

The image shows a spiral-bound notebook with a light beige, textured cover. The spiral binding is on the left side. The text is centered on the cover in a bold, black, serif font. The text reads: "The Chicago-Kent College of Law Career Services Office Transfer Student Orientation".

**The Chicago-Kent College of
Law Career Services Office
Transfer Student Orientation**

Welcome

Partnering with the CSO



- You must prepare all three years to land the job you want for the rest of your career **so start working with your counselor now**
- Prior experience is vital - working all three years is important so figure out what you will do each semester

Use All The CSO Resources

- Our resources

 - Individual counseling
 - Resume and cover letter review
 - Mock Interviews
 - Programming
 - Mentors and alumni contacts
 - Job Search Strategy Guides (on-line)
 - Detailed Website
 - Symplicity
 - Resource Center
 - Library
 - Fax machine
 - Copier
 - Computers and printers



USE SYMPLICITY JOBNET

- Fall Recruiting
- Job Postings
- Employer and Contact Information
- Upload Job Application Documents
- Employer Links
- RSVP to Career Services Programs
- AND MUCH MORE

What is Fall OCI?

Every year, legal recruiters from large law firms and other large legal employers come to our campus and other campuses nationwide to interview applicants for jobs the following summer or fall.

Most firms are interviewing 2L students to work the summer after their second year, and if the students perform well, the firms may make them an offer of full-time employment upon graduation.

When is OCI?

Kent's OCI Program runs

August 17-September 4

starting before classes do.

Plan accordingly!

Which Employers Participate?

- Firms: Larger and some midsize firms can establish their needs more than a year in advance. Smaller firms do not participate; they recruit when they have immediate openings.
- Government Agencies: Federal, state and local government agencies sometimes recruit for summer interns, graduate honors programs or entry-level attorney positions through OCI.
- Corporations: On occasion a corporation will interview students for internships or permanent positions upon graduation.
- See lists of this year's OCI and other employers in your handouts

Which Students Should Participate?

- 2Ls
- Most large firms and many government agencies are looking for current 2Ls to work the following summer as “Summer Associates”
- 3Ls
- Only a small number of legal employers interview 3L students because they have filled their entry-level positions from last year’s Summer class
- If you are interested in working for the CCSAO full-time after graduation you must participate in OCI

OCI Vocabulary

- Summer Associate: Participant in a structured program at a larger firm; paid position doing real legal work and participating in social events with the firm.
- “OCI” – On-Campus Interviewing
- “RC” – Resume Collect; some employers collect resumes from all Kent students at the same time but conduct interviews at their own offices rather than on Kent’s campus
- “DC” – Direct Contact, firms that you should contact directly to apply for a position; criteria from the firm may or may not be provided to the CSO; use on-line and other resources to be proactive in your search

Who are the Recruiters Seeking?

- Competition for Summer Associate positions is high
- Generally firms are seeking students at the top of their class and with other credentials like journal or moot court experience
- **Employers** may impose GPA or class rank cutoffs; these can vary from top 5% to top 50%
- Patent firms want a technical background, generally EE or chemical engineering
- Other education or work experience may be required – CPA, healthcare, etc.

FAQs

- What if an employer I like is not participating in Fall OCI?
- Who sets the GPA and class rank requirements?
- What if I don't meet an employer's GPA or class rank requirements?
- I don't have a Chicago-Kent rank yet – what do I do?
- Is OCI my only chance of getting a job for after graduation?
- What is the market like right now?



How Does This Process Work?

- To apply to OCI and RC firms you must follow the procedures that we are about to outline, including applying through Symplicity
- For DC employers or employers not listed on any Fall Recruiting documents from our office, you should apply directly.

What Will I Need?

- **Legal Resume**

- Every 2L student's resume must be reviewed by a CSO counselor;
- 3Ls who did not participate last year in OCI also must have a resume review;
- All students are encouraged to have their resume reviewed

- **Cover Letters**

- You must draft a separate cover letter for each employer who requests one
- One generic cover letter for all employers is not acceptable

- **References**

- Preferably 3 – academic and professional, not personal

- **Writing Sample**

- Approx. 10 pages showing application of law to fact

- **Law School Transcript**

- Showing grades through this semester; you must create a Word document version

SOME WORDS ON RESUME WRITING

- Legal resumes have simple formats, review samples and adjust
- Resumes should emphasize relevant legal skills (communications, leadership, research, writing, organization), even if gained in non-legal employment
- Should not exceed one page unless 10+years of experience

SOME THOUGHTS ON COVER LETTERS

- Should emphasize actual work experience where legal skills were used
- Should demonstrate research skills by mentioning what you know about the employer
- Come up with a “thesis statement”
- Do not copy samples from a book!

