MARQUETTE UNIVERSITY
LAW SCHOOL

Career Planning Center

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Online Job Search Resources

MARQUETTE UNIVERSITY

ONLINE JOB SEARCH RESOURCES

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I. INTRODUCTION

INFORMATION IS AN ESSENTIAL COMPONENT OF EVERY STAGE OF YOUR JOB SEARCH.

Networking/Refining your job search.

- Information permits you to conduct a focused search by **identifying professionals** who may be positioned to serve as mentors, contacts, and sources of information.
- Information permits you to conduct a focused search by **identifying employers** that match your career goals and objectives.

Document Preparation.

- Information permits you to author employer-centered and employer-specific cover letters and to tailor your résumé to meet the needs of individual employers.

Interview Preparation.

- Information permits you to prepare for and to adjust your interview strategy according to the employers and the attorneys with whom you meet.

II. CAREER PLANNING CENTER ONLINE RESOURCES

Job Search Guides
https://law.marquette.edu/career-planning/job-search-guides

Scope: All CPC-developed literature is accessible through this site. You should review the guides, handouts, and information; however, the CPC does not intend this information to replace individual meetings with a member of the CPC staff.

Career Planning Resources
https://law.marquette.edu/career-planning/career-planning-resources

Scope: Provides links to hundreds of career-related resources, *e.g.*, information on law firms (including lists of recruiting contacts for law firms in the Milwaukee area), bar exams, job opportunities, alternative/non-traditional fields, and public service opportunities abroad.

Job Postings on Symplicity
https://law-marquette-csm.symplicity.com/students

Scope: The CPC uses Symplicity, an online career services management system, for job postings for students and graduates. Postings include opportunities for full-time, part-time, and project-based positions during the academic year and summers and post-graduate positions for 3Ls.

Searches: Jobs can be searched by keyword, position type, practice area, job location, and class level.

Information: The positions include employer contact information, whether the employer is accepting 1L, 2L, and/or 3L applications, the position title, employer descriptions, position descriptions, hiring criteria, required application materials, compensation, and application deadlines.

Limits: Because employers proactively post jobs on Symplicity, many postings are local to Wisconsin. Statistics continue to support the conclusion that many jobs are never posted. Students should not rely solely on posted positions when conducting a search but must supplement their search with proactive networking and job search strategies.

Access: All Marquette students are provided a personal username and password to access Simplicity.

III. RESOURCES FOR INFORMATION ABOUT ATTORNEYS & EMPLOYERS

Martindale Hubbell

www.martindale.com

Scope: Martindale is a comprehensive resource that permits students to locate names of law firms, corporate legal departments, and individual attorneys.

Searches: Employers: Martindale permits students to search for law firms and, to a limited extent, corporate (in-house) legal departments. Law firms can be searched by geographical location, practice areas, size, city, state, and country.

Attorneys: Students can search for individual attorneys in law firms and corporate legal departments. Attorneys can be identified via law school attended, employer, geographical location, and practice area.

Information: Beyond identifying law firms, Martindale often provides a general statement of a firm's practice, names of the attorneys with biographies and links to each firm's website (contingent on availability). Martindale also enables users to identify companies with in-house legal departments.

Limits: Martindale generally is limited to employers and attorneys in the private sector, *i.e.*, law firms and, to a lesser degree, companies with in-house legal departments. Additionally, Martindale only offers information on attorneys and legal employers that value this as a marketing tool and that are willing to pay a fee for publication of their information. The cost to employers and the likelihood of an employer's potential clients accessing this database negatively impact the number of small firms and sole practitioners submitting information.

LinkedIn

www.linkedin.com

Scope: LinkedIn serves myriad functions, including serving as a platform for students to advertise their professional experiences, to establish and maintain a professional network, to search for job opportunities, and to research and identify professionals who may serve as useful. It is the last function that finds LinkedIn included in this online resource guide. LinkedIn permits searching for professionals far beyond the legal industry, so it is a resource that works well for students whose career objectives include traditional legal and alternative career paths. LinkedIn is particularly useful for researching attorneys who work for government agencies, non-profit organizations, and companies as these attorneys are unlikely to have biographies on employer websites or be listed on Martindale.com. While most law firms include professional biographies of their lawyers on their websites, many lawyers will share information on LinkedIn beyond that which is present on the firm webpages.

Searches: Lawyers and other professionals: LinkedIn allows searches professionals using the following fields: Keywords, Connections of, Locations, Current companies, Past companies, Industries,

Profile language, Nonprofit interests, and schools. As such, it can be used, for example, to search for Marquette lawyers in cities of interest when conducting out-of-state job searches.

