

## CLASS OF 2011 JOB SEEKER'S CHECKLIST

### Ten simple steps you can take now to jump start your job search:

#### 1. Make Use of the Career Services Office

- Make sure you are on the email list for programs and announcements of interest to recent grads (email [career@nyls.edu](mailto:career@nyls.edu) if you want to be added to the list.)
- Check the job listings on Symplicity (your id/login will still work; email [career@nyls.edu](mailto:career@nyls.edu) if you need help.)
- Make an appointment with Career Consultant Hillary Mantis, Esq. (to schedule, call the front desk at (212) 431-2345.)
- Searching out of town? Get reciprocity to use another law school's career office. Contact [career@nyls.edu](mailto:career@nyls.edu) to get more information.
- Check out the career books in our library (you can check them out), such as: *Guerilla Tactics for Getting the Legal Job of Your Dreams* (by Kimm Walton); *Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market* (by Donna Gerson), and other career books available in the Career Services library. Career websites such as *Vault.com* also have useful tips.

#### 2. Join Local Bar Associations

- Join and become active in local bar associations. Attending events and participating on committees provides are relatively easy ways to network, find mentors, and possible job leads. You can link to the two major bar associations in NYC, [www.nycbar.org](http://www.nycbar.org), and [www.nycla.org](http://www.nycla.org), to join and apply for committee membership.

#### 3. Search Job Websites

- Check out job search websites such as: [www.indeed.com](http://www.indeed.com), [www.lawjobs.com](http://www.lawjobs.com), [www.usajobs.gov](http://www.usajobs.gov), and [www.nyc.gov](http://www.nyc.gov), in addition to Symplicity. Also consider subscribing to [www.attorneyjobs.com](http://www.attorneyjobs.com), which requires subscriptions after graduation. Evaluate these sites carefully before subscribing.

#### 4. Use Martindale Hubbell to make connections

- Use Martindale Hubbell, [www.martindale.com](http://www.martindale.com) to research law firms, and to find NYLS graduates who are practicing in firms that interest you. (Use the "Advanced Search Function" to insert New York Law School under "Name of School," which will give you a list of the New York Law School grads at the firm. You can also use the drop down practice area menus to find graduates in defined practice areas.) Remember, if you use this search to do a mailing it should be as narrowly defined and targeted as possible.

**5. Volunteer/Do Pro Bono Work to gain experience**

- Connect with the pro bono provider in your city to see if there is appropriate pro bono work you can do while waiting for employment/bar results. Pro bono work can be a good resume builder, source of contacts and source of skills to talk about during interviews. “Pro Bono Opportunities: A Guide for Lawyers in NYC,” a downloadable PDF file from the pro bono link on the NYC Bar Association home page, ([www.nycbar.org](http://www.nycbar.org)) is an excellent source of contacts for pro bono work. See also the New York County Lawyers’ Association ([www.nycla.org](http://www.nycla.org)) for additional Pro Bono programs.

**6. Take CLE Programs to build skills**

- Look into CLE courses through NYLS, the local bar associations, and providers such as PLI(Practicing Law Institute) [www.pli.edu](http://www.pli.edu) for courses that you can take now or in the future, to build your legal knowledge, add to your resume, or meet others in practice areas that interest you. Some providers have discounts for those who are not currently working full-time. The Bar Associations also offer CLE programs frequently, which may be discounted for recent graduates. Watch your email for notices about NYLS scholarships to some CLE courses at local bar associations.

**7. Attend Alumni Events**

- Give updated contact information to the Alumni Office, to be sure to receive invites to alumni events and reunions. Their email is: [alumni@nyls.edu](mailto:alumni@nyls.edu). Check the alumni website, <http://alumni.nyls.edu> to register for Net Connect, the online alumni database/network for New York Law School. You may also want to reconnect with your undergraduate institution and join their on-line alumni network/directory.

**8. Build Your On-line Presence**

- Registering with *Linked In*, is also a good idea when you are looking for employment, and may lead to new contacts. In addition to friends and family, you can think about contacting NYLS graduates, graduates of your college, former professors, former employers, and people you have met through your involvement in activities such as sports, politics, or volunteer activities. (You can also read “Strategies for approaching Contacts” in *Jobs for Lawyers (by Hillary Mantis and Kathleen Brady)*, located in the Career Services library, to get advice about what you should ask if you land an informational interview.

## Office of Career Services

### **9. Think about Temp Work**

- If you are interested in “temping”, you can contact agencies which place law grads in temporary contract positions with law firms and corporations. You may link to a list of agencies on the Career Services page of the NYLS web site ([Temporary List of Agencies](#)). Temping is not necessary, but can be a source of income while you search for your permanent full-time job. It is recommended that you register with several agencies. You will also find a list of permanent recruiters on the site, but they usually do not work with recent graduates

### **10. Be organized**

- Create a spreadsheet or other method to keep detailed track of my job applications and networking meetings. Bring the spreadsheet with you when you meet with a career services counselor. The spreadsheet will remind you to follow up with employers you have not heard back from, and contacts you want to call again and prevent you from redoing the same searches and applications.

\*adapted from *Fifteen Tips to Get Your Job Search Started*, Hillary Mantis, copyright 2005.