ONLINE RESEARCH 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 attorneys 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 resume 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. THE CAREER PLANNING CENTER WEBSITE

Job Search Guides and Information

(http://law.marquette.edu/career-planning/job-search-guides-and-information)

Scope: All CPC-developed literature and job search materials are accessible through this site, including lists of recruiting contacts for law firms in Milwaukee and Madison. 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 Web Links

(http://law.marquette.edu/career-planning/career-planning-links)

Scope: Provides links to hundreds of career-related resources, including information on bar exams, job opportunities, organizations and firms and study abroad programs.

Job Postings on Symplicity

(https://law-marquette-csm.symplicity.com/students)

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

Searches: Jobs can be searched by keyword, position type, practice area, job location and class level (1L, 2L, 3L).
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 our website, the majority of 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 by the CPC a personal username and password to access Symplicity.

III. RESOURCES FOR INFORMATION ABOUT ATTORNEYS & EMPLOYERS

Martindale Hubbell
(www.martindale.com)

Scope: Martindale is a comprehensive source that permits students to locate names of law firms, corporate legal departments and individual attorneys. Martindale also has a Career Center where career-related news and information is available and job seekers can search and apply online for legal jobs. Additionally, students can join Martindale-Hubbell Connected, an online, professional network designed exclusively for legal professionals.

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

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

Jobs: Students can search Martindale job listings from the U.S., Canada and various other countries, and to upload application materials in order to apply online. Users can also set up “job alerts” so that the user is notified by email when a job is posted on Martindale that matches their search preferences.

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 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. Opportunities for law students that are posted with the Career Center are limited. The vast majority of postings are for law graduates.
**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. Different than Martindale where the search tool begins with employers 2-10 in size, Westlaw does offer the opportunity to search sole practitioners. 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 and browse legal employers, principally larger law firms and a few public sector organizations.

**Searches:**  
**Employers:** NDLE’s "Advanced Search" function permits students to search employers using criteria such as employer type, location, whether the organization hires 1L students, employer size (i.e., number of attorneys), practice areas, campus interviews, salaries, and benefits. "Quick Search" can be used to search employers by employer type, employer name, and location.

**Information:** Like Martindale, NDLE may be used to simply identify legal employers. Different from Martindale, however, the NDLE provides specific details and “hard” information about firms that is very important when focusing your job search and/or contemplating offers of employment. Information includes, 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 very 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 actually 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 www.wisbar.org search with searches at Martindale and the state bars of geographical areas of interest.

General Search Engines

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

Information: General search engines are an excellent resource for targeting smaller employers and individual attorneys who may not subscribe to martindale.com. In addition to possible 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 is involved in 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 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.

**LawStudentJobs.net**
(www.lawstudentjobs.net)

Scope: This jobs board includes postings from across the country for 1Ls, 2Ls, and 3Ls. The site claims to search for and add new positions on a semi-daily basis. This resource emphasizes legal internships/clerkships in corporate (including non-profits) and governmental entities. Positions listed include those during the summer as well as academic year, paid and unpaid.

Information: For each position, the resource provides a description, position responsibilities, hiring criteria, and application instructions. Postings can be searched by keyword or myriad tags including class year and employer location.

Limits: The site typically does not include positions with law firms. In addition, since employers are not posted directly with LawStudentJobs.net, it is not uncommon for postings to be stale. We recommend clicking the links to the employer websites that are provided for most postings to ensure the position is still active and available. If a link is not available, visit the applicable employer’s career/jobs web page.

**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.

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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 Boards of 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. In addition, a number of schools allow access to job postings only to students who visit the law school (remote access is not permitted). Additionally, many law schools do not permit reciprocity during a period that coincides with the fall recruiting season (e.g., August through October). Schools that do provide access to job postings via reciprocity usually limit the duration of access, e.g., 90 days or 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 http://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 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 is neither required nor preferred.