10 Good Reasons to Meet with an Advisor in the Career Services Office:

They will....
1) Work with you to create a personalized job search plan that is pragmatic and achievable.
2) Help you strategize about your co-op selections and how those choices relate to your career goals.
3) Advise you on the best print and on-line resources you should be using to conduct your job search.
4) Give you ideas about how you can use your law degree in alternative and non-traditional practice areas and settings.
5) Connect you with resources in areas of the country outside of Boston and internationally as well.
6) Help you identify NUSL graduates and other lawyers who are doing the type of work in which you are interested.
7) Review all of your application materials including your resume, cover letters and thank you letters.
8) Help prepare you for interviews.
9) Answer your bar exam registration and application questions.
10) Listen to your questions, concerns, hopes and fears.
# CAREER SERVICES HANDBOOK

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. THE OFFICE OF CAREER SERVICES</td>
<td>2</td>
</tr>
<tr>
<td>1. General Information</td>
<td>2</td>
</tr>
<tr>
<td>1. Staff</td>
<td>2</td>
</tr>
<tr>
<td>2. Office Location and Hours</td>
<td>2</td>
</tr>
<tr>
<td>3. The Mission of the Office of Career Services</td>
<td>2</td>
</tr>
<tr>
<td>II. SERVICES AND RESOURCES</td>
<td>3-7</td>
</tr>
<tr>
<td>1. Career Counseling</td>
<td>3</td>
</tr>
<tr>
<td>2. Informational Programs, Panels, and Workshops</td>
<td>3</td>
</tr>
<tr>
<td>3. Career Services News of the Week</td>
<td>3</td>
</tr>
<tr>
<td>4. Office Handouts/Publications</td>
<td>4</td>
</tr>
<tr>
<td>5. Quarterly To Do Lists</td>
<td>4, 8 - 11</td>
</tr>
<tr>
<td>F. The Career Services Resource Room</td>
<td>4</td>
</tr>
<tr>
<td>G. The Career Services Web Page and department page of Weboard</td>
<td>5</td>
</tr>
<tr>
<td>H. Recruitment Programs and Job Fairs</td>
<td>4 – 6</td>
</tr>
<tr>
<td>1. Northeastern's Fall On-Campus Recruitment Program</td>
<td>5</td>
</tr>
<tr>
<td>2. Recruitment Programs and Career Fairs Sponsored by Law School Consortia</td>
<td>6</td>
</tr>
<tr>
<td>3. Other Recruitment Programs</td>
<td>6</td>
</tr>
<tr>
<td>I. Notices of Employment Opportunities</td>
<td>6-7</td>
</tr>
<tr>
<td>1. Notices on the Web</td>
<td>6</td>
</tr>
<tr>
<td>2. Job Listings from Other Law Schools Nationwide</td>
<td>6</td>
</tr>
<tr>
<td>3. Internet Sites for Job hunters</td>
<td>7</td>
</tr>
<tr>
<td>4. Newsletters Containing Job Listings in the Career Services Room</td>
<td>7</td>
</tr>
<tr>
<td>J. Reciprocity with other Law Schools’ Career Services Offices</td>
<td>7</td>
</tr>
<tr>
<td>III. QUARTERLY CAREER SERVICES TIMELINES</td>
<td>8 – 11</td>
</tr>
</tbody>
</table>
I. THE OFFICE OF CAREER SERVICES

A. General Information

1. Staff

Randi Friedman, Assistant Dean and Director  
ra.friedman@neu.edu

Valerie Kapilow, Associate Director/Co-Director of Public Interest Advising  
v.kapilow@neu.edu  
office hours: Monday, Tuesday and Thursday

Career Advisor – position to be filled

Dorothy Morgan, Recruitment Coordinator  
d.morgan@neu.edu

Louise Ivens, Departmental Secretary  
l.ivens@neu.edu

Office Address: Northeastern University School of Law  
125 Knowles Center  
400 Huntington Avenue  
Boston, MA  02115  
(617) 373-2398 - Phone  
(617) 373-5046 – Fax  
lawcareers@neu.edu – e-mail  
http://www.northeastern.edu/law/careers

2. Office Location and Hours

Our office is located in Suite 125 in the Knowles Center and is open from 8:30 a.m. - 5:00 p.m., Monday through Friday. The Career Services Resource Room, which is also located in Suite 125, is open the same hours as Knowles is open.

