



Career Corner

March 20, 2006

Inside this issue

- * Career Tips
- * This Week's Events
- * JOBS! JOBS! JOBS!

Office of Career Services

Elena Haskins Ducharme

Job Developer

Roxanne Epstein

Senior Administrative Secretary

Maria Galarza

Senior Administrative Secretary

Pamela Hyland

Assoc. Dir. for Career Development

Molly Kane

Assoc. Dir. for Recruitment

Phil Marshall

Alumni Mentor Program Director

Sarah Tigerman

Career Counselor

Sue Tunnell

Job Developer

Sari Zimmerman

Director of Career Services

Student Assistants

Matt Brady

Katrina Telfer

Megan Rogers

100 McAllister Street, 2nd floor

Phone: 415/565-4619

Fax: 415/565-4863

E-mail: careers@uchastings.edu

OFFICE HOURS:

Monday – Thursday:

9:30 a.m. – 6:00 p.m.

Friday: 9:30 a.m. – 5 p.m.

The Career Corner is edited by
Maria Galarza

CAREER TIPS

Salary Negotiations

by Sarah Tigerman

Great! You're Self-Directed Job Search has paid off and you've got an offer to work at the law firm you wanted! But you haven't discussed salary yet. In the big firms, salary is generally set for entry-level attorneys. However, with small and mid-sized firms (and even public interest and government work), salary may be negotiable. So, what do you need to know to negotiate the right salary for you? Three things: what you need, what you want, and what you will accept.

Start by figuring out your basic financial needs, i.e. what you need to pay for rent, food, clothing – and student loans! Your geographic location will have great impact on these figures. Salary calculators can be helpful (Google "cost of living calculator"), as can budget worksheets (in the Document Library of HastingsCareers.com).

Next you need the market range for your job. For salary research resources, see the Career Corner article of 2-27-06 on HastingsCareers.com in the Document Library. Don't forget to think about benefits. Basic benefits are fairly standard and seldom negotiable, such as health, dental, life and disability insurance, vacation time, sick leave and paid holidays. But there are many benefits that can be negotiated, especially when an employer is limited in the salary they can offer. Benefits to consider might include:

bonuses, salary reviews/adjustments, retirement funds, deferred compensation, bar stipends, bar courses, MCLE fees, bar dues, gym memberships, parking, and flextime.

Consider whether the low end of the salary range meets your basic needs, and whether you have something to offer that makes you worth a higher salary. Do you have an additional degree, experience or training in a specialized field that is relevant to your new position?

Having all that information about the market and your needs – it's time to think about what you really want. What will make you feel valued? This is very personal and very different for each person. Some people are really motivated by money, others find lower billable hours or flextime much more important, and still others will value certain benefits over higher salary.

Now you are well prepared to begin negotiating. First, you want to have that job offer in writing (even if by email). You should also try to have the salary discussion in person rather than over the phone. If the salary offered is not in the range you expect or desire, have a conversation to see if there is room for movement. Ask for the salary range for your position and what is required to be at the higher end. Provide the salary range you have researched for that market. Identify any credentials that add to your worth to that employer. Inquire about an early salary review. Ask about other benefits that might add

value to the offer. Take the time you need to consider the package being offered; salary negotiations can take some time.

For more on salary negotiations, check out the "Show Me The Money" section of the CSO handout "Nuts & Bolts & Salary" (Document Library of HastingsCareers.com). Also, for tips and sample salary negotiations, take a look at the article "Suggested Salary Negotiation Guidelines for Recent College Graduates" at: <http://www.collegerecruiter.com/pages/articles/article257.php>. There are also books in the CSO Library that cover salary negotiation – check out the relevant chapters!

And remember, Everything is Negotiable!

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

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

Maximilian J.B. Hopkins, A Professional Corp. Novato, CA. Part-time. Unpaid. Civil lit, real estate, family law, and estate

planning. Small, friendly firm. Research, discovery, drafting of motions. Possibility of right person staying on for a paid position.

Years Required: 2L, 3L

Materials Requested: Resume and cover letter to Joe Keiser at: resiek@gmail.com.

Deadline: 12/01/2006

SUMMER POSITIONS

Altshuler, Berzon, Nussbaum, Rubin & Demain Part-time.

Unpaid. Civil rights, labor, environmental, campaign and con law. Specializing in cases of national significance.

Years Required: 2L, 3L

Materials Requested: Resume, law school transcript and writing sample asap to: Michael Rubin, Altshuler, Berzon, Nussbaum, Rubin & Demain, 177 Post St., Ste 300, San Francisco, CA 94108 Fax: 415-362-8064

mrubin@altshulerberzon.com

www.altshulerberzon.com

Deadline: 5/9/2006

Center for Biological Diversity

Part-time. Unpaid. Assist with research and drafting docs. Creativity and motivation wanted. Environment, biology, or related courses/experience preferred.

Years Required: 2L, 1L, 3L

Materials Requested: Resume, writing sample, law school transcript, and references to: Center for Biological Diversity San Francisco Bay Area Office, Attn: Brent Plater, 1095 Market St., Suite 511, San Francisco, CA 94103. Phone: 415-436-9682

Deadline: 5/2/2006

GRADUATING 3LS

Federal Communications Commission Washington, D.C. Attorney Honors Program: 2 years.

Criteria: class standing, writing skills, law review, moot court, clinic and interest in government service and/or communications industry.

Years Required: 3L

Materials Requested: Cover letter, resume, writing sample, official law school transcript, and references to: honorsprogram@fcc.gov, attn:

Almira Kennedy, Office of General Counsel, Federal Communications Commission, 445 12th Street S.W., Washington, DC 20554.

Deadline: 4/7/2006

THIS WEEK'S EVENTS

Minority Attorneys in Practice

Monday, 3/20

3:40 – 4:30 p.m.

Co-sponsored by ABA/ LSD, APALSA, BLSA, HAMLs, And La Raza (Panel in Room B)

Career Options in Tax, Estate Planning & Wills and Trusts

Wednesday, 3/22

3:40 – 4:30 p.m.

(Panel in Room F)

Effective Salary/Benefits Negotiation Techniques

Friday, 3/24

11:40 a.m. – 12:30 p.m.

(Workshop in Room F)

Alumni Mentor Orientation

Wednesday, 3/22

3:40 – 4:40 p.m.

Room B1, Bldg. 198

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