

OVADIA CP&P OFFICE

CALENDAR AND TIMELINES

FIRST YEAR (1L) TIMELINE:

Fall Semester

Mandatory 1L Job Search Skills Workshops

Early November

This session will introduce you to the 1L job search process, Ovadia CP&P Office resources and networking and interviewing basics. You will also receive your login information to Symplicity. You must attend a workshop before you can have an individual counseling session with an Ovadia CP&P Office adviser.

1L Individual Counseling Sessions

Early November

Starting in November, you may make an appointment to meet with an Ovadia CP&P Office adviser to review job search tactics. Please note that under NALP rules, 1L students may not individually interact with the Ovadia CP&P Office until after October 15, and may not contact employers until December 1.

Employer Contact Permitted

December 1

NALP allows 1Ls to begin contacting employers; however, the primary focus should be on preparing for your final exams.

Note that your classmates are future law firm partners, judges, attorneys, CEOs and non-traditional practitioners. Begin your career-long habit of networking right where you are.

Semester Break – Job Search for Summer Placement

December – January

The semester break is the best time to start actual career development practice in earnest. In order to make sure you secure legal experience for the upcoming summer term be sure to:

- Finalize your résumé and upload it onto Symplicity
- Research employers using Martindale, employers' websites and NALP
- Discuss contacts in the legal community with family and friends
- Network to identify possible employers
- Conduct informational interviews with attorneys practicing in your areas of interest
- Check Symplicity for opportunities posted regularly
- Begin sending job inquiries to employers regarding summer opportunities
- Consider applying for the Florida Bar. You will need to have applied early if you are interested in serving as a Certified Legal Intern (CLI) during law school.

Note that the availability of paid employment for 1Ls over the summer is very limited. Students find opportunities interning without compensation for judges, public interest organizations, federal, state and local government and agencies.

Spring Semester

January – February

- Update your résumé to reflect your fall grades and class rank (please note that 1Ls will not have an official class rank until the end of their first year)
- Make an appointment with an adviser to discuss job search strategies
- Continue targeted outreach activity and network whenever possible
- Join affinity groups at the law school to take advantage of networking opportunities and to add leadership skills to your résumé
- Follow up on the résumés that have already been sent out
- Check job postings on Symplicity regularly
- Schedule a mock interview with an adviser
- Attend Ovadia CP&P Office programs, including (but not limited to):

1L Faculty and Alumni Panel

1L Judicial Internship Meeting

Interview Skills Workshops

Public Interest and Government Law Resource Fair

Solo and Small Law Firm Practice Panel

March – April

- Finalize your summer employment and/or study plans
- Update the Ovadia CP&P Office on your summer plans
- Meet with an adviser to discuss how to maximize your summer placement and gain the experience that will help you find future employment
- Plan to attend summer job interviews and informational interviews during spring break
- Determine whether any jobs fairs are of interest to you

April – May

- If you have not yet secured a summer opportunity, continue pursuing internship opportunities; some of these post late in the semester
- Check Symplicity regularly and talk to an adviser regarding options
- Complete any pre-registrations for job fairs if applicable

Summer Break

- **Read emails from the Ovadia CP&P Office about fall on campus recruiting**
- Read the Ovadia CP&P Office's PowerPoint presentations on fall recruiting at <http://law.fiu.edu/career-planning/recruiting-programs/>
- Update your résumé to reflect 1L grades and achievements
- Ask professors and former employers to serve as references
- Join LinkedIn to begin your professional networking (social media and marketing resources available at <https://law.fiu.edu/career-planning/resource-center/>)
- Begin to narrow your focus as to location and practice areas of interest

SECOND YEAR (2L) TIMELINE:

Summer Prior to 2L Year

- Update your résumé to reflect your summer experience
- Select your writing sample (read the Ovadia CP&P Office guide to writing samples at <https://law.fiu.edu/career-planning/resource-center/>)
- Read emails from the Ovadia CP&P Office and check Symplicity for information about fall recruiting; note that some deadlines are as early as July
- Apply directly to employers who are not coming to campus – contact an Ovadia CP&P Office adviser for guidance
- Join and attend meetings for voluntary bar associations; they have reduced or free student membership and many have mentorship programs (calendar of upcoming events available at <https://law.fiu.edu/career-planning/resource-center/>)

Note that the first phase of on-campus interviews takes place in mid-August

Fall Semester

Early during the fall semester of your second year in law school is when you start to look for a summer associate position with a large firm. There is fierce competition for these opportunities, so it is wise to begin planning early. Please note that summer associate positions at large, or mid-sized law firms, represent a very small percentage of all summer opportunities available.

