THE OFFICE OF CAREER PLANNING: AN OVERVIEW

Welcome and congratulations on your decision to attend the University of San Francisco School of Law! You are beginning an exciting and challenging time in your life and you will make many decisions that will shape your future career. We are here to help you with your career decisions. We encourage you to take full advantage of everything USF can offer you, including the Office of Career Planning (OCP).

Our goal to assist you in developing the knowledge and skills necessary for you to engage in a meaningful job search. To this end, this Job Search Handbook (available electronically at USFLawLink.com and in hard-copy in OCP) is a reference tool for use throughout your law school career and beyond. The Handbook is a collection of OCP’s primary handouts and includes:

- An overview of the legal employment market with resources and information regarding a variety of traditional and alternative legal careers;
- A description of the services provided by OCP;
- Resume, cover letter, networking, and interviewing tips and examples; and
- A “Job Search Action Plan” to assist you in managing your search.

In addition, OCP strongly encourages students to take advantage of our one-on-one counseling services, core skills workshops, mock interview program, networking opportunities, handouts, and resource library. We host a number of programs and events each year to provide students with an overview of the practice of law and a chance to meet and mingle with USF alums and other attorneys.

We look forward to meeting you and helping you with your career decisions in the upcoming years.

MISSION STATEMENT

The mission of the Office of Career Planning is to:

- Provide effective career advising services to students and alumni, enabling them to engage in a strategic, systematic job search and make well informed choices leading to long-term career satisfaction;
- Create opportunities for law students to connect with employers and alumni in an efficient and supportive manner; and
- Facilitate a successful transition from law student to lawyer.

NOTE: OCP events will be announced on flyers posted throughout the law school, email, USFLawLink.com, and on OCP’s social media accounts on Facebook, Twitter, and LinkedIn.
HOW THE OFFICE OF CAREER PLANNING CAN HELP YOU

The Office of Career Planning (OCP) will help you through the job search process. OCP has services and resources to assist you but ultimately it is up to you to find the job. We can guide you through your job hunt, help you create a personalized job search strategy, review your job related documents, prepare you through mock interviews, and provide you with information throughout each phase of your search. We can advise you on your professional development, suggest legal specialties for you to explore depending on your interests, and generally be a sounding board and resource for your career exploration and options.

PROGRAMS OFFERED

- Individual career counseling
- Resume and cover letter review
- Career workshops and programs on job search skills & practice areas
- On campus interviews
- Resume collect and job postings database
- Mock interview program with alumni and practicing attorneys
- Clinical externship opportunities
- Alumni-Student mixers and speed-networking events
- Minority/Diversity recruitment programs
- Public Interest/Public Sector Legal Careers Day, co-sponsor
- Law Student Pro Bono Project, in collaboration with OneJustice
- Reciprocity for upper division students and graduates

1. CAREER COUNSELING

Each OCP director provides individualized career counseling. As experienced counselors, the directors can provide guidance in career choices, resume and cover letter review, selection of references and writing samples, job search strategy, interviewing skills development, and networking/informational interviewing preparation. The directors can also assist with critical job search decisions such as helping you determine which offer to accept or decline, how to negotiate a higher salary or other benefits, and other issues which may arise during your search. We can also assist you with selecting courses and law school clinics, as well as civil, criminal, and judicial externships. You can make an appointment by calling OCP at (415) 422-6757 or online via USFLawLink.com.

2. SKILLS DEVELOPMENT WORKSHOPS

Throughout the academic year, OCP offers workshop programs to students to provide training in several job search “Core Competency” skills, such as:

- Resume Writing
- Cover Letter and Other Job Search Correspondence
- Interview Skills
- Networking / Informational Interviewing
- Job Search Strategies
3. PANEL PRESENTATIONS AND PROGRAMS
The OCP sponsors and collaborates with student organizations on a variety of panel presentations and programs during the school year. These programs can involve participation by outside speakers, usually practicing attorneys who are often alumni. The program topics typically focus upon career exploration by bringing in practitioners in legal specialties of interest to the student body such as criminal law, international law, estate planning, litigation, corporate law; and career options such as opportunities in private law firms (small, medium and large), corporations, public interest, government, judicial clerkships, and alternative or non-traditional legal careers.

