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OFF-CAMPUS RECRUITMENT PROGRAMS AND JOB FAIRS

Washington University Law students are invited to participate in a number of off-campus recruitment programs and specialty job fairs throughout the country. These programs offer a great opportunity to interview with a number of organizations that do not typically interview on-campus. The timing and types of off-campus programs and specialty job fairs will vary by location. While most off-campus interview programs are coordinated by the CSO (in conjunction with other participating law schools) and some are administered through Symplicity, some specialty programs may be organized and administered by outside organizations.

Similar to on-campus interview programs, student participation in off-campus job fairs may be limited to certain class years, degree or prior experience. Pay close attention to the requirements of each program and the requests of individual participating employers. Employers that interview through these programs will typically pre-screen resumes and extend interviews to their choice of candidates. Students cannot attend these off-campus fairs unless they receive and accept at least one interview. We recommend that you set up as many additional interviews directly with non-participating employers in the area to make the most of your trip.

- NY/Midwest Cali Interview Program held late summer
- NY/SEMW Interview Program held late summer

It is imperative that students review and read all CSO e-mails and mailings carefully to stay informed about these opportunities, including bidding deadlines in summer.

BAR ASSOCIATION INFORMATION

Bar associations are professional legal organizations with membership based on factors including common geography, affinity group and/or specialty. Participating in bar association events (i.e., committee involvement, continuing legal education classes, etc.) is a great way to build a resource network and learn more about specific practice areas. Most associations encourage student involvement and offer student memberships at a very low cost, so take advantage of the opportunity to get to know your future colleagues now.

- National Association for Law Placement (NALP) – Look at http://www.nalp.org/city (city groups) and http://www.nalp.org/sections (sections and work groups) for potential networking opportunities.
- The New York City Bar Association - http://www.nycbar.org/
- The New York State Bar Association – www.nysba.org

SPECIALTY BAR ASSOCIATIONS
- The Injured Workers’ Bar Association – www.injuredworkersbar.org
- New York State Association of Criminal Defense Lawyers – www.nysacdl.org
- New York State Defenders Association – www.nysda.org
- New York State Trial Lawyers Association – www.nytsla.org
LOCAL ASSOCIATIONS

- The New York County Lawyers’ Association – www.nycla.org. The NYCLA website also contains a link to a job search function powered by LegalStaff.com.

ALUMNI RESOURCES

Alumni from Washington University Law and one’s undergraduate institution can be a tremendous, yet oftentimes overlooked, resource in one’s job search. Alumni can provide invaluable information about a geographic area, a particular practice area, or the legal profession in general through an informational interview. Attending an alumni event is a great networking venue – don’t be shy; go and introduce yourself to others. You never know what you may learn!

- Bloomberg Law Database – www.bloomberglaw.com/home - offers profiles of successful people in the corporate and legal worlds. Access these profiles through People Search on the Search & Browse menu, using available fields to narrow the search to make connections.
- LinkedIn Database – Create/update your profile at www.linkedin.com and begin searching for alumni from Wash U and your undergraduate school who are working/practicing in the Denver area. This information can be found under the “Connections” and “Find Alumni” tabs. LinkedIn provides an easy way to reach out to these alumni.
- Martindale-Hubbell - www.martindale.com - Another great way to search for Washington University Law alumni or alumni from your undergraduate school is to use the Martindale-Hubbell Law Directory. Download the Martindale-Hubbell Lawyer Index App on your smartphone to easily search for Wash U alumni.
- Washington University Alumni Directory Database – Database of over 8,000 Washington University alumni & parents who have identified themselves as willing to assist in career path research – www.wustlconnections.com and click on Alumni Website Login Info to get started.
- Washington University Law Alumni Class Notes – law.wustl.edu/alumni/classnotes.asp – Class Notes is a compilation of information that alumni submit to Washington University Law about their professional and personal lives.

