

JOB SEARCH TIMELINE (3L)

The following is a general job search timeline for third year law students. However, students' job searches are unique and you should work with your CDO advisor to develop a job search strategy that best suits your individual needs.

July

- Read the Fall Recruiting Student Handbook to prepare for Fall OCI Phase I bidding.
- Review the participating Phase I employers to see which are interviewing 3Ls and bid.
- Deadline to register for the Rocky Mountain Diversity Career Fair in Denver, Colorado.
- Apply to the United States Department of Justice Attorney General's Honors Program. Applications are accepted online.
- Apply to the United States Nuclear Regulatory Commission Honor Law Graduate Program. Applications are accepted starting in July.
- Begin researching post-graduate fellowship opportunities so you do not miss any deadlines.
- Apply for an Equal Justice Works ("EJW") Fellowship. Applications will be available on the EJW website (<http://www.equaljusticeworks.org>) starting in July and are usually due in September.
- Research and identify NALP employers not participating in Fall OCI that you would like to apply to. At this time of the year, generally large firms, as well as some boutique firms, will be accepting applications for associate positions. Prepare application materials and have your advisor review them.
- You may start to apply for Fall Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Review the NALP Federal Legal Employment Guide for information on legal jobs with federal agencies, tips on how to conduct a job search, and information on government benefits including loan repayment assistance. The Guide is located at http://www.pslawnet.org/uploads/2011_12_FLEOG.pdf.
- Continue applying to state and federal court judges for fall judicial internships.
- Continue preparing and mailing out (if applicable) federal and state court judicial clerkship application materials.

August

- Deadline to participate in the Fall Externship Program is in early August (students must be registered by the first day of the fall semester).
- To gain additional legal experience before graduation, apply to the CDO's Eleventh Judicial Circuit Court Internship Program. Applications available in mid-August for fall placements.
- Apply to the United States Department of Homeland Security Honors Program. Applications are accepted online beginning in August.

- Sign up for a mock interview through the Mock Interview Program.
- Bid for Fall OCI Phase II employers.
- Obtain the latest version of the *Government Honors and Internship Handbook* (available online and in the CDO) to determine any government opportunities you may be interested in. Note any fall semester deadlines.
- To gain additional legal experience before graduation, apply to federal judges for spring judicial internships.
- Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.
- If you have not already done so, determine where you plan to take the Bar examination and complete your application.

September

- Bid for Fall OCI Phase II employers.
- Deadline to apply to the United States Department of Justice Attorney General's Honors Program.
- Research and identify mid and large-sized firms not participating in Fall OCI that you would like to apply to. At this time of the year, generally large sized firms, as well as some boutique firms, will be accepting applications for associate positions. Prepare application materials and have your advisor review them.
- Research application requirements and deadlines for attorney positions with local and state government agencies such as state/district attorney's offices, public defender's offices and attorney general's offices.
- Begin exploring post-graduate opportunities with public interest organizations.
- If you are considering an LL.M., begin researching schools' programs, application requirements and deadlines.
- Apply to the Spring Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Begin applying to state judges and continue applying to federal judges for spring judicial internships
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials. Federal court application kickoff date is the day after Labor Day.
- Meet with your advisor to discuss preparing a job search plan. Also, discuss a networking plan to get out in the community and network with those in the legal field.
- Attend the Eleventh Judicial Circuit Internship Program Orientation Meeting on September 6th, from 5:30-6:30 p.m. in Room A-110.

October/November

- You may begin applying for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.
- Apply to The Supreme Court Fellows Program. The application deadline is usually in November. For more information, visit <http://www.supremecourt.gov/fellows/>.
- Apply to the Presidential Management Fellows (“PMF”) Program. Application deadline is generally in early October. For more information, contact Karen Warren in the CDO.
- Apply for a Skadden Fellowship, sponsored by the law firm of Skadden, Arps, Slate, Meagher & Flom. Applications are generally due in early October. For more information, see <http://www.skaddenfellowships.org>.
- Apply for a Fried, Frank, Harris, Shriver & Jacobson Fellowship. Applications are generally due in early November. Further information is available at <http://www.ffhsj.com>.
- Deadline to apply to the United States Department of Homeland Security Honors Program is October 1st.
- Reach out to contacts you have made and set up informational interviews for November and December.
- Continue applying to state and federal judges for spring judicial internships.
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials.
- Attend the Speed Networking Reception on November 8th, from 6-8:30 p.m. in the Student Lounge.

December

- Over winter break, continue to tap into your personal network of contacts (family, friends, undergraduate alumni) to learn more about the legal market in the area you want to live, as well as potential post-graduate opportunities.
- Inquire about membership into local and state bar associations and other related organizations. Membership in such organizations allows you to attend events, receive newsletters and other mailings, and provides access to membership directories. Plan to attend events and network with attorneys.
- You may continue to apply for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials.

Have a wonderful winter break. Please note that the CDO will be open and advisors will be available to help you during the break.

January

- Deadline to participate in the Spring Externship Program is in early January (students must be registered by the first day of the spring semester).
- Review the *Government Honors and Internship Handbook* (available online and in the CDO) for any federal or state government spring semester deadlines.
- Follow up with any employers or contacts you met with during winter break.
- To gain additional legal experience before graduation, apply to the CDO's Eleventh Judicial Circuit Court Internship Program (applications available in mid-January for spring placements) or to the Spring Externship Program.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Research and identify small and mid-sized firms that you would like to apply to. At this time of the year, generally, small and mid-sized firm will begin accepting applications for associate positions. Prepare application materials and have your advisor review them.
- Read the Spring Recruiting Student Handbook to prepare for Spring OCI bidding. Bidding takes place throughout the spring semester.
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials.

February

- Begin or continue to apply to law firms.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- For out-of-town opportunities, visit the *Intercollegiate Job Bank* to view job postings from law schools across the country.
- Follow up with employers to whom you applied and/or interviewed with.
- Bid for Spring OCI employers.
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials.

March

- Attend the CDO's Career Fair to talk with attorneys about different practice areas.
- For out-of-town opportunities, visit the *Intercollegiate Job Bank* to view job postings from law schools across the country.
- Bid for Spring OCI employers.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Sign up for a mock interview with an advisor to brush up on your interviewing skills.
- Reach out to contacts you have made and set up informational interviews for April and May.
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials.

April

- If you plan to participate in the Southeastern Minority Job Fair (“SEMJF”), please submit a Job Fair Pre-Registration form to the CDO.
- For out-of-town opportunities, visit the *Intercollegiate Job Bank* to view job postings from law schools across the country.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Meet with your advisor to discuss preparing a job search plan. Discuss a networking plan to get out in the community and network with those in the legal field.
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials.
- Attend the Judicial Clerkships Kickoff Reception. Details TBA.

May

- Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Request Reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to coordinate reciprocity with a school in the area you will be in while studying for the bar exam.
- For out-of-town opportunities, visit the *Intercollegiate Job Bank* to view job postings from law schools across the country.
- If your search for a post-graduate position is ongoing, meet with your advisor to talk about your options.
- Continue preparing and mailing out federal and state court post-graduate judicial clerkship application materials.

After Graduation

- Keep in contact with the CDO for assistance with your job search after graduation.
- Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations, and the judiciary.
- Continue to make contacts in the legal community and network with attorneys.