4. ON-CAMPUS INTERVIEW PROGRAM
The recruitment program known as the On-Campus Interview Program (OCI) brings legal employers to the law school to interview students for internships and permanent positions. The majority of employer participants are large law firms. Other employers represented include government agencies, legal services offices, district attorneys and public defender’s offices. Most of the employers participating in OCI use grades as an important criterion in selecting students. However, employers also look for other factors such as previous legal experience, other work experience and transferable skills, leadership ability, and specialized training or education, among others.

All students who wish to participate in OCI are required to read the “Memorandum of Understanding” (MOU) outlining the ethical and procedural guidelines by which the program operates. A copy of the current MOU is included in your student planner for your review.

5. RESUME COLLECT
OCP also collects resumes and forwards them to employers who are unable to interview on-campus. The Resume Collect option is available during the fall and spring recruiting seasons through USFLawLink.com.

6. JOB POSTINGS
Many employers post job, externship, judicial, and/or volunteer opportunities on USFLawLink.com and ask that students contact them directly by sending their application materials.

7. MOCK INTERVIEW PROGRAM
Prior to Fall OCI, OCP holds a Mock Interview Program to prepare students for interviews. OCP enlists volunteer attorneys and alumni to interview students on campus and provide helpful feedback and advice. Sign-ups are required and slots fill quickly, so keep an eye out for event announcements. Most notably, students have obtained real jobs through their “mock” interviews. Mock interviews are also held early in the spring semester to prepare students for Public Interest/Public Sector Day.
8. **CLINICAL EXTERNSHIP OPPORTUNITIES**
OCP works closely with the Externship Programs office in advising students on clinical legal internships and judicial externships (collectively “externships”). Externships are ideal learning and training opportunities for students who earn school credit while working for an employer during the fall, spring or summer. Such externship opportunities exist in private law firms, public interest agencies, government entities and corporations.

9. **ALUMNI - STUDENT MIXER**
OCP provides students the opportunity to participate in networking mixers that attracts numerous supportive alums from a variety of practice areas and a diversity of employment backgrounds (law firms, corporations, public interest, government and alternative legal careers). Typically held in the fall and spring, these mixers are a collaborative event co-sponsored by the OCP, the Deans’ Office, the Student Bar Association and the Office of Development and Alumni Relations.

10. **MINORITY / DIVERSITY RECRUITMENT PROGRAMS**
OCP encourages students to participate in the many minority and diversity student programs and conferences offered each year. OCP will publicize diversity recruitment programs offered by law firms, corporations, and bar associations as they arise. Most notably, each year, the Bay Area Minority Summer Clerkship Program (BAMSCP) has selected USF first year students for its competitive program; applications for which are typically due in early January. Many second year students participate in the Bar Association of San Francisco’s Bay Area Diversity Career Fair in August.

11. **PUBLIC INTEREST / PUBLIC SECTOR DAY**
Each February, OneJustice (one-justice.org) holds Public Interest Public Sector (PI/PS) day at UC Hastings College of the Law. This event provides Bay Area law students interested in public service an opportunity to meet with government and public interest employers in both an informal (meet and greet) and formal (interview) setting. Students can submit cover letters and resumes to employers via an on-line system (similar to the system we use) and employers will then select candidates for interviews on PI/PS day. Each year, many USF students obtain legal positions through this event.

12. **LAW STUDENT PRO BONO PROJECT**
OCP works in conjunction with the Public Interest Clearinghouse (PIC) which offers the Law Student Pro Bono Project. The Pro Bono Project matches law students with a range of volunteer projects at legal aid, judicial and other community-based programs. Additionally, a OneJustice representative visits USF regularly to answer questions regarding public interest opportunities.

13. **RECIPROCITY FOR UPPER-DIVISION STUDENTS AND ALUMNI**
For students and alumni who are conducting job searches outside of the Bay Area, “reciprocity” may be available to allow you use another law school’s career services office. All reciprocity requests must originate from OCP, please contact our office. Almost all schools close their reciprocity services during the fall interview season, and typically, other law schools grant reciprocity on a limited case-by-case basis.
JOB SEARCH RESOURCES

The best resource for finding a job is YOU – your personal and professional contacts and network, including your family, friends, other law students, former employers, professors, alumni from both your undergraduate and law school, as well as groups or organizations to which you belong. For more information on how to network, see the OCP handouts Networking and Informational Interviewing.