Employers: LinkedIn allows users to search companies, organizations, firms, and other prospective employers as many entities have LinkedIn profiles. From an organization's LinkedIn page, current employees can be searched. This search is effective in identifying a contact with a targeted employer not otherwise unearthed through research, and it also can be used to identify a specific individual to direct a cover letter to when a job posting does not identify a contact.

Jobs: More frequently legal employers are using LinkedIn to cross-reference job opportunities that are posted on their organization webpages.

Information: LinkedIn person and organization profiles offer terrific summaries that permit students to make informed decisions about people they may want to connect with and approaches they may want to take when drafting requests for informational meetings and/or cover letters.

Limits: The database is voluntary, so only professionals and organizations who proactively create pages are present. Individuals do not always update their profiles when changes in employment occur, so you cannot rely upon information being up to date.

For information about developing your own LinkedIn profile and for maximizing your use of LinkedIn, please visit these Career Planning Center webpages: https://law.marquette.edu/career-planning/linkedin-profile and https://law.marquette.edu/career-planning/linkedin-tools.

Westlaw Legal Directory
www.lawschool.westlaw.com

Scope: Westlaw's Career Office offers the Westlaw Legal Directory which is a comprehensive source permitting searches much like that of Martindale. In addition to the ability to search individual attorneys in law firms, you can search government and corporate offices. Westlaw also offers a directory of judges.

Searches: Employers: Westlaw Directory permits students to search for organizations by geographical location, practice areas, size, city, county, state, and country. A search of organizations using this tool incorporates public interest employers and corporate legal departments, which is unique to this tool.

Attorneys: Attorneys can be searched via law school and undergraduate institutions attended, employer, geographical location, practice area, membership and bar affiliations, languages, place of birth, and key word searches of their narratives. Separate databases can be searched for corporate and government attorneys.

Judges: Judges are searchable with fields closely mirroring those for identifying attorneys.

Information: Beyond identifying law firms, Westlaw often provides a general statement of a firm's practice, names of the attorneys with biographies and links to each firm's website (contingent on availability).

Limits: Westlaw only offers information on attorneys and legal employers that value this as a marketing tool and that are willing to pay a fee for publication of their information. The cost of being included on the database as well as the potential clients that would access this database negatively impacts the number of small firms and solo practitioners submitting information.

NALP Directory of Legal Employers
www.nalpdirectory.com

Scope: The NALP Directory of Legal Employers (NDLE) is a directory permitting you to search for and browse legal employers, principally larger law firms and a few public-sector organizations.

Searches: Employers: NDLE permits students to search employers using criteria such as employer name, employer type, location, whether the organization hires 1L students, employer size (*i.e.*, number of attorneys), practice areas, campus interviews, and benefits offered.

Information: Like Martindale, NDLE may be used to simply identify legal employers. Different from Martindale, however, the NDLE provides specific details, including information about firms that is especially important when focusing your job search and/or contemplating offers of employment. Information includes the recruiting contact for the employer, hiring practices and expectations, salaries, demographics of attorneys by gender, ethnicity, and sexual orientation, location and number of satellite offices, minimum hour expectations, average hours billed and worked, diversity recruitment and retention, benefits, and *pro bono* efforts.

Limits: The vast majority of employers in the NDLE database are large law firms, *i.e.*, firms with 50+ attorneys. Only a limited number of corporate legal departments, small law firms, government and public-sector employers are included. Accordingly, the directory by no means provides the universe of legal employers.

State Bar Websites
www.wisbar.org (for Wisconsin)

Scope: Some state bar websites permit you to run searches for attorneys who are registered with the bar irrespective of the state in which the attorney practices.

Searches: Attorneys: State bar sites typically permit you to search for attorneys by firm, state, city, law school attended and date of law school graduation. A state bar search often generates more names than Martindale because attorneys admitted to practice in a jurisdiction are required to provide current contact information to their respective bar organizations, which is untrue of the other resources like Martindale. When searching for Marquette attorneys practicing out of state, you should reference both Wisconsin's website and the respective state's website as they will provide different results.

Information: State bar websites provides general contact information including address, telephone and email.

Limits: The information provided is limited with no data regarding the employers or links to the employers. Students should complement a search using the WisBar Lawyer Search - https://www.wisbar.org/Pages/AdvancedLawyerSearch-Updated.aspx - with searches at Martindale and other state bar websites of geographical areas of interest.

General Search Engines

Scope: General search engines such as Google, Edge, and Yahoo permit students to search for employers and attorneys.

Information: General search engines are an excellent resource for targeting smaller employers and individual attorneys who may not subscribe to Martindale. In addition to links to employer websites, searches often generate hits with current events and news regarding employers and individual attorneys that may not otherwise be included on employer websites and in professional biographies. (*e.g.*, the firm has a high-profile case, the firm recently won a huge verdict, an

attorney recently ran the Chicago Marathon, an attorney sits on the board of a local nonprofit organization of which you are familiar, an attorney has had numerous malpractice suits filed against him, etc.)

