

Welcome to OCPD & Your Job Search

THE UNIVERSITY OF WISCONSIN LAW SCHOOL
OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT



Introducing: The OCPD Team

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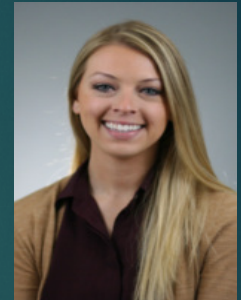
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Partnership



- ▶ We work with you.
- ▶ We are not a placement office.
- ▶ 500+ students with diverse interests – we want to help you find a career you want, not just a job.
- ▶ Don't know what career you want? We can work with you in your self-assessment and exploration to narrow down your priorities, what you like to do, where you want to do it, etc.
- ▶ **The most successful students visit us more than once!**

How Can OCPD Help Me?

- ▶ One-on-one Counseling
 - ▶ Intake and Self-Assessment
 - ▶ Resume & Cover Letter Review
 - ▶ Mock Interviews
 - ▶ Job Search Strategizing
- ▶ Programming
 - ▶ Pizza with Professionals
 - ▶ 1L Required Programs
 - ▶ Judicial Clerkship Series
 - ▶ Networking and Social Media Programs
 - ▶ Interview Boot Camp

How Can OCPD Help Me?

▶ Networking Opportunities

- ▶ Alumni Network Connect
- ▶ Speed Resume Review/Networking/Interviewing
- ▶ D.C. & Chicago Winter Break trips; NYC & Twin Cities Spring Break trips; and Fox River Valley & Stevens Point/Wausau trips
- ▶ Madison Mingle & Milwaukabout
- ▶ Reunion Events & Alumni Shadowing
- ▶ Numerous Panels, Speakers and Workshops

▶ Job Postings, Interview Programs, and Fairs

- ▶ Job Postings on Symplicity (from many sources)
- ▶ Spring OCI
- ▶ WI Public Interest Interview Program
- ▶ More covered during spring program

▶ And more: Always read the OCPD Newsletter!

OCPD on the Web

- ▶ Stay up-to-date with OCPD
 - ▶ Follow us!
 - ▶ Twitter: @UWLawOCPD
 - ▶ Pinterest: UWLawocpd
 - ▶ Like us!
 - ▶ Facebook: Wisconsin Law Office of Career and Professional Development
 - ▶ Check out our website!
 - ▶ law.wisc.edu/career
 - ▶ 1L Section: law.wisc.edu/career/students/1ls.html
 - ▶ And always read your OCPD newsletter!


1L Requirements

- ▶ Sign Statement of Professional Obligation
 - ▶ The moment you walked through the Law School doors, you became part of the legal profession.
- ▶ Electronically sign Transcript Release Form
 - ▶ https://law.wisc.edu/career/transcript_release/
- ▶ Attend 1L Workshops:
 - ▶ Introduction to OCPD & Symplicity
 - ▶ Resume & Cover Letter Workshop – In your LRW class
 - ▶ Summer and Early Fall Recruiting(Spring Semester)
- ▶ 1L Intake Counseling Appointment
- ▶ Taking initiative and personal responsibility in your job search!

Timeline Highlights

- ▶ October/November: Public Interest Expo; 1L Intake Appointment with Advisor
- ▶ November:; LRW Resume & Cover Letter Workshop; Speed Resume Review; Clinic Applications Due
- ▶ December: STUDY!
- ▶ December/January: Send Applications; Perfect Writing Sample; Network
- ▶ January: Winter Break Trips; Apply for Wi Public Interest Interview Program; Apply for Spring OCI
- ▶ February: Wi Public Interest Interviews; Spring OCI; Apply for Summer Funding; Speed Networking
- ▶ March: Spring Break Trips; Continue to Apply
- ▶ April: Mandatory 1L Session; Apply for Summer Job Fairs
- ▶ Summer: Madison Mingle & Milwaukabout; Job Fairs; Off-Campus Interview Programs; Interview Boot Camp; On-Campus Interview Program

ALWAYS: Read Your Emails; Attend Programs; Stop by Walk-In Hours; Check Symplicity; and STUDY!



