



# Career Corner

September 11, 2006

## Inside this issue

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

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### OFFICE HOURS:

Monday – Friday

9:30 a.m. – 6:00 p.m.

The Career Corner is edited by  
Maria Galarza

## CAREER TIPS

### Interview Etiquette

by Sara Tigerman

You are all prepared to ace your interviews with your excellent answers and questions. But what about the little details before and after the interview? Here's a quick list for excellent etiquette surrounding your interviews:

#### Interviews at the Office:

- Arrive ten minutes early.
- Be very polite and courteous to all office staff.
- While you are waiting, review your research about the employer and your application materials.

#### For the Interview:

- Brush your teeth, if possible (and be sure not to smoke just before entering an interview).
- Check that your papers are in order in your portfolio.
- Offer a firm handshake, a smile, and make eye contact when you greet your interviewer.
- Let the interviewer indicate where you should sit.
- Relax - keep your body posture open and lean forward just a little to show interest.

#### At a Lunch Interview:

- Don't order alcohol, even if others are drinking. Stick with iced tea, water, or soda.
- Avoid finger foods and messy foods. Order something easy to eat with a knife and fork.
- Avoid heavy foods so you don't get sleepy.

- Don't order the most expensive meal.
- Use your napkin often (and otherwise keep it on your lap).
- Take small bites and try to eat when others are speaking.
- Be polite to restaurant staff; your social graces are being watched and evaluated.
- In conversation, avoid discussion of politics, sex, religion or overly personal topics.

#### Phone Calls:

- Think about and rehearse what you want to say before making the call.
- Be courteous and professional in tone and language.
- Smile when making your call; they will hear it on the other end.
- Note the name of the person with whom you are speaking, and use it during the call.
- Always return calls from employers within 24 hours!

#### Thank You Notes:

- Are not necessary after OCI or screening interviews, but show good form after a callback or full interview.
- Either send personalized notes to each interviewer, or send one note to your main contact and ask them to extend your thanks to the other interviewers.
  - Handwritten notes can be excellent if your handwriting is excellent, otherwise opt for typed.
  - Only use email if you interviewed with a young attorney at a high tech firm.
  - Check carefully for errors!

- Send out within 24 hours of your interview.

And, as always, come talk with a Career Counselor if you have questions about interviewing!

**Bohbot & Riles, LLP**

Fight the Corporate Machine! Volunteer law clerk position in 2-woman firm in SF with diverse practice area. Promise to let you see the inside of a courtroom. Flex 10-15 hrs/wk.

**Years Required: 1L, 2L, 3L**

**Materials Requested:** fax or mail resumes and cover letters to Elizabeth Riles, Bohbot & Riles, 785 Market Street, Suite 400, San Francisco, CA 94103; fax no.: 415-778-3953

**Deadline:** 11/5/06

issues, educating immigrant detainees in IL, and other immigration issues.

**Years Required: 3L**

**Materials Requested:** Cover letter and resume to: Marti Jones, Esq., Executive Director, The Immigration Project, 1950 State St/PO Box 753, Granite City, IL 62040. Applications, along with questions sent to: mjon es1@charterinternet.com.

**Deadline:** 9/13/06

***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:*

**Asian Law Caucus Inc.**

Fall 2006 Legal Internship. Serving low-income Asian Pacific Americans. Unpaid. Any bilingual ability should be stated in the resume. Also state hrs/wk available.

**Years Required: 1L, 2L, 3L**

**Materials Requested:** Resume and cover letter to: Sin Yen Ling, Asian Law Caucus, 939 Market Street, Suite 201, San Francisco, California 94103 or [sinyenL@asianlawcaucus.org](mailto:sinyenL@asianlawcaucus.org) or fax 415-896-1702.

**Deadline:** 9/28/06

**THIS WEEK'S EVENTS**

***Personal Impact of Don't Ask, Don't Tell***  
Tuesday, 9/12  
12:40 – 1:30 pm  
Panel/Room F

***How to Ace the Callback Interview***  
Wednesday, 9/13  
12:40 – 1:30 pm  
Workshop/Room F

**FALL POSITIONS**

**Law Office of T. William Hyndman** Law Clerk.

Workers Comp. 20-40 hrs. \$10-15/hr DOE. Starts asap.

**Years Required: 2L, 3L**

**Materials Requested:** Fax cover letter and resume to T. William Hyndman at 510-785-2822.

**Deadline:** 11/5/06

**Liberty Law Office**

Plaintiff Litigation. Unpaid.

Wed-Fri at Hastings alum's fast-paced solo firm. Conduct research, draft briefs & discovery, interview potential clients, evaluate their cases.

**Years Required: 2L, 3L**

Apply Online at: HastingsCareers.com

**Deadline:** 11/3/06

**Property Law Center**

Law Clerk. Criminal Appeals. Unpaid. Excellent position for a student who is interested in criminal law and legal analysis to enjoy the independence of a small firm, a challenging practice and opportunity for professional development. Reviewing transcripts; spotting issues; researching/drafting memos.

**Years Required: 2L, 3L**

Apply Online: HastingsCareers.com

**Deadline:** 10/1/06

**FELLOWSHIPS**

**Immigration Project**

Fall 2007 Fellowship. Illinois. Full-time. Paid. Possible projects include income tax immigration

***OCI Interviews Continue***

***September 11 – 22***

***Ramada Plaza Hotel  
1231 Market St.  
San Francisco, CA***

***(between 8<sup>th</sup> & 9<sup>th</sup> St.  
2 blocks from campus)***