3. Our Mission

Our office, in collaboration with the Co-op Office, helps students and graduates with all phases of short and long-term career planning. This includes self-assessment, counseling, identifying employment opportunities, and providing information on the job search process. In addition to offering guidance, information and support, we provide a welcoming and safe place for students and graduates to discuss career-related issues and concerns. Our goal is to motivate students and graduates to be actively engaged in the career planning process and to take responsibility for making satisfying career choices.
II. SERVICES AND RESOURCES

Our office provides students with the following services and resources:

- Career Counseling
- Informational Programs, Panels, and Workshops
- *Career Services News of the Week* – our weekly on-line newsletter, posted on the Weboard
- Office Handouts/Publications
- Quarterly “to do” Lists
- The Career Services Resource Room
- The Career Services Web Page and department page on the weboard
- Recruitment Programs and Job Fairs
- Notices of Employment Opportunities
- Reciprocity with Other Law Schools’ Career Services Offices
- Bar information

A. Career Counseling

One of the most important services provided by our office is individual counseling to advise and assist students with questions and concerns about their legal careers. Individual counseling sessions can be a useful way to address issues ranging from clarifying career goals to developing specific job search strategies. The Director, Associate Director and Career Advisor are skilled in assisting students in these areas. It is strongly suggested that students meet with one of us at the end of their second year of law school to discuss their career goals and develop a job search plan.¹ Valerie specializes in working with students and graduates interested in public sector/public interest careers. You can schedule an appointment by phone, e-mail or stopping by our offices.

B. Informational Programs, Panels, and Workshops

Our office conducts many career-related programs for students, primarily in their second and third years of school. The topics for these programs include how to: apply for summer associate programs, public interest positions, including fellowships, government agencies, judicial clerkships and positions in small and medium law firms. We also provide workshops on interviewing and networking. In addition to our “core” programs, we present specialty programs each quarter targeted to specific student areas of interest. Informational programs are advertised in *Career Services News of the Week*, which is posted on the WeBoard at: [https://weboard.slaw.neu.edu](https://weboard.slaw.neu.edu), and on the video monitors located around the law school.

C. Career Services News of the Week

Our office posts a weekly newsletter, “*Career Services News of the Week,*” on the Weboard every Tuesday, which is our primary way of communicating to you. The newsletter includes information about career-related programs sponsored by our office and other organizations, upcoming job applications, bar deadlines and more. You should be reading News of the Week when you are on co-op as well as when you are in school. If you read the newsletter, you will have advance notice of important career-related information.

¹ If you plan to apply to summer associate programs (application deadlines are in the late summer/early fall of your second year), you should plan to meet with Randi in advance of the deadlines. If you plan to apply to post-graduate public interest fellowships, you should plan to meet with Valerie after you complete your first co-op.
D. Office Handouts/Publications

Our office publishes a variety of handouts and publications designed to assist you in your career planning and job search efforts. All of them can be found in hard copy in the Career Services Resource Room and can be downloaded from the webpage (http://www.northeastern.edu/law, Career Services, Publications) or the weboard (https://weboard.slaw.neu.edu/nusl/tiki-index.php?page=Career+Services+Home).

Publications on the webpage: The publications on the webpage are general office publications that we want accessible to students and graduates and can be viewed by the general public.

Publications/Handouts on the Weboard: The information on the Weboard is for current students only and is updated regularly. It includes detailed and specific information on how to participate in recruitment programs, bar information and other miscellaneous information that is for current students only.

