2L Employment Search Timeline

September
- If you received a Summer Public Service Fellowship (1) complete a Summer Employment Evaluation, (2) submit a 2L Interest Questionnaire, and (3) upload your updated resume, all via Symplicity (by Sept. 7).
- Attend Equal Justice Works Information session to learn more about employment opportunities, funding sources and other public sector resources from EJW (Sept. 13).
- Apply for interviews at the Equal Justice Works Conference and Career Fair (by Sept. 14).
- Attend JAG Week programs. Judge Advocate General representatives from the U.S. Army, Air Force, Navy, Coast Guard and Air National Guard will be on campus the week of Sept. 17-21 for general information sessions and interviews.
- Order business cards, if you do not have them already (by Sept. 21).
- Attend the Judicial Clerkship Series: Judges’ Perspectives program and reception to learn directly from judges what makes a clerkship applicant successful (Sept. 28).
- If you did not receive a Summer Public Service Fellowship, complete a 2L Interest Questionnaire and Summer Employment Evaluation online in Symplicity.
- If you previously received a Summer Public Service Fellowship and are considering making a request for a second summer fellowship, listen to the Summer Public Service Fellowship Program Info Session – Second Requestors via webinar.
- In Symplicity, review Summer Employment Evaluations by students who previously interned at target employers.
- Continue researching and contacting employers. Expand your employment search network. Update your employment search network tracking document.
- Watch application deadlines for OCI and resume collections.
- Research mid-size law firms and make contacts there.
- Check your e-mail and Symplicity for employment opportunities often.
- Apply to U.S. Department of Justice Summer Law Intern Program (SLIP) by September 4. Check deadlines for other federal honors programs by reviewing the Government Honors & Internship Handbook (e-mail the CDO for password) and the Federal Legal Employment Guide.
- Meet with your career advisor. Work with your advisor to develop a search strategy for summer and post-graduate employment.
- Conduct a videotaped mock interview in the CDO (available any time).
- Apply for summer internships with the JAG Corps.

October
- Continue contacting small and mid-size law firms. Continue building your network by adding to your list of contacts and arranging information interviews with them. Update
your employment search network tracking document. Create weekly "to do" lists to help you stay on course.

- Attend the Equal Justice Works Conference and Career Fair (Oct. 26-27) to participate in scheduled interviews or table talk.
- If you did not receive a Summer Public Service Fellowship for your 1L summer, review the first requestor program timeline and listen to the First Requestor Info Session webinar. If you received a summer fellowship last year and intend to submit a second request, review the second requestor program timeline and listen to the Second Requestor Fellowship Info Session webinar.

November
- Attend Judicial Clerkship Series: Nuts & Bolts of Applications to learn how to put together a successful clerkship application (Nov. 2).
- Attend Exploring the Role of In-House Counsel to hear from in-house attorneys about their practice and career path (Nov. 16).
- Continue contacting smaller law firms, banks and corporations, and legal publishers, associations, and public interest organizations. Update your employment search network tracking document.
- If you received a Summer Public Service Fellowship last year and want to apply for a second fellowship for your 2L summer, submit the application form and required attachments (no later than Nov. 30).

December
- Set up informational interviews with individuals in your employment search network over the winter break. If you need assistance with expanding your list of contacts, talk with your career advisor.
- Consider broadening your search to other geographic or practice areas. Update your employment search network tracking document.
- Apply for GPIIP and Spring OCI Program via Symplicity (starting Dec. 10).

Winter Break
- Conduct informational interviews in a variety of legal/alternative settings to explore opportunities and expand your professional network. Update your employment search network tracking document.
- Research and identify via Symplicity employers of interest who are coming on campus to hire 2Ls through spring OCI and the Government & Public Interest Interview Program (GPIIP). Begin preparing your application materials for these employers and submit drafts of your resume and cover letters to your career advisor for review (by Jan 2).

January
- Update your resume after receipt of grades and class rank (if desired) and upload to Symplicity.
- Follow-up with employers contacted previously whose hiring plans were uncertain to express your continued interest and include your updated resume. Be sure you continue to record all contacts with your employment search network tracking document.
- Continue to contact smaller law firms, banks and corporations, legal publishers, associations, government agencies (federal and state), public interest organizations and other legal employers who are not interviewing on campus.
- Meet again with your career advisor to update your employment search strategy and application documents.
- Submit application for the Association of Corporate Counsel National Capital Region scholarship and in-house placement (mid-January). To learn more about the scholarship awards and experiential learning opportunities in the legal departments of local companies and organizations, visit the ACC-NCR website.
- Apply for Government & Public Interest Interview Program (GPIIP) via CLSC Symplicity (Jan. 18).
- Apply for Spring OCI via Symplicity (first session deadline mid-January).

February
- Attend Think Like a Professional: Navigating Ethical Minefields in the Employment Search to learn best practices regarding networking, applying for employment and accepting interviews and offers (Feb. 8).
- Attend Government & Public Interest Interview Program Overview to pick up your GPIIP schedule and learn about the program format and follow-up process (Feb. 12).
- If invited for interviews, participate in GPIIP (Feb. 15).
- Attend Judicial Clerkship Series: Interviewing with Judges to hear from current and former clerks on the clerkship interview process (Feb. 22).
- Attend the CDO’s annual Spring Speed Networking Reception, with attorneys from various practice areas (Feb. 28).
- If invited for interviews, participate in the Association of Corporate Counsel Corporate Scholars Program Interview Preparation (mid-February).
- If invited for interviews, participate in Spring OCI (early February through early March).
- Apply to the Commonwealth Law School Consortium Spring Interview Program (late February).
- Apply for summer clinical placements through Professor Margaret Bacigal.
- Schedule out-of-town interviews (including informational interviews) for spring break.
- Reach out to law professors with whom you have an interest in assisting with legal research and writing this summer. Continue building and updating your employment search network tracking document.
- Begin research on post-graduate judicial clerkships. Some federal judges want applications during your 2L spring semester for post-graduate clerkships.