Additionally, OCP has extensive resources to assist you in your job search. Familiarizing yourself early on with these resources will enable you to conduct an efficient, productive job search during your law school career. Many resources are available on the Internet or via USFLawLink.com.

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<tr>
<th>JOB SEARCH RESOURCES &amp; SERVICES:</th>
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<tr>
<td>USFLawLink.com: 24-hour web access for job listings and more</td>
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<tr>
<td>Access to subscription-only career websites</td>
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<tr>
<td>Public Service Jobs Directory membership: <a href="http://www.psjd.org">www.psjd.org</a></td>
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<td>Equal Justice Works membership</td>
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<tr>
<td>Career planning resource library</td>
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<tr>
<td>Career-related handouts and brochures</td>
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<td>Equipment use for job search activities</td>
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1. **USFLawLink.com**
   OCP provides students and alums with 24-hour Web access to [USFLawLink.com](http://www.usflawlink.com). This site is a portal for job listings, recruiting information, and employer information. Under the “Resources” tab on the homepage you will find many of the handouts and program information referenced here. We encourage you to check the site often as OCP updates job opportunities, program and event details, and employer information on a daily basis.

2. **ACCESS TO SUBSCRIPTION WEBSITES**
   Contact OCP for usernames and passwords to the following subscription websites:

   - BYU Law School Intercollegiate Job Bank: [www.law2.byu.edu/career_services/jobbank/jobbank.html](http://www.law2.byu.edu/career_services/jobbank/jobbank.html)
   - Government Honors & Internship Handbook: [www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm)
   - NALP Online Directory Law School access: [http://www.nalpdirectory.com](http://www.nalpdirectory.com)
   - Vermont Law School Guide to State Judicial Clerkships: [www.forms.vermontlaw.edu/career/guides](http://www.forms.vermontlaw.edu/career/guides)
3. **PUBLIC INTEREST SERVICE LAW NETWORK**

   The OCP is a member of PSJD ([www.psjd.org](http://www.psjd.org)), a network of over 190 law schools and more than 11,000 law-related public interest organizations in the U.S. and around the world. Through its online database, PSJD provides a comprehensive clearinghouse of public interest organizations and opportunities for lawyers and law students. Through our membership, students can login and become members for free. Students can also download the *PSJD User Guide*, designed to help lawyers and law students find their ideal public interest and pro bono opportunities:
   

4. **EQUAL JUSTICE WORKS MEMBERSHIP**

   OCP is a member of Equal Justice Works, an organization that promotes public interest law among law students and creates numerous public interest job opportunities ([equaljusticeworks.org](http://equaljusticeworks.org)). Equal Justice Works administers the largest post-graduate legal fellowship program in the nation, placing new lawyers in two-year assignments at nonprofit public interest organizations where they implement projects that address pressing community needs. Each October, Equal Justice Works hosts the largest national public service job fair at its conference and career fair in Washington, DC. The event typically attracts over 1,000 law students and graduates, as well as 150+ public interest employers—national nonprofit organizations, public defenders, legal aid offices and federal government agencies—seeking to fill internships and staff positions in public interest law.

5. **CAREER PLANNING RESOURCE LIBRARY**

   Here is a sampling of the printed materials available for student use in the OCP:

   - Directories of law firms, government offices, and public interest agencies
   - Publications on practice areas, career management, and job search strategy
   - *The Recorder*, and other legal periodicals
   - NALP “Official Guide to Legal Specialties”

6. **HANDOUTS AND BROCHURES**

   The OCP has prepared a number of handouts for students and alumni that are available in the office and online under the “Resources” tab on USFLawLink.com. Handout topics include job search skills, practice area resources, resume preparation, cover letter writing, and networking skills.