E. Quarterly To Do Lists

You are strongly encouraged to review our quarterly handouts/posters which indicate what you should be doing each year and each quarter with respect to your post-graduate job search. Copies of the quarterly handouts are attached. These are updated and modified each quarter, so check the most current version which will be on our website and on a poster in front of our office and in Dockser. These quarterly charts contain important information on deadlines for applying for different types of positions. You should be aware that some of the deadlines for post-graduate positions, specifically summer associate positions at large law firms, occur as early as the beginning of your second year of law school.

F. The Career Services Resource Room

The Career Services Resource Room contains our library, which includes literature on various types of practice, directories of legal employers, publications listing specific job openings, books offering advice on career planning and job search strategies, and articles on various topics in the legal profession. The room has computers with access to the internet, and a printer, which is available for students and graduates to use for job search purposes. A complete list of the materials in the Career Services Resource Room is updated regularly. If you want a copy of the most recent list, you should request one from Louise Ivens at l.ivens@neu.edu.

The resource materials in the Career Services Resource Room generally may not be removed from the room. However, students may borrow some materials for short periods by signing them out with a member of our staff. If you have any questions about the use of our resources, please see any member of the staff.

G. The Career Services Web Page and department page of the Weboard

The Career Services web page contains information on our quarterly programs, the quarterly to do list, job listings, publications and audiocasts of career services programs.

The Career Services department page of the webboard contains information about: obtaining an official and unofficial transcript, applying to different government jobs and clerkships (including how to explain NUSL’s grading system); fall recruitment programs, and bar exams.

H. Recruitment Programs and Job Fairs

Northeastern University School of Law, various law school placement consortia, and other organizations sponsor recruitment programs and job fairs for law students throughout the year. A list of the programs scheduled for the upcoming year and complete information on the recruitment programs and application
procedures is published each summer by our office in the *Guide to Fall & Winter Recruitment Programs*, which is posted on the webboard. **You should refer to the Guide and updates posted on the webboard throughout the recruitment season.** In addition, employers may contact the Office of Career Services and arrange to conduct interviews on-campus at any time. We publicize these additional on-campus interview opportunities in *Career Services News of the Week* and on the webboard. The School of Law is a member of The National Association for Law Placement ("NALP"). NALP promotes the exchange of information and cooperation between law schools and employers. Virtually all of the accredited law schools in the U.S., and more than 1,700 employers (including law firms, public interest organizations, government agencies, and corporations) are members of NALP. NALP has prescribed guidelines regarding the recruitment process for students of NALP member schools and for NALP member employers. NALP's "Principles and Standards," which includes its guidelines for the timing of offers and acceptances," is posted on its website: www.nalp.org.

In addition to NALP, the School of Law is a member of Equal Justice Works (EJW). Membership in EJW enables students to participate in the EJW Career Fair and Conference and apply for post-graduate EJW fellowships, among other benefits.

1. **Northeastern's Fall On-Campus Recruitment Program**

Each fall, many large law firms and other legal employers around the country recruit second year students for summer associate/internship programs and third year students for post-graduate positions. The recruitment season extends from September through the end of October. While students may apply for post-graduate positions with these employers at any time of year, the best method for obtaining such positions is generally during the regular recruitment season.

Our office invites a number of employers to interview second and third year law students on our campus. We contact law firms, corporations, government agencies, and public interest organizations across the United States, focusing on those employers located in New England, and cities and regions of particular interest to our students. Most of the employers that accept our invitation to interview on-campus are law firms located in Massachusetts or other New England states. Although many of the employers who interview on-campus are large law firms, our on-campus program is not comprised exclusively of such employers. Employers that interview on-campus usually visit Northeastern for one day between mid-September and late October.

Employers who are unable to visit our campus often solicit resumes from students directly or through our office. These employers generally contact students directly in response to such applications and make their own arrangements to interview those students in whom they are interested.