August - September

- Continue applying directly to employers who are not participating in on-campus fall recruiting

- Check the Government Honors and Interview Handbook for summer opportunities with the federal government and federal agencies
- Check the Ovadia CP&P Office Blog for information on internship opportunities with the Florida state government and public sector employers
- Check <http://www.psjd.org/> for opportunities in the public sector
- Check Symplicity regularly
- Attend Ovadia CP&P Office presentations

October - December

- Continue targeted mailing to employers
- Follow up on your applications
- Attend presentation on judicial internships and clerkships
- Join the student section of the Florida Bar in the area of law interests you
- Attend local bar events, judicial forums, and any other networking opportunity available
- Schedule informational interviews for the holiday break

Winter Break – Network and attend informational interviews

Spring Semester

January – February

- Look for information on the spring recruitment program on Symplicity and in Ovadia CP&P Office emails
- Prepare a cover letter that can be customized for different employers
- Schedule a mock interview with your assigned adviser
- Consider attending some of the Job Fairs listed on the Ovadia CP&P Office website <http://law.fiu.edu/career-planning/recruiting-programs/>

March

- Check Symplicity for opportunities posted regularly
- Schedule summer job interviews and informational interviews for spring break
- Investigate and prepare materials for state court and federal court internships

April - May

- Check Symplicity for opportunities posted regularly
- Meet with an adviser regarding employment options and to discuss maximizing the summer experience
- Register for job fairs

Summer Semester

- Maximize your summer employment experience by working hard and developing relationships
- Develop good working relationships with supervisors and colleagues who will likely serve as your references
- Update your résumé to reflect your experience and new skills
- Prepare to apply for federal judicial clerkship opportunities
- Check your email for on fall on-campus recruitment information
- Upload your updated materials onto Symplicity
- Prepare for fall recruiting programs
- Consider applying for Post-Graduate fellowship opportunities. Meet with an adviser to discuss options and applications.

THIRD YEAR (3L) TIMELINE:

Summer prior to 3L year

Many federal, state and local government agencies and public interest organizations recruit in the fall for entry-level positions. This is when state attorney and public defender offices do their initial interviews. Note that large law firms commonly recruit attorneys for their entry-level positions from their summer programs, and do not regularly interview 3Ls.

Fall Semester

August - September

- **Familiarize yourself with the bar exam requirements for the state where you'd like to practice; look for registration deadlines.**
- Check Symplicity regularly for opportunities
- Apply directly to employers who do not interview on campus
- Avail yourself of every networking opportunity
- Schedule mock interviews with an adviser in advance of upcoming interviews
- Apply to government agencies offering entry-level honors programs; consult the Government Honors and Internship Handbook at <http://arizonahandbooks.com/u/GHPPHandbookFIULaw>. Please contact us at lawcareer@fiu.edu for password
- Research state judicial clerkship opportunities

October – December

- Use all resources available to you to research employers for targeted outreach
- Prepare your résumé, cover letter, writing sample and references – have an adviser review them
- Schedule employment and informational interviews over winter break
- Check Symplicity regularly for opportunities
- Register for a bar preparation class

Winter Break

- Network and attend informational interviews

Spring Semester

January - February

- Reach out to alumni in your field of interest and ask for informational interviews
- Schedule interviews for the upcoming spring break
- Expand your search and outreach to smaller law firms and government agencies that hire 3Ls later in the year
- Discuss options with an adviser and craft back-up plans
- Prepare for spring recruitment programs

March - April

- Research and consider other non-traditional employers who hire as needed. Look at insurance companies, banks, consulting firms, and other companies on employment aggregator websites
- Network with attorneys in your local bar association
- Finalize bar exam arrangements
- Follow up with employers with whom you have contacted or interviewed

May

- Because many smaller firms, public interest agencies and local government agencies hire as needed, it is critical that you continue to monitor Symplicity for updates
- Inform an adviser of your post-graduation employment status and provide any updated contact information

Post-Graduation

Many employers will not consider your application until after you have passed the bar exam. Your focus now should be on passing the bar. Keep in close contact with an adviser and check Symplicity regularly.