CAREER PLANNING DEVELOPMENT PLAN

Identify your professional goals and priorities. 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 to ensure that your career is both professionally and personally rewarding.

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 interviews to ensure it all corresponds with and advances your goals.

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 Ovadia CP&P Office 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’re 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've 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
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

Prosecutor/Public Defender Offices
- Solo Practitioner
Goal Setting Worksheet

Goal:__________________________________________________________________

Why is this goal important to you?
______________________________________________________________________
______________________________________________________________________

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

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

Obstacles/Challenges & Strategy for Overcoming

1. I don’t know how to find alumni. So I will talk to Attorney Adviser and use LinkedIn.

2. 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.

3. I don’t know what classes to take. Schedule meeting with Academic Adviser.

Additional Information/Resources

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