**Symplicity** - Students can apply to the employers interviewing on campus or collecting resumes through the Office of Career Services through *Symplicity*, our web-based recruitment management system (https://law-neu-csm.symplicity.com/students). You log in to *Symplicity* using your “My NEU” User name and “My NEU” password. When you log in, you see several tabs located across the top of the page which direct you to other sections of the site. Profile information on *Symplicity* is primarily demographic information (name, address, date of birth, rotation) that is updated by the Registrar’s office on a regular basis. The documents section of *Symplicity* allows you to view your course and co-op evaluations (which are uploaded each semester (1Ls)/quarter (2Ls and 3Ls) by the Office of Academic and Student Affairs and the Co-op Office) and where you can upload your resume, cover letters and writing samples. The OCI section of *Symplicity* contains information on all employers participating in Northeastern’s on-campus recruitment program.
2. Recruitment Programs and Career Fairs Sponsored by Law School Consortia

The seven ABA-accredited law schools in Massachusetts (Northeastern, Boston College, Boston University, Harvard, New England, Suffolk, and Western New England) comprise the Massachusetts Law School Consortium. This Consortium supports the job search efforts of their combined student population. Through the Consortium, employers who would not otherwise visit each of the member schools visit the area to interview students from all the schools. The Consortium's programs include: a National Law Firm and Corporate Recruitment Program held each fall, two Government/Public Interest Programs - one held in the fall and another in the winter, and various other specialized career fairs. The MA Law School Consortium also uses a version of Symplicity to manage its joint programs (https://law-massconsortia-csm.symplicity.com/students).

The law school is also a member of the Northeast Law School Consortium which is comprised of many of the New England law schools. This group collaborates on projects which benefit the collective schools.

Our office informs students about Consortia programs and how to participate primarily through Career Services News of the Week.

3. Other Recruitment Programs

The law school also participates in job fairs and programs sponsored by other organizations that are targeted specifically for students of color, glbt students, students with disabilities, students interested in specific areas of the law (e.g., patent law) or for students seeking employment in specific geographic locations. We also participate in a conference and career fair sponsored by Equal Justice Works for students interested in public sector and public interest positions. The list of job fairs and recruitment programs in which we participate is published each year in the “Guide to Fall and Winter Recruitment Programs.”

I. Notices of Employment Opportunities

1. Notices on the Web

Our office regularly receives notices of full, part-time, and temporary employment opportunities in the private and public sectors which we post on Symplicity. (https://law-neu-csm.symplicity.com/students). To view job listings, students must log in to Symplicity, using your MYNEU login and password and click on the job posting tab.

NOTE: Standard 304 (c) of the American Bar Association Standards For Approval of Law Schools prohibits full-time students from engaging in more than 20 hours of part-time work per week during academic quarters.

2. Job Listings from Other Law Schools Nationwide

In addition to the job listings on the web, our office participates in the Intercollegiate Job Bank, which contains on-line job listings from other law schools throughout the country. To view these job listings, go to: http://www.slaw.neu.edu/career/students3.html#Job_Bank and follow the instructions for accessing the Intercollegiate Job Bank. You can obtain the login and password information on the Career Services department page of the webboard or you can contact our office for this information. If there are no law school job listings in a geographic area in which you are interested, you can contact Louise Ivens at 617/373-2398 or l.ivens@neu.edu to discuss getting passwords to other law school newsletters.
3. Internet Sites for Job Hunters

Our office links websites that have job listings and/or career-related information to our webpage – Click on Career Services, Click on Job Listings, Internet Sites for Job Hunters. You can obtain the login and password information on the Career Services department page of the weboard or you can contact our office for this information.

4. Newsletters Containing Job Listings in the Career Services Resource Room

The Career Services Resource Room also has some newsletters and legal periodicals which contain legal and law-related job listings. A complete list of these periodicals can be found on The Career Services Resource List, which you can obtain from our office.