March
- Attend Southeastern Minority Job Fair (SEMJF) Information Session to learn more about job fair (Mar. 20).
• If invited for interviews, participate in the Commonwealth Law School Consortium Spring Interview Program (Mar. 22).
• Attend *Alumni Judges Reception* to meet judges and current and former judicial clerks who are Richmond Law alumni (Mar. 26).
• Collaborate with your career advisor to fine-tune your spring break employment search plans. Conduct self-initiated employment and informational interviews during spring break.
• Continue to contact smaller law firms, banks and corporations, government agencies and public interest organizations. Continue building and updating your employment search network tracking document.
• Submit applications for summer fellowship grants from public interest groups such as Equal Justice Works Summer Corps Program.

**April**

• Attend *Think Like a Professional: Summer Success* program to hear tips from employers and students on making the most of your summer internship experience (Private Sector, Apr. 4 and Public Sector, Apr. 5).
• Report summer employment to your career advisor if you have not done so already.
• Continue building and updating your employment search network tracking document. Consider broadening your search to other geographic or practice areas.
• Continue to check Symplicity for employment if you do not have a full summer lined up.
• Seek out faculty members, alumni, and others who can help with contacts and consider finding someone to serve as a mentor.
• Prepare judicial clerkship application materials. Submit your draft cover letters and resumes to the CDO and the clerkship committee for review.
• Meet with career advisor to review summer and fall recruiting opportunities. Be mindful that job fairs and fall OCI have summer application deadlines.
• If you are applying for the first time to the Summer Public Service Fellowship, attend one session of the Library’s Bridge the Gap series.

**May**

• Report summer employment to your career advisor if you have not done so already.
• If you did not receive a *Summer Public Service Fellowship* for your 1L summer, submit Summer Public Service Fellowship Application and required attachments (by mid May).
• Continue to develop your post-graduate federal judicial clerkship applications in OSCAR.
• Continue to check Symplicity for employment if you do not have a full summer lined up. Some employers contact the CDO after the end of the school year.
• Continue your post-graduate employment search! Continue building and updating your employment search network tracking document. Meet as many people as you can to expand your network, talk about career options, and assess your own interests. Continue researching all career options and geographic areas in which you have interest.
• Submit applications for the Loyola Patent Law Interview Program (early May), Southeastern Intellectual Property Job Fair (early May), and Southeastern Minority Job Fair (late May).
June

- Do legal work this summer! This may include working with a law firm or at a public sector organization, volunteering with a judge, researching for a professor, etc. Remember to be professional and treat the position as a summer long interview.
- Continue to check SympliCity for summer employment. Many employers contact the CDO after the end of the school year. Let employers, especially smaller firms and state government agencies, know you are available for part-time and/or summer employment immediately.
- Meet as many people as you can to expand your network, talk about career options, and assess your own interests. Update your employment search network tracking document.
- Review summer emails from the CDO for employment opportunities and application deadlines.
- In SympliCity, review and research employers registered for the Early Fall On-Campus Interview Program (OCI). While this program primarily is for 2Ls, there are a few opportunities for 3Ls (starting early-June).

July

- Continue thinking about post-graduate employment. If undecided about the area of law in which you want to specialize or the area of the country in which you are headed, make an appointment to see your advisor.
- Continue thinking about what type of professional you want to be and the type of work settings you might enjoy. Identify your career goals and employment skills.
- Continue thinking about where you want to live and work after graduation. Think broadly about geographic preferences including areas where you have connections, or where there is a robust legal practice but fewer recent law graduates.
- Continue building and updating your employment search network tracking document that identifies relatives, friends, teachers, attorneys, alumni, business associates, and other acquaintances you can contact to learn more about employment opportunities. Communicate with your contacts about any future employment goals. Meet as many people as you can to expand your network, talk about career options, and assess your own interests.
- If you want to interview for post-graduate positions with employers in cities where you are spending your second-year summer, or you will travel to a city where you want to work post-grad, send a resume and cover letter in July to request a preliminary interview before you return to school.
- Use various career-related resources available online (e.g., Martindale Hubbell, NALP Directory, PSJD, Government Honors & Internships Handbook) to research and identify legal employers that hire 3Ls in your preferred geographic and practice areas.
- Meet with your career advisor in person or by phone for resume review and employment search advising. Submit an updated resume to your career advisor for review. Incorporate advisor feedback to finalize your resume and upload it to SympliCity.
- Draft cover letters for various types of employers and employment settings. Send drafts to your career advisor for review and comment.
• Research the application process for post-graduate JAG positions with the military. The application process generally opens in August and ends in October.
• Research and identify employers of interest who are coming on campus to hire 3Ls after graduation. Watch application deadlines for OCI and resume collections.
• Submit applications for OCI interviews (starting mid-July).
• Check bar examination requirements for the state(s) in which you plan to look for employment.

**August**
• Line up references from law school faculty and previous employers.
• Update your employment search network tracking document. Communicate with your contacts about your future employment goals.
• Explore part-time employment opportunities for the semester.