

TIMETABLE OF CURRENT HIRING PRACTICES FOR LEGAL EMPLOYMENT

Widener University Delaware Law School Career Development Office

NOTE: These are general guidelines; individual organizations may not conform to these patterns. We recommend you research particular employers, using the resources of the Career Development Office and other information obtained in your job search.

EMPLOYERS	TYPE OF EMPLOYMENT	YEAR TO APPLY	WHEN TO APPLY	TYPICAL QUALIFICATIONS	HOW TO APPLY	RESOURCES/ BACKGROUND INFORMATION
<p>LARGE LAW FIRMS* clients are primarily institutional, corporate</p> <p><small>*Size of firm is dependent upon geographic location, i.e., a large firm by Philadelphia standards is of a different size than a large firm in Harrisburg</small></p>	<p>Summer Associate</p>	<p>◇Summer after 1st year ◇1st year where firm indicates interest</p>	<p>◇2nd - Mid summer (typically July) through Delaware Law's recruitment program; If firm is not participating in our recruitment program, apply on your own beginning July 1st.</p> <p>◇1st - Beginning 12/1</p>	<p>➤High Class Standing (typically top 5 - 10%) ➤Law Review preferred ➤Moot Court preferred ➤Other distinguishing honors/awards</p> <p>The above qualifications are particularly true of very large and national firms with offices in metro areas.</p>	<p>★Fall On-Campus Interview(OCI) Program ★Send resume & cover letter to non-participating OCI employers ★Send resume and cover letter directly to recruiting coordinator or human resources professional.</p> <p><small>Note: At time of interview, transcript and writing sample are often requested by firm</small></p>	<p>☞Employer Websites ☞NALP Dir. of Legal Employers www.nalpdirectory.com ☞Martindale-Hubbell Directory www.martindale.com Chambers Associate http://www.chambers-associate.com/home Westlaw (mostly large firms but some small/medium & gov't & public interest: http://lawschool.westlaw.com/shared/marketinfodisplay.asp?code=JP&id=1 ☞CDO Library ☞Contacts in your personal network</p>
	<p>Associate</p>	<p>◇3rd</p>	<p>Same timetable as 2nd year above ◇Note: Much of the hiring of 3L is accomplished through offers to rising 3L summer associates. Few spots are available for those who have not participated in the firm's summer associate program.</p>	<p>See description for Summer Associate above</p>	<p>See description for Summer Associate above</p>	<p>See description for Summer Associate above</p>

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SMALL AND MEDIUM-SIZE LAW FIRMS WHICH EMULATE LARGE FIRMS	Summer Associate	◇ Primarily 2 nd year ◇ 1 st year where firm indicates interest	◇ 2 nd year mid summer - Fall semester ◇ 1 st year - Beginning 12/1	> Strong academic performance > Extra-curricular activities > Previous work experience	★ Fall On-Campus Interview Program (when available) ★ Send resume & cover letter to non-participating OCI firms.	☞ Employer Websites ☞ NALP Dir. of Legal Employers ☞ Martindale-Hubbell Directory ☞ CDO Library ☞ Contacts in your personal network
	Associate	◇ 3 rd year	◇ Mid Summer. Much of the hiring will be through offers to previous summer clerks. ◇ Some hiring done later in Fall to fill unanticipated needs.	See description for Summer Associate above	See description for Summer Associate above	See description for Summer Associate above
SMALL AND MEDIUM-SIZE LAW FIRMS* Clients may be individuals, small businesses *Size of firm is dependent upon geographic location, i.e., a medium firm by Philadelphia standards is of a different size than a medium firm in Harrisburg.	Summer Law Clerk	◇ 2 nd year ◇ 1 st year	◇ 2 nd year Especially during the late Fall - Spring Semester. ◇ 1 st year Beginning 12/1 Most hire as needs arise. Not guaranteed to hire each year or at the same rate.	> Extra-curricular activities > Previous work experience > Connection to the community > Strong academic performance	Most hire as needs arise ★ Send resume & cover letter ★ Writing sample & transcript often required at time of interview ★ Be sure to follow up with employers after sending initial application documents.	Delaware Law job database: https://law-widener-csm.symphlicity.com/students/ ☞ Employer Websites ☞ State Bar Association Directories ☞ Martindale-Hubbell Directory ☞ CDO Library & handouts ☞ Networking & Informational Interviewing
	Attorney	◇ 3 rd year	◇ Best to begin applying late summer - Fall of third year and continue following up with employers throughout Spring	> Bar membership may be required > Legal & other work experiences are important especially if it relates to work of firm.	See description for Summer Law Clerk above	See description for Summer Law Clerk above
PUBLIC INTEREST ORGANIZATIONS	Summer Law Clerk/Intern	◇ 2 nd year ◇ 1 st year	◇ 2 nd For larger public interest agencies- during late summer - Spring semester (particularly Philadelphia organizations) Other smaller public interest employer focus hiring in the Spring Semester ◇ 1 st Beginning 12/1 ◇ Annual Public Interest Public Sector Job Fair (PIPS) (apply early December. Job Fair in February) ◇ Equal Justice Works Job Fair: 2 nd years apply online July - September. Fair is in October. 1 st years can participate in Table Talk sessions only. * Summer fellowships	> Related experience > Demonstrated commitment to public interest > Volunteer work often figures prominently > Fluency in another language (esp. Spanish) often a plus	Timing varies: Many hire as needed or when budgets allow. Usually need students for work-study or externship (for academic credit) jobs * Investigate your work study eligibility with Financial Aid Office ★ Send resume/cover letter	☞ Equal Justice Works, www.equaljusticeworks.org ☞ For funding/fellowships/jobs: check out http://www.psjd.org * http://www.saltlaw.org * www.nlada.org/jobs ☞ Job Fairs ☞ CDO Resources and Library ☞ Networking/Informational Interviews ☞ Panel Presentations and Speeches ☞ Employer websites ☞ State Bar Association websites. Check Public Interest Bar sections.

