

## **JOB SEARCH TIMETABLES FOR SPECIFIC GROUPS OF EMPLOYERS**

The following timetables provide timelines for applying to specific groups of employers for summer and permanent positions.

\*\*\*Please note: pursuant to NALP guidelines, first year law students and employers may not initiate contact with one another with regard to summer employment until December 1.

### **LAW FIRMS**

#### **LARGE LAW FIRMS IN NJ & THE PHILADELPHIA AREA**

<b>July/ August</b>	<ul style="list-style-type: none"><li>• Rising 2Ls and 3Ls submit resumes and other requested materials for the Fall On-Campus Recruiting Program</li><li>• Research firms through NALP, Martindale-Hubbell and other on-line resources</li><li>• Search on-line job listings</li></ul>
<b>September/ October</b>	<ul style="list-style-type: none"><li>• Interview with Fall On-Campus Recruiting Program employers</li></ul>
<b>November / December</b>	<ul style="list-style-type: none"><li>• Follow up interviews with Fall On-Campus recruiting employers</li><li>• Receive and accept offers OR continue job search utilizing self directed targeted search, online listing and networking</li></ul>
<b>January/ February and March/ April</b>	<ul style="list-style-type: none"><li>• Follow up with firms that have not made offers</li><li>• If you have not received an offer, consider widening your job search field by applying to small/medium-sized law firms, government agencies and public interest organizations</li><li>• 1Ls submit resumes and begin interviewing for summer limited positions</li></ul>
<b>May/June</b>	<ul style="list-style-type: none"><li>• Summer associate positions begin (3L permanent positions begin in September after sitting for the bar exam)</li></ul>

## LAW FIRMS

### SMALL & MEDIUM-SIZED LAW FIRMS IN NJ & THE PHILADELPHIA AREA

<b>July/ August</b>	<ul style="list-style-type: none"> <li>• Rising 2Ls and 3Ls submit resumes and other requested materials for the Fall On-Campus Recruiting Program</li> <li>• Research firms through NALP, Martindale-Hubbell, firm websites and other on-line resources</li> <li>• Search on-line job listings</li> <li>• Schedule “informational interviews”</li> </ul>
<b>September/ October</b>	<ul style="list-style-type: none"> <li>• Receive invitations for job interviews</li> <li>• Continue to research firms</li> <li>• Apply directly to firms with early deadlines</li> <li>• Apply directly for school year positions</li> <li>• Schedule and attend “informational interviews”</li> <li>• Follow up on applications</li> <li>• Continue to search on-line job listings</li> </ul>
<b>November/ December</b>	<ul style="list-style-type: none"> <li>• Follow up on applications</li> <li>• Begin interviewing</li> <li>• Apply to firms with mid-year deadlines</li> <li>• Continue to apply and follow up on early deadline applications</li> <li>• Continue to search on-line job listings</li> <li>• Continue to attend and schedule additional “informational interviews”</li> </ul>
<b>January/ February</b>	<ul style="list-style-type: none"> <li>• Continue interviewing</li> <li>• Begin to receive and evaluate offers</li> <li>• Continue to research firms</li> <li>• Apply to additional firms</li> <li>• Continue to follow up on applications</li> <li>• Continue to search on-line job listings</li> </ul>
<b>March/ April</b>	<ul style="list-style-type: none"> <li>• Continue interviewing</li> <li>• Continue to search on-line job listings</li> <li>• Continue to apply to firms and follow up on applications</li> <li>• Continue to receive and evaluate offers</li> <li>• Accept offers</li> </ul>
<b>May/June</b>	<ul style="list-style-type: none"> <li>• Summer jobs begin (Permanent positions begin in September after sitting for the bar exam. Note: some firms may not hire permanently until after bar results are published)</li> </ul>