7. **EQUIPMENT USE**

   OCP allows in-office computer access. Additionally, students and alumni may use OCP office equipment for job search-related printing, scanning, copying, and faxing.
OFFICE POLICIES AND PROCEDURES

1. NON-DISCRIMINATION POLICY
The University of San Francisco School of Law is committed to a policy against discrimination by employers and prospective employers based on race, color, ancestry, national origin, religion, sex, age, marital status, sexual orientation, or disability. The Office of Career Planning and its services and facilities are available only to employers whose practices are consistent with this policy. Any complaints of discrimination during the placement process will be investigated pursuant to the procedure for handling discrimination complaints (see handout in office), or referred to the proper agency for investigation. By listing a job with our office and/or utilizing our office for its recruitment efforts, an employer has agreed to this non-discrimination policy. Students or graduates who believe any employer is violating this policy should notify the Director of the Office of Career Planning.

2. ADVISORY BOARD
The Office of Career Planning Advisory Board is comprised of students, faculty, and adjunct professors, who support OCP in developing and implementing effective policies and procedures, along with providing input on issues that affect OCP services and programs. The Student Bar Association appoints student representatives from the 2L and 3L class level.

3. FUNDING FOR LAW CONFERENCES / EVENT REGISTRATION FEES
Limited funding is available for students in good academic standing and student organizations for registration fees for conferences and events that provide organized job fairs, interviewing opportunities, and other networking events that are clearly organized with the intent to provide law students with meaningful opportunities to interact with potential employers. Students and student organizations should consult with the Director of the Office of Career Planning about their requests. Funding for registration fees for other types of events with demonstrable potential for networking or career development will be considered on a case-by-case basis. Funding requests for other costs associated with attending the conference or event may be requested from the Deans’ Office.

4. G.P.A. POLICY
If including this information on your resume or job application, you will list your G.P.A. and/or percentile standing as they appear in the Law Registrar’s records. Rounding up a G.P.A. or calculating a new percentile standing is considered a violation of the law school’s Student Honor Code. In addition to the sanctions listed in the Honor Code, the Office of Career Planning or an employer may report this misconduct to the Deans’ Office and the State Bar of California, which will have an adverse impact on your Moral Character Application in becoming a licensed attorney.
5. **OCI INTERVIEW CANCELLATION POLICY**

This policy is also included in the Memorandum of Understanding (MOU) students must sign prior to participation in any OCI program:

- OCI interview cancellations are allowed only if you (a) have accepted a job offer with another employer; (b) have a conflict of interest; or (c) have a serious illness. Please contact the Office of Career Planning by 1:00 p.m. at least two business days prior to the scheduled interview, by sending an email with the interview details to lawcareer@usfca.edu AND also leaving a message at (415) 422-6757.

- Barring exigent circumstances, any cancellation without appropriate notice is considered a no-show. A no-show requires that you write a letter of apology to the employer within one day of the interview and bring it to the Office of Career Planning for mailing to the employer or copy lawcareer@usfca.edu if the letter is sent via email. Until a satisfactory letter is provided to the Office of Career Planning, you will be barred from further participation in the program.

- If your scheduled interviews result in two no-shows, you will be disqualified from the law school’s recruitment programs permanently.

6. **NALP PRINCIPLES AND STANDARDS**

The University of San Francisco School of Law is a member of, and actively participates in, the National Association for Legal Career Professionals (NALP). NALP, an organization consisting of legal employers and law schools, has developed a strong statement of ethical guidelines as they relate to legal recruiting and placement. USF fully subscribes to the principles set forth in NALP’s Principles and Standards, which pertains to law students seeking legal employment and is available on USFLawLink.com and in OCP.

OCP expects all students to be familiar with and abide by these principles. Students will be held responsible for fully understanding and adhering to the provisions as set forth by NALP. Non-compliance with either the NALP policies or OCP policies may result in the loss of use of OCP services. These additional policies were developed to promote the best interests of the individual student, the general student body, and the law school.

Please be aware that not all law firms or legal employers are members of NALP. As such, employers that are not NALP members may not abide by or subscribe to the NALP procedures. With few exceptions, those employers conducting on-campus interviews at USF will be NALP members and will implement these procedures and timing guidelines. If in doubt, ask the employer if they are a member. If students fail to respond to an offer within the stated NALP guideline, employers may retract an offer. Thus, it is crucial that students understand the NALP guidelines on the “Timing and Acceptance of Offers.”
OFFICE OF CAREER PLANNING STAFF

**Johanna Hartwig, J.D.**, Senior Director
Johanna Hartwig leads the School of Law’s career services program through setting strategy for identifying and expanding employment opportunities for students and graduates; supervising the services and programming provided by the office; and promoting the high quality of USF law students and alumni to a range of potential employers.

