal research/writing. \$20/hr. 20 hrs/wk on project-by-project basis. Insurance bad faith, elder abuse, and personal injury law.
Years Required: 2L, 3L
Contact: Albert Stoll at: astoll@stoll-law.com.
Deadline: 3/3/2006

The Dolan Law Firm Law clerk. S.F. Part-time. Paid. Plaintiff side. Promote a justice system that protects the weak. Trial

GRADUATING 3LS

Law Office of John B. Miller, LLC Associate. Georgia. Draft pleadings and discovery with occasional court appearances. Despite constant use of suits, we take time to have fun. Strong writer/researcher & self-starter wanted. Top 50% preferred.
Years Required: 3L
Contact: John Miller, Managing Attorney. **Apply Online** at:

THIS WEEK'S EVENTS

Applying for a Post-Graduation Judicial Clerkship

Monday, 2/27

3:40 – 5 p.m.

(Panel and Workshop in Moot Court Room)

Non-Traditional Legal Career

Wednesday, 3/1

3:40 – 4:30 p.m.

(Panel in Room K)

Small Firm Job Search

Friday, 3/3

11:40 a.m. – 12:30 p.m.

(Workshop in Room F)

Alumni Mentor Orientation

Wednesday, 3/1

3:40 – 4:40 p.m.

Room B2, Bldg. 198

Advanced Sign Up Required!
(sign up on HastingsCareers.com or in CSO)