## **LAW FIRMS**

### **LARGE LAW FIRMS OUTSIDE NJ & THE PHILADELPHIA AREA**

<b>July/ August</b>	<ul style="list-style-type: none"><li>• Identify and research firms through NALP, Martindale-Hubbell, firm websites and other on-line resources</li><li>• Search on-line job listings</li><li>• Apply directly to firms and begin interviewing</li></ul>
<b>September/ October</b>	<ul style="list-style-type: none"><li>• Continue interviewing</li><li>• Continue to research firms and apply directly</li><li>• Receive invitations for and attend follow-up interviews</li></ul>
<b>November/ December</b>	<ul style="list-style-type: none"><li>• Follow up with firms</li><li>• Receive and accept offers OR continue job search utilizing self directed targeted search, on-line listing and networking</li></ul>
<b>January/ February and March/ April</b>	<ul style="list-style-type: none"><li>• Follow up with firms that have not made offers</li><li>• If you have not received an offer, consider widening your job search field by applying to small/medium-sized law firms, government agencies and public interest organizations</li></ul>
<b>May/June</b>	<ul style="list-style-type: none"><li>• Summer associate positions begin (Permanent positions begin in September after sitting for the bar exam)</li></ul>

# LAW FIRMS

## MEDIUM & SMALL LAW FIRMS OUTSIDE NJ & THE PHILADELPHIA AREA

<b>July/ August</b>	<ul style="list-style-type: none"><li>• Rising 2Ls and 3Ls submit resumes and other requested materials for the Fall On-Campus Recruiting Program</li><li>• Research firms through NALP, Martindale-Hubbell, firm websites and other on-line resources</li><li>• Search on-line job listings</li><li>• Schedule “informational interviews”</li></ul>
<b>September/ October</b>	<ul style="list-style-type: none"><li>• Receive invitations for job interviews</li><li>• Continue to research firms</li><li>• Apply directly to firms with early deadlines</li><li>• Apply directly for school year positions</li><li>• Schedule and attend “informational interviews”</li><li>• Follow up on applications</li><li>• Continue to search on-line job listings</li></ul>
<b>November/ December</b>	<ul style="list-style-type: none"><li>• Follow up on applications</li><li>• Begin interviewing</li><li>• Apply to firms with mid-year deadlines</li><li>• Continue to apply and follow up on early deadline applications</li><li>• Continue to search on-line job listings</li><li>• Continue to attend and schedule additional “informational interviews”</li></ul>
<b>January/ February</b>	<ul style="list-style-type: none"><li>• Continue interviewing</li><li>• Begin to receive and evaluate offers</li><li>• Continue to research firms</li><li>• Apply to additional firms</li><li>• Continue to follow up on applications</li><li>• Continue to search on-line job listings</li></ul>
<b>March/ April</b>	<ul style="list-style-type: none"><li>• Continue interviewing</li><li>• Continue to search on-line job listings</li><li>• Continue to apply to firms and follow up on applications</li><li>• Continue to receive and evaluate offers</li><li>• Accept offers</li></ul>
<b>May/June</b>	<ul style="list-style-type: none"><li>• Summer jobs begin (Permanent positions begin in September after sitting for the bar exam. Note: some firms may not hire permanently until after bar results are published)</li></ul>