Previously, Johanna practiced general commercial litigation in San Francisco, first at Morrison & Foerster LLP and then at Orrick, Herrington & Sutcliffe LLP. Johanna’s representation included commercial contract disputes, intellectual property matters, and regulatory investigations. Johanna punctuated her commercial litigation practice with a two-year clerkship for the Hon. Margaret M. McKeown of the Ninth Circuit Court of Appeals, whose chambers are in San Diego. Johanna served simultaneously as an appellate clerk and as an ethics clerk, supporting Judge McKeown in her role as Chair of the Code of Conduct Committee, which is the ethics committee for the entire federal judiciary.

Johanna holds a B.A. from Yale University and a J.D. from the University of Michigan, where she graduated *magna cum laude*, earned Order of the Coif, was awarded the Rockwell T. Gust Advocacy Award, and served as contributing editor of the *Michigan Law Review*. While earning her law degree, Johanna also earned a Masters in Public Policy.

**Cometria Cooper, J.D.**, Assistant Director of Career Development
Assistant Director Cometria Cooper, a 2009 alum of the School of Law, counsels students and alumni on their career options. Prior to joining USF, Cometria was a solo practitioner in the East Bay, where she represented clients in real estate and housing, contract, and product liability matters.

During her legal career, Cometria served as an Attorney Member of the California State Bar Committee of Bar Examiners and participated in the regulation of applicants to the California State Bar. She currently serves as a board member for the California Association of Black Lawyers, the Charles Houston Bar Association, and the NAACP. Through her professional experiences, Cometria has built lasting relationships with judges, attorneys, and law students, and has programmed events to foster connections and mentorships between all three.

Cometria holds a B.A. in U.S. History and Rhetoric from the University of California, Berkeley. She received her J.D. from USF in 2009, where she was an Academic Support Program participant.

**Ellen Schuster Strauss, Esq.**, Assistant Director of Career Development
Ellen counsels USF Law students and alumni on their career options. Prior to joining USF, she was a legal recruiter, during which she worked with and placed attorneys at all levels and developed relationships with firms and companies throughout California. Ellen has experience with law firms and non-profits, and spent six years with the world’s largest provider of ADR services. There, she developed relationships with and managed the businesses of attorneys and Judges throughout the country. Ellen’s clients and students value her direct, consultative approach and her concrete, real-world advice regarding the job market.

Ellen earned her J.D. from the University of California, Davis School of Law, where she was a founding member of the King Hall ACLU and an active member of the Equal Justice Society. She earned her B.A. in French and English from the University of Florida, where she graduated with honors.
**Elizabeth Jurmu**, Recruiting Coordinator
Elizabeth has a B.A. in Psychology from the University of Michigan, where she was involved with organizational research, multicultural and community engagement, as well as peer advising. She is currently pursuing her Master’s degree at the School of Education at USF, where she is studying Organization and Leadership. Elizabeth has a sincere passion for higher education that she brings with her to the Recruiting Coordinator role. Prior to working at USF, she was an Intercultural Programs Advisor for the University of Michigan, where she focused on faculty lead intercultural engagement programs. She was also the Recruiting Coordinator at Whittier Law School in Southern California, where she was in charge of the On-Campus Recruiting Programs and general administration in the Career Development Office. Here in the Office of Career Planning, Elizabeth is in charge of running the On-Campus Interviewing program, working with employers, and managing USFLawLink.com.

**Virginia Green**, Program Assistant
Virginia Green is a graduate of Denison University in Ohio, where she earned a B.A. in History. Prior to joining USF, Virginia served as the Program Coordinator for the Park Leadership Fellows Program at Cornell University’s S.C. Johnson Graduate School of Management. Virginia has also worked as an Advertising Coordinator for Ohio Magazine and as a Collegiate Finance Consultant for the Delta Gamma Fraternity Executive Offices. Virginia heads the front desk, coordinates the Office of Career Planning programs and events, and oversees the administrative aspects of the office.

**CONTACT US:**
Reach us via email at lawcareer@usfca.edu or phone (415) 422-6757

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