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## **THE OVADIA CP&P OFFICE DEVELOPMENT PLAN:**

While the Ovadia CP&P Office is dedicated to providing you with every resource available for your career development, it is entirely up to you to take the steps needed to manage your legal career. There are five steps you should follow to successfully plan and manage your career:

1. **Self-assessment.** What is it you want out of your career and why are you in law school? These are some of the things you will want to explore before diving into your job search. See Appendix A for some exercises on creating an Individual Development Plan (IDP).
2. **Exploration of Options.** Use the people and resources available to help you explore and evaluate the career options that advance your specified goals.
3. **Focus and Goal Setting.** With your newfound focus and goals, let an adviser help you formulate an action plan for how to get the right training and work experience.
4. **Marketing Yourself.** During this implementation phase an adviser will evaluate your résumé, cover letter and interview skills.
5. **Career Management.** Take advantage of every opportunity and resource to build your skills and continuously track your path to stay on target.

## **USING THE INDIVIDUAL DEVELOPMENT PLAN:**

Self-awareness is essential to a successful and satisfying career. The attached IDP aids that process by asking you to complete several self-assessment inventories that you will use to identify career options that fit your unique set of interests, skills and values.

After completing the worksheets, make an appointment with an adviser who will help you set goals and generate action steps relevant to your career aspirations, whether you have a specific idea of what you want to do or you are simply in the information-gathering stage. Taking a proactive approach to your career early in your law school education allows you to be directed in the types of opportunities you seek. In addition to providing career advising, recruiting programs, and job listings, we also offer educational programming, resources and networking opportunities to help you gain the information you need to make informed career decisions.

*We are here to help you, so please come see us with your completed IDP.*

## **TWO STEP WORKPLACE VALUES EXERCISE:**

**STEP ONE:** Rate the importance of each of the workplace values on the following list. We have left a few blank lines at the end in case we have missed something that you consider essential.

Rate the degree of importance you place on each of the following values using this scale:

1 = Things I value VERY MUCH    2 = Things I value SOMEWHAT    3 = NOT VERY IMPORTANT

*I am interested in jobs and careers that include:*

- \_\_\_\_\_ helping those in need
- \_\_\_\_\_ mental challenge/mentally demanding/problem solving
- \_\_\_\_\_ opportunity for balance between work life and family life
- \_\_\_\_\_ flexibility in work structure
- \_\_\_\_\_ intellectual status, an acknowledged “expert” in a given field
- \_\_\_\_\_ order and structure
- \_\_\_\_\_ high degree of competition
- \_\_\_\_\_ integrity and truth
- \_\_\_\_\_ rewarding loyalty and dependability
- \_\_\_\_\_ having self-respect and pride in work
- \_\_\_\_\_ stability and security
- \_\_\_\_\_ strong financial compensation and financial rewards
- \_\_\_\_\_ being recognized for quality of work in a visible/public way
- \_\_\_\_\_ having a positive impact on others and society
- \_\_\_\_\_ using creativity, imagination; being innovative
- \_\_\_\_\_ variety and a changing work pace
- \_\_\_\_\_ professional development and on-going learning and growth
- \_\_\_\_\_ friendships and warm working relationships
- \_\_\_\_\_ teamwork and work groups
- \_\_\_\_\_ glamour, prestige, respect, or a level of social status
- \_\_\_\_\_ routine, predictable work projects
- \_\_\_\_\_ deadlines and time demand/pressure challenges
- \_\_\_\_\_ clear advancement tracks/opportunities for advancement
- \_\_\_\_\_ tranquility, comfort, and avoidance of pressure
- \_\_\_\_\_ dealing with the public/day-to-day contact with the public
- \_\_\_\_\_ using cutting edge or pioneering technologies or techniques
- \_\_\_\_\_ opportunities for supervision, power, leadership, influence
- \_\_\_\_\_ making decisions, having power to decide courses of action
- \_\_\_\_\_ respect, recognition, being valued
- \_\_\_\_\_ autonomy, independence, freedom
- \_\_\_\_\_ precision work with little tolerance for error
- \_\_\_\_\_ adventure and excitement

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**STEP TWO:** Narrow down your list to the five core values you consider most Important - that you can't live without in your job/workplace - and write them below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**OPTIONAL:** Write a short statement expressing how the selected values have impacted or influenced decisions you have made related to your previous career, accomplishments or choices.

