

Office of Career Services

Checklist for New Graduates

🌀 Getting Started 🌀

- Have your resume and cover letter reviewed by the Office of Career Services (please note that cover letters should be customized for each employer and should always accompany the resume unless otherwise specified)
- Deal with issues about grades or any other concerns about the job search
- Have a writing sample ready for employers (Writing samples should be 5-10 pages in length)
- Get in touch with references and let them know employers may be contacting them

🌀 Job Search Resources 🌀

- **Job web sites*** : Emplawynet.com paid, Symplicity.com (free), Craigslist.org (free), Dailyjournal.com (free), Lawjobs.com (free), LACBA.org (free), Indeed.com (free)
- **Network/Set up informational interviews**
- **Send out targeted mailings** from a Martindale Hubbell search, Yellow Pages, Google Search, Bar Association Member list
- **Make cold calls to employers**
- **Join Bar Associations** (e.g. L.A. County)
- **Attend Loyola events**

* These sites primarily list law firm positions, but do have some government and public interest positions. If you need information about web sites that specifically list government and public interest positions, please go to "Online Job Search" on the Graduate page of the OCS website.

🌀 What to Apply For 🌀

- Apply for **law clerk positions** (many lead to attorney positions)
- Apply for **attorney jobs that require 0 – 1 year of experience**
- Consider applying for **attorney jobs that require more than 1 year of experience** because many graduates have had success with this method
- As an alternative, consider applying to legal staffing agencies to work on temporary document review positions while continuing to look for law clerk & attorney work.

🌀 Things You Should Know 🌀

- It is a myth that you can't get an attorney job before passing the Bar.
- You are strongly advised to start your Post-Bar exam search by the beginning of September.
Waiting for results is a mistake!
- Worried about the economy? Remember that attorneys are always needed.
- Don't delay completion of the moral character application; it will delay you from working as an attorney!
- Small firms (2-25 attorneys) hire on a very consistent basis, are typically not grade oriented and make up the largest part of the attorney job market.
- Graduates who clerk obtain attorney positions much faster than those who aren't working. Keep your resume current.

🌀 Preparing for the Interview 🌀

- Research the firm (i.e.: read through cases, articles, employer mission, etc. on the employer's website or martindale.com)
- Research the interviewer (learn about the interviewer's legal background on the employer's website or martindale.com)
- Be sure to prepare at least 5-6 questions to ask the employer
- Practice interview skills (you may schedule a mock interview)
- Gain familiarity with starting salaries for Loyola graduates (refer to the most recent Loyola Law School employment statistics on the OCS website)
- Gain familiarity with billable hour requirements (small firms tend to require 1700-2000 per year)
- Read through the "Job Offer Checklist"

🌀 Services Offered by OCS After Graduation 🌀 (Please take Advantage)

- Counseling appointments & mock interviews
- Advice via phone or e-mail about job search or interviews
- Panels and networking events
- E-mail about job openings and job search tips (You will begin receiving email after the Bar exam)
- Free access to Loyola listings on Symplicity

🌀 Attitude/Morale 🌀

- Many employers take a little time before responding to candidates so do your best to be patient
- Remember that rejection is a normal part of the job search – try not to let it get you down!
- Deal with fears about the job search and interviews by speaking with Marla
- Make sure to tap into all of your resources simultaneously

🌀 Grads Helping Grads 🌀

- If you turn down an offer for a law clerk or attorney position, please let us know because it might be someone else's "dream job"

🌀 Keeping in Touch 🌀

- Marla Najbergier is the counselor assigned to work with the new graduates. Please contact her by phone at (213)736-1150 or by e-mail at Marla.Najbergier@lls.edu
- **Please notify Marla if you secure any type of paid employment (including temporary or non-legal)** If we spend less time tracking you down, we can spend more time finding job leads for you!
- **Remember that all employment data affects the Law School's ranking and enhances your marketability**
- Reporting employment will not prevent OCS from continuing to assist with your job search
- Notify Marla of changes to your e-mail address as well as phone number or mailing address

🌀 Job Offer Checklist 🌀

Things to consider before accepting an offer:

WORK

- Type of work
 - What type of work do first year associates typically do?
 - If it is a litigation position, will you actually go to court? If so, when?
- Practice areas
 - Does the employer have practice areas that are truly of interest to you?
 - If not, would there be any opportunity to cultivate a practice in that area down the road?*
- Pro bono*
 - Are there opportunities to do pro bono work? What type?
 - Does it count toward your billable requirement?
- Billable hours*
 - What are the requirements v. the employer expectations?
 - Are there any non-billable requirements?
 - Do associates receive credit for pro-bono and other non-billable work?
- Generating new business for the firm*
 - If you bring in clients, will you receive credit? A percentage of the fees?
 - What is expected of associates with respect to generating new business?

EMPLOYER

- Turnover
 - Why did the last person leave?
 - How often do people leave? Or, how long do associates typically stay?
- Culture and management Style
 - Are you comfortable with the environment?
 - How do people treat each other?
 - What is the employer's management style?
 - Are supervisors "hands-on" or "hands-off"?
- Firm's financial stability*
 - Does the firm seem to have a steady flow of work?
 - Can you get a sense for how the firm is structured from a business point of view?
 - Is business tied to multiple clients or just one major client?
- Contracts and firm policies
 - Is everything in writing?
 - Where/how can you access firm policies?

FINANCIAL CONSIDERATIONS/BENEFITS

- Salary
 - Is it competitive/in the range with other first year associates from Loyola?

- Is there room to negotiate?
- When are salaries reviewed? What type of increase is usually offered?
- Bonuses
 - Are they merit-based? Are they given out at the end of the year or more frequently?
 - Are they productivity-based, for meeting or exceeding billable requirements?*
- Benefits (they can account for an additional 25-35% of your salary)
 - Medical
 - Dental
 - Vision
 - Disability
 - Life Insurance
 - Dependent Care
 - Flexible Spending Accounts
- Retirement plans
 - Is there a retirement plan such as a 401K, and if so, when are you eligible to participate?
 - Does the employer contribute?
- Time off
 - Will you receive vacation days and if so, how many?
 - Will you receive sick days and if so, how many?
 - Is there a maternity/paternity leave policy?
- Parking and public transportation
 - Is it paid for or subsidized?
 - Any subsidies for public transportation?
- Fees
 - Does the employer pay for your state bar fees, required continuing education course fees and/or other association membership fees?
- Technology
 - Does the employer provide PDAs, cell phones or laptop computers?
 - Any opportunities to telecommute?

CAREER GROWTH

- Future career goals
 - Will this job be a springboard to a job you want in the future?
- Training and mentorship
 - How does the employer approach training and mentorship?
 - Is there a formal training program or is it “learn as you go?”
- Professional development
 - Are there opportunities to receive MCLE credit?
 - Does the employer pay for training and professional development courses?
- Performance reviews

- When are they given?
- Who gives them? How is information collected?
- What are the implications of a review?
- Are there opportunities to review others?
- Partnership opportunities*
 - If you are interested, what does the track to partnership look like?
 - Equity and/or non-equity?

* This information is specifically geared for law firms whereas other information applies to all employers.