

CAREER SERVICES HANDBOOK

With large numbers of law school graduates entering the job market every year, competition for available positions is fierce. In order to gain an edge over the graduates against whom you will be competing, it is imperative that each of you explore your career options and goals as early as possible during your law school years and that you take all of the necessary steps now to ensure a successful job search later.

One important aspect of succeeding in gaining employment upon graduation is clerking or interning as a law student. Many employers hire their law clerks; additionally, students who have practical experience have an advantage in the job market. While gaining hands on experience is important for all law students, it is especially beneficial for students who have not preformed well academically. Some employers will not be as concerned about poor academic performance if they see that a student has extensive experience.

On-campus interviews are not the most common way that students locate employers. Primarily large law firms interview on campus, and these firms tend to seek students with a high law school rank, law review, and moot court experience. Accordingly, fewer than 20% of students obtain employment by participating in on-campus interviews.

The majority of students find jobs by responding to job postings listed with the CSO, in the paper, or online; by talking with friends, family and classmates (networking); and by self-initiated contacts. Of these methods, networking is the most effective, and an entire section of this Handbook is dedicated to teaching you the basics of networking.

The CSO does not get students jobs. What we do is provide programs and information that will enable you to acquire the skills necessary to launch a successful career search, we assist you in identifying contacts in your area(s) of interest, and we sponsor programs on various practice areas that will help you to define you career goals.

I. INTRODUCTION TO CAREER SERVICES

Overview

The Career Services Office (CSO) is located in Room 209 of the Law School. Our mailing address is: Duquesne Law School, Career Services Office, 900 Locust Street, 209 Hanley Hall, Pittsburgh, PA 15282. Telephone: (412) 396-6559. Fax: (412) 396-6598. Email: kwisnek@duq.edu

CSO hours are announced in *The Common Plea* at the beginning of each semester. We open every morning at 8:00 a.m., and during the school year we remain open at least 3 nights per week and have Saturday hours for the convenience of our alumni and evening students. The CSO is also open all summer long and generally throughout school breaks. We are available during these times as well for all of our usual services. Please check *The Common Plea* for exact office hours and any exceptions to these hours. The Career Services Office also maintains a 24-hour answering machine on the telephone number listed above, so you may leave a message at any time. We will return your call as promptly as possible.

The Career Services Office is staffed by a director, a secretary/receptionist, and three student aids. We are very approachable and always willing to answer any questions that you may have. We hope that each of you will stop by the CSO to meet us and to become acquainted with our services and our resources. Just come in and introduce yourself and start looking over our resources and books to familiarize yourself with what we have and what you need to start a job search. **WE ARE HERE FOR YOU!!**

Services

The Career Services Office offers a complete line of services both to current students and to Duquesne Law School alumni, including:

1. *Career Services Handbook* that contains information about CSO facilities, resources and services offered, career options, and resume, cover letter, interviewing and networking advice;
2. Career counseling, including resume writing, interviewing techniques, interpersonal skills, and job search strategies;
3. Handouts with information on areas of interest to students;
4. Recruitment of legal employers to participate in the CSO's fall and spring interviewing programs, including on-campus interviewing, and review of students' resumes;
5. Legal employer interview scheduling;
6. Legal employer resume files containing information about firms and corporations and their hiring criteria;
7. Books and other career planning resources that may be borrowed from the CSO;
8. Job Postings for students and alumni (on the Student/Alumni Job Openings bulletin board in the Student Lounge, in the Student Openings and Alumni Openings binders in the CSO, and on eAttorney.com);
9. *The Common Plea*, a weekly Career Services publication that contains information about job opportunities, notices about upcoming career workshops, articles on interviewing skills, resume and cover letter drafting and announcements about any career issues. This is the CSO's primary means of communicating with law students. Everything you need to know about CSO workshops, deadlines, job fairs and numerous other CSO matters are included in *The Common Plea*. **You should read it every week.** It is available on Mondays (Tuesdays, if Monday is a holiday) by the student mailboxes and in the CSO;
10. Career Services seminars, panel discussions, and presentations on topics such as interviewing skills, judicial clerkships, different practice areas, marketing yourself to employers, networking, and how to launch a successful job search campaign;
11. Mock Interviews with alumni and members of the CSO staff;
12. Alumni Mentor Program that pairs current law students with alumni for the purposes of offering advice on job search techniques, cover letter and resume preparation, networking skills and for sharing personal experiences in making the transition from law student to lawyer;
13. The Alumni Job Bulletin, a monthly publication that lists job opportunities for graduates -- available by mail and online;
14. Alumni Job Telephone Hotline - a telephone hotline that lists all current job openings for alumni. The hotline is updated weekly and can be reached by calling (412) 396-5268.