Researching Employers

Your first step should always be researching employers:

- NALP – www.nalpdirectory.com
- Martindale – www.martindale.com
- Crain's -largest Chicago area law firms
- Daily Law Bulletin, Chicago Lawyer, etc.
- Other websites of interest (i.e., www.infirmation.com, www.vault.com)
- CSO: gray files, NALP binders
- Talk to people; informational interviews

Resume Review

- Resume reviews end at noon on **July 29**. All resumes must be uploaded to Symplicity by then – do not wait until the last minute!
- If you have had your resume reviewed by someone in the CSO before, you can email your resume to your career counselor in lieu of making an appointment
- Your counselor can also review a general template of your cover letter and answer questions about other documents
- Pascale Bishop is the career adviser for all transfer students

Class Rank/GPA

- You must have your resume uploaded into Symplicity with your GPA and class rank listed to bid on ERs whose hiring criteria you meet
- To determine which ERs you can bid on – you must use GPA and rank as of the end of Spring 2009 term (summer grades don't count)
- Rules for rounding
 - GPA: You CANNOT round your GPA
 - 3.147 can be listed as 3.14/4.0 or 3.147/4.0, NOT 3.15
 - RANK: If rank falls between the whole number and .4999 you must round down. If rank falls above the whole number at .5 or greater, you must round up.
 - Top 10.5 would be listed as Top 11%
 - Top 10.4999 would be listed as Top 10%

Fall Interviewing Website

- July 1: CSO website and Symplicity will be updated. Symplicity will list participating employers and their hiring criteria.
- <http://www.kentlaw.edu/depts/cso/students/foci/>
- Must read these rules prior to participating. You are responsible for knowing all details, rules, GPA/rank requirements, etc.
- Employers sometimes sign up late, check Symplicity, the CSO website and the Record

Registration/Application

- Beginning at noon on July 27, students can register and bid on employers
- Registration ends at noon on August 7
- Only apply to firms for which you meet the requirements
- Kent uses a Lottery system, so ranking your applications is important!

How the Lottery Works

- Lottery system: Beginning July 27th, you can bid/rank ERs whose hiring criteria you meet, starting with #1 choice to lowest preferred ER.
- Symplicity fills in interview schedules taking into account: how high you rank ER, class conflicts, and how many other interviews you have.
- You must rank all OCI ERs first; because ranks do not affect Resume Collect ERs rank those at the bottom
- Class Schedules/Conflicts: Students are prohibited from interviewing during class times. You must input all class conflicts by noon on Aug. 7.
- All bidding ends at noon on August 7; Registration materials are also due to our office at noon on August 7

Registration Materials Due to CSO by Noon on August 7

- **Student Registration Form**
(<http://www.kentlaw.edu/depts/cso/students/foci/studentregform.pdf>)
 - **Ethical Practices Agreement and Resume Release Form**
(<http://www.kentlaw.edu/depts/cso/students/foci/ethical.pdf>)
 - **Class Schedules/Conflicts Printout:** printout week of Aug. 24-28
 - **Employers/Bidding Printout:** print from Symplicity
 - **Resume:** One (1) copy of resume
 - **List of within 10% employers:** A list of employers you are interested in submitting a resume to but whose hiring criteria you are just outside of (you *must* be within 10% of the required rank). Include your name, GPA and Class Rank at the top of the list. For each employer on the list, you must print out a copy of your resume (it doesn't need to be on resume paper) and write the name of the employer on the back of the resume. *We will forward these resumes to the employers and encourage them to review.*
 - **Note:** 3Ls who are unable to bid on CCSAO because they fall outside of the hiring criteria, but who clerked for the CCSAO before, may include the CCSAO on this list of employers submitted to the Career Services Office. Even if you are more than 10% outside of the hiring criteria, as long as you have worked at CCSAO in the past, we will submit your resume for review.
- **Photocopy all forms for your records.**

Interview Schedules

- Your personal interview schedule will be available for viewing on-line on August 14
- You are responsible for tracking your own interviews!
- If at any time you must cancel an interview, even if it is an “excused” absence for health or family reasons, you must write a note of apology to the interviewer
- “Unexcused” absences – those without notice or a reasonable explanation - may prohibit you from further participation in OCI

What Should You Be Doing Now?

- Research employers
- Draft your documents
- Build your resume by applying for a journal, moot court or other activity
- Plan on attending the mandatory OCI program in early August for demonstrations on bidding, applying, etc.
- Keep checking the Record, Symplicity, the OCI section of the CSO website and your email for more information



Alternatives to OCI

- As we mentioned before, only 20% of Kent students and students nationwide get jobs through OCI
- Take the time to learn about your other alternatives:
 - Meet with your Career Counselor
 - Use the CSO print resources
 - Do on-line research
 - Attend our OCI counter-programming in the Fall Semester
 - Go to Career Fairs and Networking Events
 - Join the local bar associations
 - Check the Symplicity job postings

What Should You Do Beyond Fall Recruiting?



- **NETWORK**
 - Contact Alumni
 - Join Student Groups
 - Join Bar Associations
 - Talk to Professors
 - USE the CSO

Take Charge of Your Career



- Have set career goals and update them periodically
- Map out a plan to achieve goals
- Reflect and evaluate your progress
- Take responsibility for your own progress – the CSO is a partner, not your recruiter