**FEDERAL & STATE COURT JUDGES IN  
NJ & THE PHILADELPHIA AREA**

<p><b>July/ August</b></p>	<p><b>Rising 3Ls:</b></p> <ul style="list-style-type: none"> <li>• Prepare applications to federal and state appellate judges</li> <li>• Obtain lists of judges from Career Services or on the Career Services website</li> <li>• Research judges through print resources in Career Services and on-line (limited)</li> <li>• Possibly begin applying directly to state court judges with early deadlines and possibly begin interviewing for those state court clerkships</li> <li>• Refer to “Judicial Clerkships - The Application Process” guide available on-line and in print in Career Services</li> </ul>
<p><b>September/ October</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Begin applying for federal clerkships and state appellate clerkships the day after Labor Day (as per the Federal Law Clerk Hiring Plan; state appellate courts have informally agreed to follow the plan)</li> <li>• Continue to research judges</li> <li>• Continue to apply directly to state court judges</li> <li>• Begin interviewing</li> <li>• Receive and evaluate offers</li> <li>• Accept offer</li> </ul>
<p><b>November/ December</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Continue to follow up on federal and state clerkship applications</li> <li>• Continue interviewing</li> <li>• Continue to receive and evaluate offers</li> <li>• Accept offer</li> </ul>
<p><b>January/ February</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Obtain updated lists of judges who are still hiring from Career Services or on the Career Services website</li> <li>• Continue to apply and interview and receive and evaluate offers</li> <li>• Accept offer</li> </ul>
<p><b>March/ April</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Continue to research judges, apply and interview and receive and evaluate offers</li> <li>• Accept offer</li> </ul> <p><b>2Ls:</b> Attend judicial clerkship panels and meetings</p>
<p><b>May/June</b></p>	<p><b>3Ls/Graduates:</b></p> <ul style="list-style-type: none"> <li>• Continue to research judges, apply and interview, receive and evaluate offers and accept offer</li> <li>• Prepare to begin clerkship in August or September after bar exams</li> </ul>

**FEDERAL & STATE COURT JUDGES OUTSIDE  
NJ & THE PHILADELPHIA AREA**

<p><b>July/ August</b></p>	<p><b>Rising 3Ls:</b></p> <ul style="list-style-type: none"> <li>• Prepare applications to federal and state appellate judges</li> <li>• Obtain lists of judges from Career Services or on the Career Services website</li> <li>• Research judges through print resources in Career Services and on-line (limited)</li> <li>• Possibly begin applying directly to state court judges with early deadlines and possibly begin interviewing for those state court clerkships</li> <li>• Refer to “Judicial Clerkships - The Application Process” guide available on-line and in print in Career Services</li> </ul>
<p><b>September/ October</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Begin applying for federal clerkships and state appellate clerkships the day after Labor Day (as per the Federal Law Clerk Hiring Plan; state appellate courts have informally agreed to follow the plan)</li> <li>• Continue to research judges</li> <li>• Continue to apply directly to state court judges</li> <li>• Begin interviewing</li> <li>• Receive and evaluate offers</li> <li>• Accept offer</li> </ul>
<p><b>November/ December</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Continue to follow up on federal and state clerkship applications</li> <li>• Continue interviewing</li> <li>• Continue to receive and evaluate offers</li> <li>• Accept offer</li> </ul>
<p><b>January/ February</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Obtain updated lists of judges who are still hiring from Career Services or on the Career Services website</li> <li>• Continue to apply and interview and receive and evaluate offers</li> <li>• Accept offer</li> </ul>
<p><b>March/ April</b></p>	<p><b>3Ls:</b></p> <ul style="list-style-type: none"> <li>• Continue to research judges, apply and interview and receive and evaluate offers</li> <li>• Accept offer</li> </ul> <p><b>2Ls:</b> Attend judicial clerkship panels and meetings</p>
<p><b>May/June</b></p>	<p><b>3Ls/Graduates:</b></p> <ul style="list-style-type: none"> <li>• Continue to research judges, apply and interview, receive and evaluate offers and accept offer</li> <li>• Prepare to begin clerkship in August or September after bar</li> </ul>