Right now the most
important thing you can do is
focus on your studies.



But don't forget to check out
our programs on Symplicity.

So, what is Symplicity?

Symphony

- ▶ OCPD's primary tool for event sign-ups, posting jobs, and interview scheduling
- ▶ You will use it to:
 - ▶ Find calendar of OCPD workshops, presentations and other events, & RSVP (e.g. the October workshops!)
 - ▶ Review and apply for posted jobs
 - ▶ Bid for and schedule On-Campus Interviews
 - ▶ Submit resumes to employers through resume collects
 - ▶ Connect with alumni through Alumni Network Connect
 - ▶ Store your application documents, including your unofficial transcript

Symplicity Log-In

<https://law-wisc-csm.symplicity.com/students/>

File Edit View History Bookmarks Tools Help

Sign in | University of Wisc... x +

https://law-wisc-csm.symplicity.com/students/ Google

UNIVERSITY of WISCONSIN LAW SCHOOL Career Services Management System powered by symplicity

Sign in software by symplicity™

You have been logged out.

Log In
Please enter your username and password.

Username
(your email address)

Password

Go ▶ Reset [Forgot Password](#)

Learn More About Career Services Manager
Built from the ground up by career services professionals, CSM enhances how information is shared and processed both within the university and between students and employers. Learn more about CSM's unique features below!

Career Events and Job Fairs

- Employer Information Sessions
- Alumni Network Connect
- Resource Library

Career Events and Job Fairs
Meet face to face with key recruiting contacts. Login to view upcoming career events and fairs, and instantly RSVP.

Maximize your event attendance by researching participating employers in advance. Access online employer profiles to view available positions. majors

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The Job Search



- I. Think broadly about yourself and your goals so you can begin to clarify your focus, and don't assume your interests
- II. Take stock of summer options with timing and resources for each

First Step: Clarify Focus

Know yourself!

- ▶ What are your strengths? Weakness?
- ▶ VIPS
 - ▶ Values, Interests, Personality, Skills
- ▶ What makes you feel fulfilled?
 - ▶ Money, family, changing policies, important clients, etc.

Geography



- ▶ Thinking about where you want to live
 - ▶ Do I want to be close to family?
 - ▶ Do I want to live in a city, suburb, rural area, small town, or work in one and live in another?
 - ▶ Keep in mind that where you practice law can drive the type of law you practice
 - ▶ Do I have geographic connections to the area where I want to practice?
 - ▶ Start building these connections as soon as possible!
 - ▶ Building geographic connections is uniquely important in the legal field

Lifestyle

- ▶ Billable hours
- ▶ Perks
- ▶ Burn out rates
- ▶ Work/life balance
- ▶ Vacations
- ▶ Commuting

Second Step: Search & Apply

Where do 1Ls work?

- ▶ Judicial Internships/Externships
- ▶ Government Agencies (local, state, and federal)
- ▶ Public Interest and Non-Profit Organizations
- ▶ Research Assistantships
- ▶ Corporations
- ▶ Clinical Education Programs
- ▶ State Bar Diversity Clerkships – Oct. 31 Info Session
- ▶ Law Firms
- ▶ For a complete list of specific places where students worked, click [here](#)

What are the financial logistics?

- ▶ More unpaid vs. paid positions
- ▶ Funding may be available for public interest positions.
- ▶ There will be a presentation on funding opportunities next semester, which include OCPD, student org and outside public interest funding

Large Law Firms

- ▶ Some accept applications December 1-15; some do not accept applications until after first semester grades
- ▶ Hiring decisions are often based on grades and class rank
- ▶ Some will take applications and then ask for transcripts when they become available
- ▶ Look for diversity 1L summer opportunities
- ▶ There are very few 1L openings at large law firms – don't count on this option!