CONTINUING LEGAL EDUCATION (CLE) PROVIDERS

Participation in CLE events offers students and alumni the two-fold benefit of learning practical information about a relevant, substantive legal topic while networking with practicing attorneys in your desired geographical region and substantive interest areas. A CLE program offers a myriad of ways to facilitate networking with attorneys practicing in your desired field. Strike up a conversation with the person sitting next to you. Smile and introduce yourself to people during coffee breaks. Approach the panel of speakers during a break or after the session, or write to members of the panel following the
program. Ask for business cards, and follow-up. Don’t be shy. Often, attorneys attend these events both to gain knowledge and to network themselves. While not all states have a CLE requirement, every state offers CLE opportunities through local bar associations, CLE organizations, and local law schools.

- City Bar Center for CLE – [http://www.nycbar.org/cle](http://www.nycbar.org/cle)
- New York State’s Unified Court System – [www.courts.state.ny.us/mcle.htm](http://www.courts.state.ny.us/mcle.htm). This site contains information about mandatory CLE rules, links to a list of accredited educators and downloadable forms.

RECIROCITY

The CSO can request reciprocal services on your behalf from the career services office at an out-of-state law school typically between November 1 and August 15. The services that schools offer reciprocity recipients, and the dates during which reciprocal services are rendered, vary. For example, some law schools do not provide access to job listings. Other law schools limit reciprocity to alumni or alumni and 3Ls, and suspend reciprocity starting July 15. Washington University School of Law students and graduates may request reciprocity from only one law school in any geographic area. For more information about requesting reciprocity, contact the CSO. Consider requesting reciprocity from one of the following schools:

**NEW YORK CITY**

- Benjamin N. Cardozo School of Law, Yeshiva University – all students and alumni. [http://www.cardozo.yu.edu/](http://www.cardozo.yu.edu/)
- Columbia University School of Law – alumni only. [http://www.law.columbia.edu/careers/career_services](http://www.law.columbia.edu/careers/career_services)
- Fordham University School of Law – all students and alumni. [http://law.fordham.edu/career-planning/careerplanning.htm](http://law.fordham.edu/career-planning/careerplanning.htm)
- New York Law School- all students and alumni. [http://www.nyls.edu/](http://www.nyls.edu/)
- New York University School of Law – all students and alumni. [http://www.law.nyu.edu/careerservices](http://www.law.nyu.edu/careerservices)

**METRO NEW YORK**

- City University of New York School of Law (Flushing, NY) – all students and alumni. [http://www.law.cuny.edu/career.html](http://www.law.cuny.edu/career.html)
- Hofstra University School of Law (Hempstead, NY) – all students and alumni. [http://www.hofstra.edu/academics/law/ocs/law_ocs_reciprocity.cfm](http://www.hofstra.edu/academics/law/ocs/law_ocs_reciprocity.cfm)
- Pace University School of Law (White Plains, NY) – all students and alumni. [http://www.law.pace.edu/center-career-and-professional-development](http://www.law.pace.edu/center-career-and-professional-development)
- Rutgers University School of Law, Newark (Newark, NJ) – alumni only. [https://law.newark.rutgers.edu/career-development/about-office-career-services](https://law.newark.rutgers.edu/career-development/about-office-career-services)
- Seton Hall University School of Law (Newark, NJ) – all students and alumni. [http://law.shu.edu/careersinlaw/index.cfm](http://law.shu.edu/careersinlaw/index.cfm)
• St. John’s University School of Law (Jamaica, NY) – all students and alumni.  
  http://www.stjohns.edu/law/career-development

NALP provides an alphabetical listing of law schools and reciprocity policies at 
http://www.nalp.org/reciprocypolicies.

* Do not go to or call another law school’s career services office without first requesting reciprocity 
  access through the Washington University Career Services Office.

LEGAL PUBLICATIONS

Start to acclimate yourself to the local legal market by reading its related publications. The 
information you learn will help you define your target audience during networking and job search efforts. You can also use your new familiarity with the local bar to distinguish yourself in an interview situation. The following resources might also contain job postings.

• EINnews.com, provides live digital news feeds of breaking New York legal news -
events, Daily Legal Newswire service (which provides daily e-mail notification of legal news), 
and a career center. If you register for a free trial subscription with nylj.com, you will receive 
access to New York Court links, judicial profiles and much more.

