



3L Employment Search Timeline

August/September

- Attend *3L Need to Know Info* session to prepare for a successful final year (Aug. 31).
- If you received a Summer Public Service Fellowship, (1) complete a Summer Employment Evaluation for your stipend employment, (2) submit a 3L Interest Questionnaire, and (3) upload your updated resume, all via [Simplicity](#) (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 *3L Small Firm and Solo Practitioners Networking Event* to meet attorneys in the Richmond area and learn about private practice in a smaller firm setting (Sept. 18).
- 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 3L Interest Questionnaire and Summer Employment Evaluation in [Simplicity](#).
- Meet with your career advisor to develop a search strategy for post-graduate employment and begin working on your professional development plan.
- 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.
- Research application process for JAG positions with the military. The application process generally opens in August and ends in October.
- Check your e-mail and [Simplicity](#) for employment opportunities often.
- Apply to [U.S. Department of Justice](#) (by Sept. 4). Check deadlines for other federal government Honors Programs by reviewing the [Government Honors & Internship Handbook](#) (e-mail the [CDO](#) for password) and the [Federal Legal Employment Guide](#).

October

- Continue contacting small and mid-size law firms. Continue building your network by adding to your list of contacts and arranging informational interviews with them. Update your [employment search network tracking document](#). Create weekly "to do" lists to help you stay on course.
- Prepare your application documents for the [Presidential Management Fellowship Program](#). The application will be accessible via an announcement on [USAJOBS](#), and will be open for only two weeks in October or November.
- Attend the Equal Justice Works Conference and Career Fair (Oct. 26-27) to participate in scheduled interviews or table talk.

- Attend [Bridge to Practice Fellowship](#) information program (Oct. 29).
- Apply to state court judges, especially trial courts. Some are posted in [Symplicity](#). See the [CDO Judicial Clerkship](#) website for more information.
- Meet again with your career advisor and update your professional development plan.

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, legal publishers, associations, government agencies (federal and state), public interest organizations and other legal employers who are not interviewing on campus. Update your [employment search network tracking document](#).
- Meet again with your career advisor and update your professional development plan.

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](#).
- Research and apply to newly-appointed federal and state court judges who are out of the regular judicial clerk hiring cycle.
- Meet again with your career advisor and update your professional development plan.

Winter Break

- Conduct informational interviews in a variety of 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 3Ls through the Commonwealth Law School Consortium Spring Interview Program, Spring On-Campus Interview (OCI) program, and the Government & Public Interest Interview Program (GPIIP). Submit your resume and other application documents to your career advisor for review (by Jan. 2) before application deadlines.

January

- Update your resume after receipt of fall semester 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 in your [employment search network tracking document](#).

- Continue to contact smaller law firms, banks and corporations with small legal staffs, 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.
- Apply for the Spring OCI Program (mid-January) via [Simplicity](#) and GPIIP (no later than Jan. 18) via [CLSC Simplicity](#).
- Prepare and submit [Bridge to Practice](#) application (end of January).
- If invited for interviews, participate in Spring OCI Program (beginning end of January).
- Meet again with your career advisor and update your professional development plan.

February

- Attend the *Government & Public Interest Interview Program (GPIIP) Overview* (Feb. 12).
- If invited for interviews, participate in GPIIP (Feb. 15).
- Apply to the Commonwealth Law School Consortium Spring Interview Program (by late Feb.).
- Attend the CDO's annual *Spring Speed Networking Reception*, with attorneys from various practice areas (Feb. 28).
- Apply for post-graduate [public interest fellowships](#).
- Continue building and updating your [employment search network tracking document](#). Schedule out-of-town interviews (including informational interviews) for spring break.
- Meet again with your career advisor and update your professional development plan and your application materials.

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).
- Complete and submit [state bar examination application](#) materials. (Note that application deadlines differ among states, and some states may have deadlines earlier or later in the semester.)
- Collaborate with your career advisor to fine-tune your spring break employment search plans and update your professional development plan. 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](#).
- Continue to check [Simplicity](#) for employment listings.

April

- Continue to check [Simplicity](#) for employment listings.

- Attend the Graduation Fair and complete your Graduate Survey.
- Schedule an appointment with graduate career advisor Liz Jones.
- Continue building and updating your professional development plan and [employment search network tracking document](#). Consider broadening your search to other geographic or practice areas. Seek out faculty members, alumni, and others who can help with contacts.

May

- Check [Simplicity](#) for employment listings for 3Ls and recent graduates.
- Obtain [reciprocity services](#) at another law school if moving out of the area.
- 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).
- Continue building and updating your professional development plan and [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 possible legal careers and geographic areas.
- Provide the CDO your post-graduate address and contact information. Sign up for the University of Richmond's alumni directory, [UROnline](#).