Small to Medium Sized Firms

- ▶ Depending on the market, some medium firms will make early spring offers
- ▶ Most accept applications and make offers January through April on a rolling basis
- ▶ Many hire as-needed
- ▶ There is not a formalized application process
- ▶ Sometimes contacting the firms is the best way to find out if they would hire rising 2Ls

Judicial Internships

- ▶ Unpaid (note: different from judicial clerkships)
- ▶ Types of courts: federal, state, local, specialty
- ▶ Applications accepted December 1 in competitive markets for federal courts and in the spring for state and local and for UW's Judicial Externship Program

Public Interest

- ▶ Many 1Ls do public interest – many opportunities
- ▶ Timing:
 - ▶ National Nonprofits (ACLU, NARAL, etc.): Applications accepted December 1, 2017 and no later than January 15, 2018
 - ▶ Midwest Public Interest Career Conference: Last year was February 4 (Watch emails for registration info!)
 - ▶ Wisconsin Public Interest Interview Program: Interviews February 10&17 and applications due in January
- ▶ Public Interest Expo
 - ▶ October 24, 2017; 11:30 – 1:30 in the Atrium
 - ▶ Informal “table talk” with public interest employers - a MUST if you are thinking about public interest jobs for the summer and beyond!
- ▶ Most summer public interest funding deadlines are in February through April 2018
- ▶ PSJD.org – Your best friend!!

Government



- ▶ Federal Government
 - ▶ Federal government internships are typically volunteer 1L year; some are paid 2L year
 - ▶ A great way to get a foot in the door of the federal government
 - ▶ Deadlines vary - See the Government Honors & Internship Handbook
 - ▶ <http://arizonahandbooks.com/u/WisconsinLaw>
 - ▶ Password: BadgerCareers
 - ▶ Washington DC Winter Break Trip

Government

▶ State & Local Government

- ▶ Find out about these positions by contacting the organizations directly and/or through job fairs
- ▶ Examples:
 - ▶ District Attorney
 - ▶ Public Defender
 - ▶ DOJ/Attorney General's Office
 - ▶ Corporation Counsel
 - ▶ City Attorney
 - ▶ Agencies
- ▶ Many Wisconsin Agencies participate in Wisconsin Public Interest Interview Program & Post on Symplicity
- ▶ Other states' agencies: Arizona Handbook, PSJD.org, Agency Websites, etc.

Corporations

- ▶ Limited opportunities
- ▶ You should have an industry-specific relationship or practice area interest
- ▶ Could be in General Counsel's office, compliance, legal operations, etc.
- ▶ Resources:
 - ▶ Corporate Counsel Magazine
 - ▶ Martindale

Clinical Opportunities

- ▶ Examples of Clinical Opportunities at UW Law School:
 - ▶ Center for Patient Partnerships
 - ▶ Consumer Law Clinic
 - ▶ Family Court Clinic
 - ▶ Immigrant Justice Clinic
 - ▶ Innocence Project
 - ▶ Law and Entrepreneurship Clinic
 - ▶ Legal Assistance to Incarcerated Persons
 - ▶ Neighborhood Law Clinic
 - ▶ Restorative Justice Project
 - ▶ For a full listing see: <http://law.wisc.edu/clinics/>

Clinical Timeline and Procedures

- ▶ October 31– Student bidding starts
- ▶ November 17 – Deadline to submit application material to OCPD for review
- ▶ November 29, 10:59 PM – Deadline to bid for and rank clinical opportunities
- ▶ December 4 – *Most* interview invitations will go out
- ▶ February 1 at 12:00PM – Clinical offers released to students
- ▶ March 9 – Deadline for students to commit to clinical
- ▶ The clinics use the Symplicity system for applications
 - ▶ Once you are logged into Symplicity, select the OCI tab and the clinic session from the drop-down menu
 - ▶ You will be able to view clinic opportunities and the application requirements

What are Employers Seeking?

- ▶ Application Materials
 - ▶ Resume
 - ▶ Cover Letter
 - ▶ Transcript (Almost always unofficial)
 - ▶ Writing Sample
 - ▶ List of References

What are Employers Seeking?