LOCAL PUBLICATIONS AND INFORMATION

If you are considering relocating, it is very important to have some knowledge of the region. Reading local publications, such as newspapers and business journals, will give you a general understanding of the local landscape and hot current topics, and can even spark creative networking ideas. Keep up with local market and real estate conditions and explore what cultural activities the region offers. Most importantly, in the interview context your knowledge of the geographical region will reflect your commitment to relocate.

• CitySearch/New York - http://newyork.citysearch.com/
• The New York Post – www.nypost.com

GOVERNMENT AND NONPROFIT RESOURCES

Public service and public interest organizations present valuable opportunities not only as full-time work but also on a volunteer basis during your job search. The following resources may help you locate local, state and federal offices to contact. Some may also contain job postings.

GOVERNMENT

Federal
• Federal Defender Program Inc. - http://www.fd.org/


• Public Service Jobs Directory – http://www.psjd.org/home

• USA.Gov – www.firstgov.gov/index.shtml. Informational site regarding the U.S. Government, includes government departments and agency links at the federal, state/local/tribunal, and international levels.


• Yellow Books, an incredibly useful series of directories listing contact information for judicial, nonprofit, federal, federal regional, state, municipal, association, congressional, law firm, and government affairs organizations. Available online through the Legal Databases link on the Law Library page - https://law.wustl.edu/library/database/libgov.asp. Click on Yellow Pages. This directory is also available in the CSO.

State
• FindLaw’s New York State Resources – http://www.findlaw.com/casecode/new-york.html. Contains links to information from the state’s Constitution to tax regulations from the Department of Revenue to federal and state court pages.


• The New York Office of Attorney General – www.oag.state.ny.us

• The New York State Government Locator Service – www.nysl.nysed.gov/ils. Hosted by the New York State Library, the Locator is a comprehensive collection of links to the state, county and city government information.


• State and Local Government on the Net – http://www.statelocalgov.net/state-ny.cfm. Start here to find links to important New York state offices.

City/Local
• New York City Council – www.nyccouncil.info

• New York City Department of Correction – www.nyc.gov/html/doc

• New York City Law Department – www.nyc.gov/html/law/home.html. Contains job listings, the department’s organizational chart, division profiles and an “Attorney Alumni Contact” section.

• New York County District Attorney’s Office – www.manhattanda.org

• The New York Public Library’s guide to New York City government information – www.nypl.org/research/sibl/govt/govlocal.htm

NONPROFIT
• Amnesty International USA – www.amnestyusa.org


• Council on Foreign Relations – www.cfr.org

• Echoing Green Foundation – http://www.echoinggreen.org

• Ford Foundation – www.fordfound.org

• The Legal Aid Society provides a diverse range of legal services to New York City’s indigent citizens – www.legal-aid.org.
New York City Community Resources and Organizations - [http://www.socialneedsrx.org/](http://www.socialneedsrx.org/)
The New York City Nonprofits Project – [www.nycnonprofits.org](http://www.nycnonprofits.org) – outlines how the nonprofit sector affects the economy, employment, and provision of cultural, health, education, and social services to residents of New York City and its neighborhoods.
Rockefeller Foundation – [www.rockfound.org](http://www.rockfound.org)
UN Children’s Fund – [www.unicef.org](http://www.unicef.org)
World Environment Center – [http://www.wec.org](http://www.wec.org)

**JOB POSTINGS**

Keeping abreast of advertised job announcements is one component of a job search. Approximately 10-20% of all positions are found through advertised positions. You should routinely check the job listings available through the CSO - [https://law-wustl-csm.symplicity.com/students](https://law-wustl-csm.symplicity.com/students). Here you will find detailed information on employers currently participating in on-campus interviews, off-campus interviews, job fairs, and resume collections. Students should use their e-mail address and password; please contact the CSO with any problems.

In addition to the CSO job postings, listed below are additional websites you may want to use – this list is by no means an exhaustive list and its inclusion herein is not an endorsement by the CSO.