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	Staff Attorney (or one to two-year fellowship)	◇3 rd year	Many fellowship application deadlines occur during the Summer - Fall semester of third/fourth year *Often required to develop an idea that will be the focus of your fellowship year (e.g. working on child custody issues for juvenile inmates). Best to begin early working with organization early to ascertain its needs and proper focus.	➤Bar membership and directly relevant experience often required ➤See Summer Law Clerk/intern requirements above	Many positions involve funding through fellowships & grants. Applications & proposals are required.	See description for Summer Law Clerk/Intern above
<u>GOVERNMENT</u> FEDERAL	Summer Intern	◇2 nd year ◇1 st year	◇2 nd -Honors Program (e.g., Dept. of Justice) deadlines beginning early Fall ◇1 st -Beginning 12/1 Most Federal Agencies hire entry level through their Honors programs and have application deadlines in the Fall - early Spring	Honors Programs ➤Very strong academic credentials ➤Extra-Curricular activities ➤Very Competitive	★Send resume/cover letter or apply online where applicable ★Some programs may require the SF-171 or OF 612 ★Some may require transcripts ★Some programs also have their own application forms	☞Job Fairs ☞CDO Office Resource Library ☞Networking/Informational Interviews ☞Panel Presentations and Speeches ☞Federal Agency websites Arizona Government Honors and Internship Handbook (Password info available on Symplicity and on CDO TWEN page under "Forums" then click Gov't Opportunities link) ☞USA JOBS, the federal employment site: https://www.usajobs.gov
	Attorney/Assistant Counsel	◇3 rd year	◇Honors Programs (e.g., Dept. of Justice) deadlines are early Fall. Most Federal agencies hire entry level through their Honors programs and have application deadlines in the Fall	See description for Summer Intern above	See description of Summer Intern above	See description for Summer Intern above
STATE	Summer Law Clerks	◇2 nd year ◇1 st year	◇2 nd year - Practices vary widely for work-study, law clerks, externships depending on needs & budgets. Research each office. ◇1 st year - Beginning 12/1	➤Extra-curricular activities ➤Previous work experience	Timing varies; Many offices hire as needed or when budgets allow; Usually need students for work study or externship jobs. ★Send resume/cover letter	☞CDO Office Resource Library ☞Networking/Informational Interviews ◇State & Local Websites * Arizona Government Honors and Internship Handbook * http://www.psjd.org password information available on CDO TWEN page under "Forums" then click Public Interest Link and Government Opportunities link