**FEDERAL & STATE GOVERNMENT AGENCIES**  
**THAT INTERVIEW ON-CAMPUS**

<b>July/ August</b>	<ul style="list-style-type: none"> <li>• Submit Resumes and other requested materials for first and second phases of the Fall On-Campus Recruiting Program (limited participants)</li> <li>• Research agencies through NALP, government websites and other on-line resources</li> <li>• Search on-line job listings</li> <li>• Apply directly to agencies</li> <li>• <b>3Ls:</b> investigate and apply for an externship</li> </ul>
<b>September/ October</b>	<ul style="list-style-type: none"> <li>• Attend interviews with Fall On-Campus Recruiting Program employers and agencies applied directly to</li> <li>• Apply directly to agencies</li> <li>• <b>3Ls:</b> start externship</li> </ul>
<b>November/ December</b>	<ul style="list-style-type: none"> <li>• Follow up with agencies that interviewed you</li> <li>• Begin to receive and evaluate offers and continue job search</li> </ul>
<b>January/ February</b>	<ul style="list-style-type: none"> <li>• Follow up with agencies that have not yet extended an offer</li> <li>• Continue to apply directly to agencies</li> <li>• <b>2Ls:</b> Consider an externship for during your third year</li> </ul>
<b>March/ April</b>	<ul style="list-style-type: none"> <li>• Continue to receive and evaluate offers</li> <li>• Accept offer</li> <li>• <b>2Ls:</b> consider externship for third year</li> </ul>
<b>May/June</b>	<ul style="list-style-type: none"> <li>• Receive final offers</li> <li>• Accept offer</li> <li>• Summer jobs begin (Permanent positions begin in September after sitting for the bar exam. Note: some agencies may not hire permanently until after bar results are published.)</li> </ul>

## GOVERNMENT AGENCIES

### OTHER FEDERAL & STATE GOVERNMENT AGENCIES

<b>July/ August</b>	<ul style="list-style-type: none"><li>• Research agencies through NALP, government websites and other on-line resources</li><li>• Search on-line job listings</li><li>• Contact agencies to determine their hiring schedule</li><li>• Apply directly to agencies for school year positions</li><li>• <b>3Ls:</b> investigate and apply for an externship</li></ul>
<b>September/ October</b>	<ul style="list-style-type: none"><li>• Continue to research agencies through NALP, government websites and other on-line resources</li><li>• Continue to search on-line job listings</li><li>• Apply directly to agencies with early deadlines</li><li>• Apply directly to agencies for school year positions</li><li>• <b>3Ls:</b> Start externship</li></ul>
<b>November/ December</b>	<ul style="list-style-type: none"><li>• Begin interviewing</li><li>• Apply directly to agencies with mid-year deadlines</li><li>• Follow up on applications</li><li>• Continue to search on-line job listings</li><li>• Continue to research agencies</li></ul>
<b>January/ February</b>	<ul style="list-style-type: none"><li>• Continue interviewing</li><li>• Follow up on applications</li><li>• Apply to additional agencies</li><li>• Begin to receive and evaluate offers</li><li>• Accept offer</li></ul>
<b>March/ April</b>	<ul style="list-style-type: none"><li>• Continue interviewing</li><li>• Continue to research agencies and search on-line listings</li><li>• Review and evaluate offers</li><li>• Accept offers</li><li>• <b>2Ls:</b> Consider an externship for during your third year</li></ul>
<b>May/June</b>	<ul style="list-style-type: none"><li>• Receive final offers</li><li>• Accept offer</li><li>• Summer jobs begin (Permanent positions begin in September after sitting for the bar exam. Note: some agencies may not hire permanently until after bar results are published)</li></ul>