- BYU Intercollegiate Job Bank – [https://www.law2.byu.edu/Career_Services/jobbank](https://www.law2.byu.edu/Career_Services/jobbank). Contact CSO for the most current username and password for this site.
- CareerBuilder.com – [www.careerbuilder.com](http://www.careerbuilder.com) – Combines help-wanted listings from newspapers around the country. You can focus your search by geographic region and industry.
- Craig’s List - [http://newyork.craigslist.org/](http://newyork.craigslist.org/)
- Hieros Gamos Employment Center – [www.hg.org/employment.html](http://www.hg.org/employment.html)
- Law.com’s Legal Career Center – [www.lawjobs.com](http://www.lawjobs.com)
- Legal Staff – [www.legalstaff.com](http://www.legalstaff.com)
- LinkedIn – [https://www.linkedin.com/](https://www.linkedin.com/)
- Monster - [www.monster.com](http://www.monster.com)
- The Wall Street Journal’s online career resources center – [www.careerjournal.com](http://www.careerjournal.com)

**DIRECTORIES**

In addition to databases such as Martindale-Hubbell ([http://www.martindale.com](http://www.martindale.com)) and NALP Directory of Legal Employers ([http://www.nalpdirectory.com](http://www.nalpdirectory.com)), there are national and
local directories for attorneys, firms, companies, financial institutions, public interest organizations, state and federal government organizations, etc. These directories can be valuable tools in researching and collecting contact information for targeted mailings and networking outreach.

- Chambers Associate - [http://www.chambersassociate.com/](http://www.chambersassociate.com/)
- Harvard Law School’s *Serving the Public: a Job Search Guide* vols. I and II available in the CSO.
- Martindale-Hubbell Law Directory - [www.martindale.com](http://www.martindale.com) – Fill-in database through which one can use “Advanced Search” to search for individual attorneys, firms, alumni and some government employers by name, geographic location, employer size and more.
- NALP Directory of Legal Employers – [http://www.nalpdirectory.com](http://www.nalpdirectory.com) - Forms for all NALP members, including law firms, corporations, public interest organizations and government offices. The forms provide demographic information, an organizational narrative, hiring information and other useful resources. The listings are broken down by state and by practice area. Print Resource available in the CSO.
- Partnership for Public Service – The goal of the Partnership for Public Service is to encourage job seekers to consider government service. Sign-up for the Partnerships’ e-newsletters, find information on the government internship and job search, and read federal employees’ biographies. [http://www.ourpublicservice.org](http://www.ourpublicservice.org)
- Super Lawyers - [Superlawyers.com](http://Superlawyers.com)
- West Legal Directory – [www.westlaw.com](http://www.westlaw.com), or access through [http://lawyers.findlaw.com](http://lawyers.findlaw.com) – Fill-in form through which one can search for individual attorneys and firms by name, geographic location, law school, undergraduate institution, firm-size and more.
- Yellow Books, an incredibly useful series of directories listing contact information for judicial, nonprofit, federal, federal regional, state, municipal, association, congressional, law firm, and government affairs organizations. Available online through the Legal Databases link on the Law Library page - [https://law.wustl.edu/library/database/libgov.asp](https://law.wustl.edu/library/database/libgov.asp). Click on Yellow Pages. This directory is also available in the CSO.

**COURT INFORMATION**

Regardless of your career goals, knowing the ins and outs of the local, state, federal and specialty court systems in the area is an important first step toward a successful transition into the legal market. The information is also helpful in preparing for judicial clerkship interviews. Use the following resources to start your research.

**FEDERAL**

- Find general information on Federal Courts – [www.uscourts.gov/allinks.html](http://www.uscourts.gov/allinks.html)
- United States Court of Appeals, 2nd Circuit – [www.ca2.uscourts.gov](http://www.ca2.uscourts.gov)
STATE
• Visit the New York State Unified Court System – www.courts.state.ny.us. Note: there is a “careers” link from the home page.

SALARY INFORMATION

Starting salary figures vary greatly region by region, and employer type to employer type. The links below will provide you with the general parameters for this particular geographic region.

• NALP Salaries and Compensation Guide - http://www.nalp.org/salariescompensation
• Cost of Living Guide - http://www.bestplaces.net/find/

BAR EXAMINATION AND ADMISSION INFORMATION

Bar admission requirements, bar exam deadlines and fees vary by state, so educate yourself early!

• BAR/BRI – http://www.barbri.com/
• State Board of Law Examiners – www.nybarexam.org

The CSO thanks Boston University School of Law for allowing us to adapt this resource for Washington University Law student and alumni use.