

WORKSHEET M
JOB SEARCHING FOR LAWYERS

Worksheet M is intended to facilitate discussion about a legal job search if your mentee is currently not employed in a legal position or is looking for a new legal job.

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- Discuss with your mentee the difference between a job and career. Example topics include:
 - Should you take any legal position just because it is a legal job?
 - Should you take any job just for the money?
 - What are the advantages and disadvantages of working as a clerk for a firm or legal organization? What are the advantages and disadvantages of working on a contractual basis?

- Discuss with your mentee strategies and tactics you have used in successful job searches. Recount how you found your first legal position and how that position measured up to your expectations. Explain how you continued on in that legal position or later left it behind for the next step in your legal career.

- Discuss the pros and cons of utilizing job-hunting resources, including:
 - Head hunters and job search firms
 - Resume banks
 - Online job posting boards (monster.com, careerbuilder.com, careers.ohio.gov, etc.)

- Networking
 - Discuss how your mentee can network at the following entities:
 - Bar associations
 - Events for the full membership
 - Committee meetings
 - Educational programs
 - Civic organizations
 - Religious organizations
 - Discuss how your mentee can network online by using social media such as LinkedIn, Facebook, Networking for Professionals, etc.

- In regard to interviewing, discuss the following:
 - How can your mentee best prepare for a job interview?
 - What is a potential employer looking for during a job interview?
 - What kinds of questions should your mentee expect to be asked?
 - What kinds of questions might/should your mentee ask a potential employer?
 - How should your mentee follow up with an organization after an interview is completed?

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- Mentees who are unsure of what practice area is the best fit for them should review *The Legal Career Guide, From Law Student to Lawyer*, Fifth Edition, by Gary A. Munneke and Ellen Wayne, 2009.

RESOURCES

Networking to Get and Keep Your Law Firm Job:

<https://firsthand.co/blogs/networking/networking-to-get-and-keep-your-law-firm-job>

Nonlegal Careers for Lawyers 5th edition by Gary A. Munneke, William D. Henslee and Ellen Wayne. ABA Law Practice Management Section and ABA Law Student Division. 2006. Chapter. 6.

The Top Legal Employment Websites: <https://www.thebalancecareers.com/legal-employment-websites-2164448>

Legal job search websites:

- <https://lawjobs.com/search>
- <https://lawmatch.com/jobs/>
- <https://www.legalstaff.com/jobseeker/search/results/>
- <https://jobs.americanbar.org/jobseeker/search/results/>