J. Reciprocity With Other Law Schools’ Career Services’ Offices

Northeastern offers access to our career services library and job listings to graduates and students of other law schools around the country in exchange for like services being made available to our alumni/ae and students who seek employment in other parts of the country. We do this by participating in the Intercollegiate Job Bank or by requesting these "reciprocal arrangements" by writing to other law school career services offices. Students who are seeking employment outside Massachusetts and who are planning to visit or co-op in another area may ask the Office of Career Services to request a reciprocal arrangement with a law school in that area. Reciprocity policies vary from school to school, but they usually provide for access to career resource libraries and job postings. **NOTE: Most law schools suspend reciprocity privileges during the fall recruitment season (mid-August through November or December).** Contact Louise Ivens if you would like reciprocity with another law school.
WINTER QUARTER
Office of Career Services
What should you be doing?

FIRST YEARS

Attend........ the Career Services Orientation in late January, and other programs of interest listed in “News of the Week, which is posted on the WeBoard every Tuesday and on http://www.northeastern.edu/law/careers/students/programs.html.

Participate..... in the January Government Public Interest Program, which has summer internship positions that may interest you.

SECOND YEARS

Attend........ Career Services Programs listed in “News of the Week,” which is posted on the WeBoard every Tuesday and on http://www.northeastern.edu/law/careers/students/programs.html.

Participate..... in the January Government Public Interest Program, which has summer internship positions that may interest you.

THIRD YEARS

Attend........ Career Services Programs listed in “News of the Week,” which is posted on the WeBoard every Tuesday and on http://www.northeastern.edu/law/careers/students/programs.html.

Choose.......... your last co-op strategically (what skills do you want to gain? what contacts do you want to make?).

Check.......... Bar Exam memo to find out the bar exam application filing deadlines for each state (some deadlines are in winter, most are in spring).

Apply.......... to Fellowship and Government Honors Programs with winter deadlines.

Participate..... in the January Government Public Interest Program, which may include employers hiring third years for entry-level positions.

Review.......... the job listings posted on Symplicity - https://law-neu-csm.symplicity.com/

Network........ and conduct informational interviews with employers.

Sign-up/Take.. Multistate Professional Responsibility Exam (MPRE).

Complete....... the third year Graduate Employment Survey on Symplicity, under the Profile tab.

Be Aware........ You will need to be certified under MA SJC Rule 3:03 three months prior to graduation if you have accepted a post-graduate position with CPCS or a Massachusetts District Attorney's office.

Meet.......... With a Career Services advisor if you do not have a post-graduate job to discuss your post-graduate job search (if you are in school this quarter).

Please read Career Services “News of the Week,” which is posted on the WEBoard every Tuesday at https://weboard.slaw.neu.edu
SPRING QUARTER
Office of Career Services
What should you be doing?

FIRST YEARS

Attend........ the Career Services panel discussion/program describing the Fall
Recruitment/Summer Associate programs.

Read.......... The Guide to Fall and Winter Recruitment Programs, which comes out in May.
First resume deadlines are in early August.

SECOND YEARS

Attend........ Career Services Programs listed in “News of the Week,” which is posted on
the WeBoard every Tuesday and on
http://www.northeastern.edu/law/careers/students/programs.html.

Read.......... The Guide to Fall and Winter Recruitment Programs, which comes out in May.
First resume deadlines are in early August.

Schedule....... an initial counseling appointment with a Career Services Advisor to discuss
your post-graduate job search (if you are in school this quarter).

Take note of early clerkship deadlines... Some state court clerkships application deadlines are in the spring (most are
in the fall). For a list of early clerkship deadlines, see:
http://www.northeastern.edu/law/pdfs/career-services/deadlines-courts.pdf

THIRD YEARS

Attend........ Career Services Programs listed in “News of the Week,”
which is posted on the WeBoard every Tuesday and on
http://www.northeastern.edu/law/careers/students/programs.html.

Submit....... Bar Exam applications.

Review....... the job listings posted on Symplicity.

Network....... and conduct informational interviews with employers.

Complete..... the Graduate Employment Survey on Symplicity under the Profile tab.

Meet.......... with a Career Services Advisor if you do not have a post-graduate job to
discuss your post-graduate job search (if you are in school this quarter).

