

TO: Returning Students
FROM: Maria Comas, Director of Career Services
RE: Fall Recruitment
DATE: June 22, 2016

Greetings from the Career Services Office (CSO)! We hope that your summer has been productive and enjoyable so far. This letter is designed to provide you with information about Fall Recruitment, including On-Campus Interviews, judicial clerkship deadlines, and other upcoming deadlines and programs.

Please read this entire document so you can be as informed as possible about upcoming fall recruitment activities. Please contact me with any questions you have about any of this information. I can be reached at comas@duq.edu or 412-396-6279.

Fall On-Campus Interviewing (OCI)

Traditionally, employers who participate in Fall OCI are large law firms or legal departments of large corporations. **On-campus interviews begin on Monday, August 8, 2016**, and continue through Friday, November 11, 2016. During OCI, participating employers will interview law students for positions as 2017 summer associates and for full-time, entry-level associate positions to begin in the fall of 2017. Therefore, all day, part-time day, and evening students in the Classes of 2017 and 2018 are eligible to participate in Fall OCI.¹² If you plan on participating, you should have the following items: an updated resume, a cover letter, an unofficial copy of your Law School transcript, a writing sample, and a list of references.

Location of OCI Listings

The CSO utilizes DuqLawConnect to publicize OCI information. On DuqLawConnect, you will be able to review the list of participating employers and submit your application materials. Essentially, you will go to DuqLawConnect (<https://law-duq-csm.symlicity.com/students>), complete a student profile, review the employers' information and hiring criteria under the OCI tab, decide to which employers you would like to submit your materials, and then upload your tailored application materials. If you misplaced your log-in information, please send an e-mail lawcareers@duq.edu.

For detailed instructions about this on-line application process, you should review the User Guide for On-Campus Interviews, which can be found under the "Resources" tab on DuqLawConnect.

Employer Registration and Timing

The list of employers participating in OCI is updated as employers register for OCI. You are encouraged to check the list on a regular basis so you do not miss an opportunity to submit your

¹ Special note to Evening Division students: on campus interviews are generally conducted between 9:00 a.m. and 5:00 p.m. If your work schedule does not permit you to participate in interviews during those times, you may opt to contact employers directly rather than to bid for interviews via OCI. If you elect to do this, indicate in your cover letter that you are applying directly because your work schedule does not permit you to participate in the on-campus interviews. Please notify me at comas@duq.edu if you proceed in this manner.

² Employers looking to hire Summer Associates via OCI typically hire students to work with them during the summer before their last year of law school. For this reason, students entering their 2E or 2P year are typically not eligible to participate in OCI. Please contact me with any questions you have about this.

materials for OCI consideration. The application deadline for each employer will be listed in each posting. An employer's OCI application deadline will not be extended for any reason.

To assist the law firms and organizations with their scheduling efforts, Fall OCI is divided into three groups:

Fall 2016 OCI (Students submit applications via DuqLawConnect, and the CSO coordinates initial interviews with applicants.)

CSO Collecting (Students submit applications via DuqLawConnect, and the firms coordinate interviews directly with applicants.)

Students Apply Directly (Students submit applications directly to the firms, and the firms coordinate interviews directly with applicants.)

You will see these options under the OCI tab on DuqLawConnect, and you should check the listings of each.

The OCI period spans roughly 3 ½ months which allows firms that make hiring decisions in late summer or throughout the fall to participate in the program. However, most firms will schedule initial interviews during the first three weeks of the program. Firms participating in OCI's will consider applicants for an initial interview at one time during this process; a firm does not schedule interviews in August with the intent of returning again later in the fall semester to interview additional candidates. Students interested in applying with an employer participating in Fall OCI should submit application materials by the stated application deadline in order to be considered by that employer.

Submitting your resume to an employer is considered a commitment to participate in every interview for which you are selected. If you are not genuinely interested in a firm, please do not submit your resume -- it is unfair to your fellow students who are genuinely interested and it undermines the CSO's recruiting efforts. On-campus interviews are not "practice interviews." They are costly to the firms, and very important to those students who have a sincere interest in the firms. Therefore, if you are selected for an interview, you **must** take the interview. If you fail to show up, you will forfeit the next interview for which you are selected. Of course, if there are verifiable extenuating circumstances (serious illness or family matter), please contact the CSO and we will assist you in rescheduling your interview.

OCI Interview Preparation

We plan on having an OCI Interview Prep Session during the week of July 25th with legal recruiters and attorneys who serve on hiring committees at their respective firms. These individuals will provide helpful insight and suggestions about the OCI interview process, both generally and about their firms specifically in some instances. Additional details will be provided as soon as possible.

In addition to attending these sessions, please check *The Common Plea* (www.duqlawblogs.org/cso) for additional information about the OCI Program and application pointers, including OCI FAQ's.

A Special Note about The Current Legal Market

Large law firms are operating under what they call the "new normal" in which summer associate class sizes have decreased by as much as 75% or more, e.g., a firm that previously had 20 summer associates

now has 5. This means fewer positions are available at those firms, and even students with outstanding credentials will have to work very hard to find a summer position.

August/September is the time of year when large law firms around the country recruit, so do your research and send out your cover letters and resumes in late July/early August. The CSO has resources to assist you in identifying and contacting firms in this region and nationwide. In addition, consider federal government opportunities, judicial clerkships, and other firms in the markets that you are targeting.