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	Attorney/Assistant Counsel	◇3 rd year	Practices vary widely for attorney positions depending on needs and budgets. Research each office.	See description for Summer Intern above	Timing varies; Many offices hire as needed or when budgets allow. Some states have individual applications. ★ Send resume/cover letter	See description for Summer Law Clerks above
LOCAL	Summer Law Clerks	◇2 nd year ◇1 st year	◇2 nd - Practices vary widely for work-study, law clerks & externships depending on needs and budgets. Some large D.A. or Public Defender offices begin screening candidates in the Fall (particularly in Philadelphia) ◇1 st - Beginning 12/1 Research each office	<ul style="list-style-type: none"> ➢ Extra-curricular activities ➢ Previous work experience ➢ D.A.'s & Public Defenders prefer litigation training and/or moot court experience. 	Timing varies; Many hire as needed or when budgets allow; Usually need students for work study or externship (students receive school academic credit) jobs. ★ Send resume/cover letter ★ Some D.A.'s participate in the Fall On-Campus Interview Program.	<ul style="list-style-type: none"> ☞ Job Fairs ☞ CDO Resource Library ☞ Networking/Informational Interviews ☞ Panel Presentations and Speeches ☞ Employer websites ** http://www.psjd.org * Arizona Government Honors and Internship Handbook (Password info available online on Symplicity) TWEN)
	Attorney/Assistant D.A. or P.D.	◇3 rd year	◇ Practices vary widely for attorneys depending on needs & budgets. Research each office. ◇ Some large D.A. offices offer summer law clerks permanent positions.	<ul style="list-style-type: none"> ➢ Bar membership often required or must be successful after 1st try on bar exam ➢ See description for Summer Law Clerk above 	See description for Summer Law Clerk above	See description for Summer Law Clerk above
JUDICIAL SYSTEM	Externships: Academic Year	◇2 nd year ◇3 rd year	◇ Usually during semester prior to externship ◇ Check with appropriate Clinic Director	➢ Strong research and writing skills	★ See Clinic Director.	☞ Clinic
FEDERAL	Post Graduate Clerkships	◇2 nd /3 rd years	◇ Begin applying in Spring of 2 nd year - may apply online for most Federal Judges using online system for clerkship application and review (OSCAR) https://oscar.uscourts.gov Some judges collect materials directly by mail from candidates	<ul style="list-style-type: none"> ➢ Federal Court Clerkships are often more competitive and require top academic credentials ➢ Law Review ➢ Strong research and writing skills 	Usually require the following materials be submitted to the Judge: ★ Cover letter ★ Resume ★ Transcript ★ Writing sample ★ Letters of recommendations (2-3)	<ul style="list-style-type: none"> ☞ Faculty Members ☞ Federal Judges & Justices ☞ Judicial Staff Directory ☞ The American Bench ☞ For federal clerkship opportunities, check the Federal Law Clerk Information System, https://oscar.uscourts.gov

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STATE	Post Graduate Clerkships	◊2 nd or 3 rd year depending on jurisdiction	<p>◊Most Local/State trial courts accept applications through fall semester of 3rd year.</p> <p>◊Some State appellate courts accept applications as early as second year in law school through summer before 3rd year (particularly true in Pennsylvania).</p> <p>◊Some state supreme courts (as is the case in Delaware) because of competitive nature of clerkship, you're encouraged to apply well before the fall of your 3rd year. Contact chambers during second year to ascertain appropriate time frame)</p> <p>◊Bottom Line: Deadlines vary for this category (especially on the appellate level) , so check each jurisdiction!!</p>	<p>➤Strong research and writing skills</p> <p>➤State trial courts are somewhat more flexible in selection criteria than federal and state appellate courts</p>	<p>Usually require the following materials be submitted to the Judge:</p> <p>For appellate: ★ Cover letter ★ Resume ★ Transcript ★ Writing sample * references or letter of recommendations</p> <p>Be selective about the judges and courts with whom you apply. Good idea to send everything as soon as you can. They hire on a rolling basis. If unclear, check with appellate court to determine if you must send everything at once.</p> <p>For trial: *Cover letter *Resume</p> <p>(Transcript, writing sample and references usually can be submitted once selected to interview or at the time of interview)</p>	<ul style="list-style-type: none"> ☞CDO Library ☞Faculty Members ☞Network ☞The American Bench ☞Vermont State Judicial Clerkship Directory ☞State Directories
CORPORATE IN-HOUSE COUNSEL	Summer Law Clerks	◊2 nd year	◊Practices vary. Research each company	<p>➤Opportunities extremely limited</p> <p>➤Often need high class rank</p> <p>➤Some may require specialized coursework, non-law related degree and/or legal experience</p>	★Resume and cover letter	<ul style="list-style-type: none"> ☞Directory of Corporate Counsel ☞Martindale-Hubbell Law Directory
	Attorneys	◊3 rd year	<p>◊Corporations often hire laterally only; recruit significantly from their outside counsel or using headhunters</p> <p>◊May be able to use personal network or experience working within corporation to increase employment opportunity</p>	➤Usually require minimum 3-5 years of post graduate large law firm experience and/or relevant professional experience	★Resume and cover letter	See description for Summer Law Clerk above