# PUBLIC INTEREST

## PUBLIC INTEREST ORGANIZATIONS

<b>July/ August</b>	<ul style="list-style-type: none"> <li>• Research organizations through on-line resources</li> <li>• Search on-line job listings</li> <li>• Investigate externships and internships</li> <li>• Investigate and volunteer for pro bono projects</li> <li>• <b>2Ls:</b> investigate work study eligibility</li> <li>• <b>3Ls:</b> research fellowship and grant programs</li> </ul>
<b>September/ October</b>	<ul style="list-style-type: none"> <li>• Continue to research organizations</li> <li>• Continue to search on-line job listings and resources</li> <li>• Apply directly for school year positions</li> <li>• Follow up on applications</li> <li>• Receive invitations for interviews</li> <li>• Attend First Monday Public Interest Reception</li> <li>• Register for and attend the APIL Job Fair &amp; Conference</li> <li>• <b>2Ls:</b> apply to groups with early deadlines for following year</li> <li>• <b>3Ls:</b> start externships, apply for fellowships or grants</li> </ul>
<b>November/ December</b>	<ul style="list-style-type: none"> <li>• Begin interviewing</li> <li>• Apply to organizations with mid-year deadlines</li> <li>• Follow up on applications</li> <li>• Continue to research organizations and to search on-line job listings and resources</li> </ul>
<b>January/ February</b>	<ul style="list-style-type: none"> <li>• Continue interviewing</li> <li>• Begin receiving and evaluating offers</li> <li>• Accept offers</li> <li>• Apply to additional organizations</li> <li>• Continue to follow up on applications; research organization; search on-line job listings</li> <li>• Register for and attend PIPS (Public Interest Public Service) Job Fair in February</li> </ul>
<b>March/ April</b>	<ul style="list-style-type: none"> <li>• Continue interviewing</li> <li>• Continue receiving and evaluating offers</li> <li>• Accept offers</li> <li>• Follow up on applications</li> <li>• <b>2Ls:</b> consider an externship for following school year</li> </ul>
<b>May/June</b>	<ul style="list-style-type: none"> <li>• Receive and evaluate offers</li> <li>• Accept offer</li> <li>• Summer jobs begin (Permanent positions begin in September after sitting for the bar exam. Note: some organizations may not hire permanently until after bar results are published)</li> </ul>

# ACADEMICS

## ACADEMIC INSTITUTIONS (EMPLOYMENT & CONTINUING EDUCATION)

<b>July/ August</b>	<ul style="list-style-type: none"><li>• Research school and available positions using on-line resources</li><li>• Research academic program for advanced degrees using on-line resources</li></ul>
<b>September/ October</b>	<ul style="list-style-type: none"><li>• Continue to research</li><li>• Request information and application materials from schools</li><li>• Schedule and attend “informational” interviews with appropriate school faculty and staff</li><li>• <b>2Ls:</b> apply for school year assistantship or fellowship for the following school year; receive and evaluate offers; accept offer</li><li>• Take graduate admission examination as needed</li></ul>
<b>November/ December</b>	<ul style="list-style-type: none"><li>• Continue to research</li><li>• Follow up on requests for information/applications</li><li>• Begin to apply for graduate programs beginning next Fall</li></ul>
<b>January/ February</b>	<ul style="list-style-type: none"><li>• Continue to research</li><li>• Follow up on requests for information/applications</li><li>• Complete graduate school applications</li><li>• Apply for late deadline school year assistantship or fellowship for the following school year; receive and evaluate offers; accept offer</li></ul>
<b>March/ April</b>	<ul style="list-style-type: none"><li>• Apply for permanent jobs</li><li>• Interview</li><li>• Receive and evaluate offers</li><li>• Accept offers</li><li>• Receive acceptances from graduate schools</li><li>• Choose school</li></ul>
<b>May/June</b>	<ul style="list-style-type: none"><li>• Continue applying for permanent jobs</li><li>• Interview</li><li>• Receive and evaluate offers</li><li>• Accept offers</li><li>• Receive acceptances from graduate schools</li><li>• <b>2Ls:</b> continue applying for school year positions for the following school year</li></ul>

# LEGAL AND NON-LEGAL CORPORATE POSITIONS

## CORPORATIONS

<b>July/ August</b>	<ul style="list-style-type: none"><li>• Identify and research companies offering legal and non-legal opportunities through on-line resources</li><li>• Contact companies directly for background information, application procedures and hiring policies</li><li>• Schedule and attend “informational interviews”</li><li>• Apply directly to companies (Note: most corporate legal department hire recent graduates only with special experience or degrees)</li><li>• Follow up on applications</li><li>• Receive invitations for and attend interviews</li><li>• Receive and evaluate offers</li><li>• Accept offer</li></ul>
<b>September/ October</b>	
<b>November/ December</b>	
<b>January/ February</b>	
<b>March/ April</b>	
<b>May/June</b>	