- ▶ Hiring Criteria
 - ▶ Academics
 - ▶ Experience
- ▶ Transferable skills
 - ▶ Ability to research issues
 - ▶ Ability to draft documents and memos
 - ▶ Ability to communicate with clients
 - ▶ Ability to learn through observing hearings, trials, depositions, and meetings

Where to Look for Postings

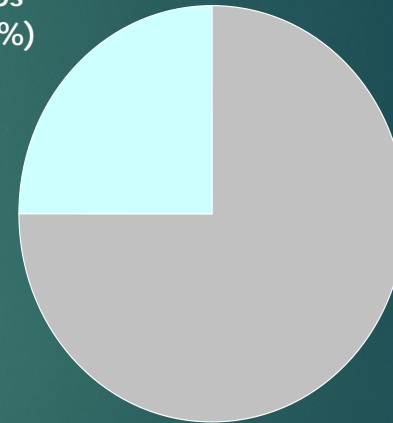
- ▶ **Symplicity**
- ▶ PSJD.org
- ▶ Government Honors & Internship Handbook
- ▶ Idealist
- ▶ Indeed
- ▶ USA Jobs
- ▶ **Do not rely only on postings!**

Importance of Networking

The Hidden Job Market

70%-80% of employment opportunities will never be formally advertised and are usually filled through informal contacts.

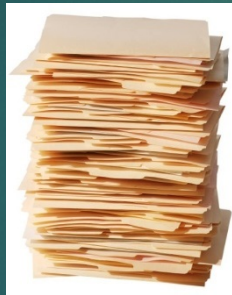
Published Jobs
(25%)



Unpublished Jobs
(75%)

Importance of Networking

1 in 200 resumes will
yield a job
interview/job offer



1 in 12 informational
interviews will do the
same

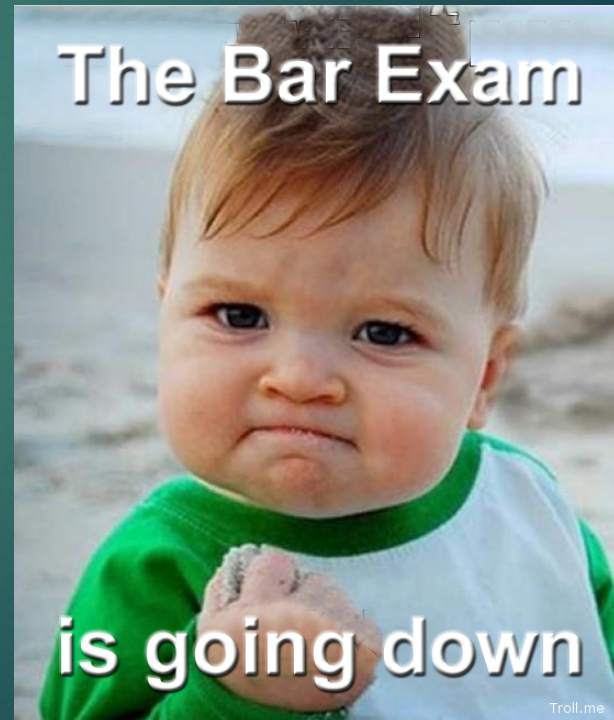


Networking – OCPD Events

- ▶ Reunion Small Group Networking: October 20, 2017 in the Atrium
- ▶ Public Interest Expo: October 24, 2017
- ▶ Winter Break Trips to Washington, D.C. and Chicago
- ▶ Spring Break Trip to Twin Cities
- ▶ Pizza with Professionals – ongoing
- ▶ Resume Roundtable
- ▶ Speed Networking
- ▶ Madison Mingle and Milwaukeeabout

Last thought: start thinking now about the bar exam

- ▶ It's never too early to think about the Bar Exam!
- ▶ Some states allow registration as a 1L for discounts and information:
 - ▶ [Illinois](#)
 - ▶ [California](#)
 - ▶ [Ohio](#)



Three Steps to a Successful Meeting with OCPD



1. Fill out Qualtrics survey
2. Review OCPD Materials and Website information BEFORE your meetings
3. Come prepared! This will enable your OCPD Advisor to assist in crafting your job search and strategy

Conclusion

- ▶ Now is the time to start thinking about your future!
- ▶ The more focused you are, the more competitive you will be!
- ▶ It's a two-way street: YOU have to put the work in!





Questions?

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