Beyond Fall On-Campus Interviewing

Although Fall OCI is a very visible and useful job search vehicle for some students, it is only one aspect of the CSO's efforts to help all students obtain employment. The CSO is here to assist you with your job search. Please consider the following:

- A small percentage of students find positions through Fall OCI. Most employers do not seek candidates for summer associate and post-graduation positions this far in advance, as the large firms do.
- *No one can or should rely on OCI as the sole means of procuring a job.*
- It has always been the case that the majority of students obtain jobs through other efforts, including networking, targeted mailings to small- and medium-size firms, informational interviews, and responses to other job postings.
- In the current legal job market, having an active job search that requires making regular contacts is not just desirable, it is essential to finding employment.

Much of the CSO's time and resources will be spent assisting those students who do not find their jobs through Fall OCI. We cannot "get" each of you a job, but we will make available to you as many opportunities and resources as possible. Further, our primary role is assisting you in developing job search skills that you can use throughout your careers. We are planning a variety of programs and workshops for the upcoming academic year to help you with these important skills.

We strongly encourage each of you to take full advantage of all CSO programs. In addition, students should schedule individual appointments for resume review, job search strategy advice, and interview skills suggestions. Remember, **the success of your job search is in your hands** -- be as prepared as you can be for the difficult task that lies ahead. Preparation and perseverance are essential.

Judicial Clerkship, Government & Public Interest Law Information

Judicial Clerkships: Judicial clerkships with the federal and state judiciaries are generally available to law school graduates for a set term after graduation, usually one to two years, in federal, state, and local courts. The clerkship application process with the federal and state courts can be difficult to navigate, as there is no uniform application deadline for federal or Pennsylvania courts. (Some other state courts do, in fact, have a uniform application process though.) If you are interested in a post-graduate judicial clerkship, please contact me so we may discuss this further. In the meantime, I offer some information for your consideration.

Rising 2L students (just finishing your 1D/2E/2P year) interested in federal judicial clerkships should become familiar with OSCAR - where information about *some* federal clerkship positions is posted.

Students may create a free OSCAR account at <https://oscar.symlicity.com>. Not all federal judges use OSCAR to publicize their openings, so you may have to apply outside of OSCAR depending on your employment goals.

Students interested in a state clerkship should review information in the Judicial Clerkship Guide (published by Vermont Law School). The Career Services Office subscribes to this Guide, and Duquesne Law students may access the Guide via [DuqLawConnect](#). (After you log-in to DuqLawConnect, you will see the Guide listed -along with our password- under the Shortcuts section.)

Judicial clerkships in the federal and state courts are very competitive. The application process can be complicated in some instances. Please notify me if you plan to apply for judicial clerkships in either system so we can discuss any questions you may have as you navigate these processes.

Department of Justice: Applications for the Attorney General’s Honors Program (entry-level attorney openings) and 2017 Summer Law Internship Program (SLIP) will be available online beginning July 31, 2016. Additional information about both programs can be found at www.justice.gov/legal-careers.

Federal Government: The application deadlines for many entry-level and internship positions with federal government agencies are in the fall. If you are interested in an nternship with a federal government agency, visit the *Government Honors & Internship Handbook*, which can be linked to from your DuqLawConnect homepage, under the “Shortcuts” section. The Handbook is updated regularly, so interested students should review it frequently for new information. If you are seeking any academic credit for an internship, you must also consult Professor Norton at nortonk1@duq.edu.

Equal Justice Works Conference & Career Fair: Duquesne Law is a member school of Equal Justice Works (EJW) which means that our students may attend the annual EJW Conference & Career Fair that is attended by many public interest employers from all across the country. This year’s Conference will be held on October 28 and 29, 2016, in Arlington, VA. Student registration is open from August 15 – September 14, 2016, but additional information can be found now at www.equaljusticeworks.org. The CSO will reimburse students for their registration fee and some limited travel expenses associated with this conference. (Students must contact me by the registration deadline for additional information and instructions.)

Application Materials – Resources Available to You

Information about drafting a resume, tailored cover letters, and application materials; researching employers; preparing for an interview; and choosing a writing sample is available in *The CSO Handbook*, which can be found online on DuqLawConnect and The Common Plea (www.duqlawblogs.org/cso - under Career Resources).

The CSO created resume and cover letter webinars to assist you with general questions about each document. Each is less than 10 minutes, and they’re available for you on The Common Plea – under Career Resources.

A note about unofficial transcripts:

Current students may access their unofficial transcript on DORI by selecting "View Academic Transcripts". Students may print the transcript as a pdf file, which allows you to save the document as a pdf file and upload/submit it as necessary. Unless an employer specifies otherwise, an unofficial

transcript is fine to submit with your application documents. The CSO recommends against ordering pdf files through the National Student Clearinghouse (NSC) for use in OCI or other employment applications. Employers have reported difficulties with opening the files from NSC, so we do not recommend that you use them as part of your application materials.

We have numerous resources available to you in the CSO Resource Center, including Guerrilla Tactics for Getting the Job of Your Dreams by Kimm Walton. Students have told us that this book has been extremely helpful to them during the application and interview processes. Students may borrow books at any time.

You are strongly encouraged to have your resume and other documents reviewed before you apply for any employment or internship positions. If you would like your documents to be reviewed, please email them to me at comas@duq.edu. Because of the increased number of requests to review documents during the summer, please allow one week for the review of your materials.

IMPORTANT DATES – Summer & Early Fall 2016

Beginning June 22: Submit applications for employers participating in the Fall On-Campus Interview Program. Application deadlines vary and will be posted for each employer.

Week of July 25: OCI Interview Prep Session (details to follow).

Beginning July 31: Apply for Department of Justice Attorney General's Summer Law Internship Program (SLIP).

August 8: On-campus interviews begin.

August 15 – September 14: Register for the Equal Justice Works Conference and notify the CSO of your registration plans.