Limits: It can be difficult to verify the validity of the source and the accuracy of information on the web. Material may also be dated.

IV. RESOURCES TO LOCATE JOB OPPORTUNITIES

PSJD
www.psjd.org

Scope: PSJD is one of the few true "hybrid" sources in that it provides outstanding information regarding public interest law searches, particularly with respect to fellowship applications, it permits students to search organizations, and it functions as the most comprehensive database of public interest positions for law students and practicing attorneys.

Information: Postings for opportunities include the organization, position type, job title, full-time/part-time status, application deadline, position/project description, responsibilities, qualifications, stipend and benefit information, and application procedures.

Limits: Searches for organizations are limited to those registered with the site. Certainly not all public interest organizations post with PSJD; thus, as with any job search, students should not rely solely on the positions posted but should proactively seek and contact additional organizations and attorneys.

Access: All Marquette students have access to PSJD. Click "Job Seekers" under "New User" on the top right corner of the PSJD home page to create an account. When creating an account, you must select Marquette as your law school from the "School" drop-down menu.

Government Honors and Internship Handbook
http://arizonahandbooks.com/u/marquette

Scope: This resource lists all legal intern and honors positions for federal government agencies and some state and local positions as well. It is a dynamic resource with regular additions, deletions, and deadline changes.

Information: For each position, the resource lists a description of the program, the program requirements, and the application process. For ease of searching opportunities, the website includes several charts where you can review positions by agency or by 1L, 2L or 3L deadlines.

Limits: This resource does not include information on the many non-legal internship programs available through federal, state, and local governments.

Access: All Marquette students have access to this database via the web. The password is **MarqLaw**.

Public Policy Handbook
http://arizonahandbooks.com/u/marquette

Scope: The Public Policy Handbook provides students with information regarding internship and fellowship opportunities with think tanks, advocacy organizations, federal agencies, and other institutions engaged in policy formulation, implementation, analysis, and evaluation.

Information: For each position, the resource lists a description of the program, the program requirements and the application process. For ease of searching opportunities, the website includes several charts where you can review positions by location or subject matter, or by internship or fellowship deadlines.

Limits: Few positions are specifically for JD's - positions for which only law students are eligible are noted in the handbook. However, while most positions are open to disciplines other than law, they all utilize the skills of a law student, *e.g.*, problem identification, policy research, analysis of the decision-making process and end-result policies, advocacy, and policy implementation. The positions allow students to develop expertise in specific areas such as human rights, education, voting rights, health, global issues, and security.

Access: All Marquette students have access to this database via the web. The password is **MarqLaw**.

Jobs Postings – Other Law Schools

Scope: Like Marquette Law School, other law schools post opportunities for law students and graduates. Many schools also use Symplicity for this purpose while a number of schools use similar online systems. Since law schools post predominantly opportunities with employers in the geographic areas of the schools, Marquette students conducting out-of-state job searches benefit most from accessing job postings from another law school. Many law schools provide reasonable access to their career resources such as job postings for students and graduates from other law schools that agree to provide similar services. This agreement is commonly called *reciprocity*.

Limits: Access to the job postings is addressed by each school's *reciprocity policy*. These policies outline the requirements for and limitations of the school's reciprocity. Reciprocity policies typically are available on the websites of law schools. Limitations often are significant. Many law schools do not permit reciprocity *at all* or limit reciprocity to students or graduates of particular schools, while other schools exclude access to job postings from the available resources. Additionally, many law schools do not permit reciprocity during a period that coincides with the fall recruiting season (*i.e.*, August through October). Schools that do provide access to job postings via reciprocity usually limit the duration of access, *e.g.*, 3 months.

Access: As noted above, law school reciprocity policies address access to job postings and other career-related resources and services. *Marquette students are encouraged to first read very carefully the reciprocity policy of any school whose postings or other resources they are seeking to access*. Since reciprocity must be requested by Marquette Law School on behalf of any student seeking reciprocity, Marquette students seeking access to another school's postings or other resources *must complete and submit* Marquette's Reciprocity Request Form at https://law.marquette.edu/career-planning/reciprocity-request-form. Marquette's reciprocity policy is available at https://law.marquette.edu/career-planning/reciprocity.

Employer Websites

Add to your job search regular visits to the websites of employers that are of interest to you professionally. Employers that have human resources policies that require public advertising of a position will post opportunities on their websites. Also, many large law firms and corporations have "Careers" pages on which they advertise positions. Indeed, some employers never post beyond their own career pages. Moreover, if you are targeting alternative/non-traditional careers, many of the employers who are interesting to you would not ever think to advertise positions with the law school or on a legal job posting site because a JD might be neither required nor preferred.