**REFLECTION:** *Workplace values are a critically important, yet often overlooked factor when trying to determine what is most and least important to you in your job and career choices. An awareness of your work values allows you to take action steps to explore and identify settings, practice areas and types of work that are in alignment with what truly matters to you. Ideally you can use this awareness to help judge the level of "fit" with any future job, employer, or career change. Values are often described as either being "intrinsic" or "extrinsic." Intrinsic values refer to the actual work being performed and its societal or personal purpose or meaning, such as creativity or helping others. Extrinsic values are external factors, such as prestige, compensation and leisure time.*

Adapted from Randall Hanson, Quintcareers.com

## Practice Area & Setting Interest Inventory

Please check those practice areas which currently pique your interest.

Administrative Law & Regulatory  
Practice

Air, Sea, & Space Law

Alternative Dispute Resolution (ADR)

Animal Rights

Antitrust/Competition Law

Appellate Law

Banking and Commercial Finance

Bankruptcy Law

Business Law

Children's Advocacy/Juvenile Justice

Civil Litigation

Civil Rights/Civil Liberties

Communications/Media Law

Community Economic Development

Constitutional Law

Consumer Protection

Corporate Practice

Criminal Law

Cyberspace Law

Disability Law

Drug Law

Education Law

Elder Law

Election Law/Voting Rights

Employee Benefits

Entertainment & Sports Law

Environmental & Energy Law

Ethics

Family Law

Food and Drug Law

Government Contracts

Health Care Law

Housing/Homelessness

Immigration/Refugee Law

Insurance Law

Intellectual Property Law

International Law

Labor and Employment Law

Legislative Practice

LGBT Law

Litigation, General

Migrant Worker Advocacy

Military Judge Advocates / JAG

Municipal Finance Practice

National Security Law

Poverty/Legal Services

Prisoners' Rights

Privacy Law

Public Defense/Death Penalty

Real Estate & Property Law

Securities Law

Tax Law

Telecommunications Law

Tort Law

Trade Law

Trusts and Estates Law

White Collar

Women's Rights

**Choose three to five practice settings to explore further.**

Academic

- General Counsel's Office
- Law School Administration
- Law School Faculty

Alternative

- Investment Banking
- Journalism
- Entrepreneurship

Associations:

- Professional Associations
- Bar Associations
- Trade Associations

Businesses & Corporations

- In-House Counsel
- Government Affairs

Government:

- Federal Government
- State Government
- Local Government

International

- Non-Government Organization (NGO)
- Government
- Law Firm

Judicial

- Trial
- Appellate

Law Firms

- Large
- Medium
- Small

Non-Profit

- Legal Services
- Public Policy
- Advocacy

o Prosecutor/Public Defender Offices

o Solo Practitioner

**GOAL SETTING WORKSHEET:**

Goal: \_\_\_\_\_

Why is this goal important to you?

\_\_\_\_\_  
\_\_\_\_\_

What actions will you take to achieve your goal? Be specific.

Action Steps

Due Date

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Obstacles/Challenges & Strategy for Overcoming

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Additional Information/Resources

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOAL SETTING WORKSHEET SAMPLE:**

**Goal:** *To learn more about career options in environmental law.*

**Why is this goal important to you?** *I am attending law school because of my strong interest in environmental issues, but I don't know what options I have.*

**What actions will you take to achieve your goal? Be specific.**

<b>Action Steps</b>	<b>Due Date</b>
1. <i>Locate 2-4 environmental lawyer alumni for informational interviews</i>	<u>    11/15    </u>
2. <i>Schedule meeting with environmental law professor for suggestions</i>	<u>    12/1    </u>
3. <i>Research environmental internships on PSJD.Net</i>	<u>    11/30    </u>
4. <i>Send email to Attorney Adviser to see if there are any current opportunities</i>	<u>    12/10    </u>

**Obstacles/Challenges & Strategy for Overcoming**

- I don't know how to find alumni. So I will talk to Attorney Adviser and use LinkedIn.*
- I don't feel confident in the subject matter. Join environmental law bar association at free or reduced student rate. Attend networking events and volunteer to serve.*
- I don't know what classes to take. Schedule meeting with Academic Adviser.*

**Additional Information/Resources**

*Attorney Adviser, practice area guidebook in Ovadia CP&P Office, Student Association, internet research.*

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