Please read Career Services “News of the Week,” which is posted
on the WEBoard every Tuesday.
SECOND YEARS

Attend........... Career Services Programs listed in “News of the Week,” which is posted on the WeBoard every Tuesday and on http://www.northeastern.edu/law/careers/students/programs.html

Prepare......... for participating in the Fall Recruitment programs, which involves:
- Thinking about where (geographically) you want to do your fall co-op (in the event you will be interviewing during the fall).
- Revising your resume, if necessary.
- Reviewing lists of employers, which are available on Symplicity in July.
- Submitting materials for programs with summer deadlines.
- Checking in with a Career Services Advisor if you need assistance.

THIRD YEARS

Attend........... Career Services Programs listed in “News of the Week,” which is posted on the WeBoard every Tuesday and on http://www.northeastern.edu/law/careers/students/programs.html

Prepare......... Fellowship deadlines begin in the fall. If you want to create your own fellowship, this is the time to secure an organizational sponsor. Meet with Valerie to discuss fellowship applications.

Clerkship deadlines begin immediately following Labor Day. Inform the Career Services office if you plan to apply for a clerkship. Revise your resume, if necessary, assemble one or two writing samples, request letters of recommendation. Meet with Randi, Lisa or Val if you need assistance.

Fall Recruitment - The first deadlines are in early August. Review employer lists which are available on Symplicity in July. Revise resume, if necessary. Submit resumes for programs with summer deadlines. Meet with Randi if you need assistance.

Strategize...... when choosing a fall co-op, think strategically about location with respect to interviewing for post-grad positions (firms, fellowships, clerkships, etc.).


Sign-up/Take.. Multistate Professional Responsibility Exam (MPRE). You must receive an MPRE score of 85 or higher in order to be eligible to register for the MA bar. Make sure you take this exam in August or November so that if you need to re-take it, you will have an opportunity to do so in March.

Review.......... the job listings on Symplicity.

Please read Career Services “News of the Week,” which is posted on the WEBoard every Tuesday at https://weboard.slaw.neu.edu
FALL QUARTER  
Office of Career Services  
What should you be doing?

**FIRST YEARS**

Obtain........... the list of employers for the Winter Government & Public Interest Program (available at the end of fall, beginning of winter quarter). First years can interview through this program for summer internship positions.

**SECOND YEARS**

Attend.......... Career Services Programs listed in "News of the Week," which is posted on the WeBoard every Tuesday and on http://www.northeastern.edu/law/careers/students/programs.html.

Apply to and
Participate...... in the Fall Recruitment Programs and Career Fairs, including the Fall and Winter Government & Public Interest Programs and the Equal Justice Works Career Fair. Be aware of resume submission deadlines for summer positions. Interviews for summer associate positions and some summer internship positions take place this quarter.

**THIRD YEARS**

Attend.......... Career Services Programs listed in "News of the Week," which is posted on the WeBoard every Tuesday and on http://www.northeastern.edu/law/careers/students/programs.html.

Apply.......... for Public Interest Fellowships (many are due in the fall).

for federal government honors programs (some are due in the fall).

for federal and state court clerkships (most are due in early fall).

for positions in district attorney and public defender offices (many begin collecting resumes in the fall).

Participate....... in the Fall Recruitment Programs and Career Fairs, including the Fall and Winter Government & Public Interest Programs and the Equal Justice Works Career Fair. Be aware of resume submission deadlines for entry-level positions.

Choose.......... your last co-op strategically (what skills do you want to gain? What contacts do you want to make?)

Review.......... the job listings on Symplicity - https://law-neu-csm.symplicity.com/

Network......... and conduct informational interviews with employers.

Sign-up/Take... Multistate Professional Responsibility Exam (MPRE).

Meet with... A Career Services Advisor to discuss post-graduate job search strategy.

Complete....... the Graduate Employment Survey (on Symplicity, under Profile) if you have obtained a post-graduate position.

Please read Career Services “News of the Week,” which is posted on the WEBoard every Tuesday