

## **Resources for Identifying Potential Employers**

### **ONLINE (see also “Online Resources” section in this guide)**

#### Research and News Services (e.g., Lexis/Nexis and Westlaw)

- Lexis/Nexis - provides public interest, corporate, and clerkship information, government, and criminal justice databases, legal and non-legal periodicals, case information, and Martindale-Hubbell Legal Directories online (you can also access Martindale-Hubbell’s online search engine directly at [www.martindale.com](http://www.martindale.com))
- Westlaw - for access to clerkship information, public interest resources, encyclopedias of associations, corporate directories, as well as legal and non-legal periodical and case reporters

Rutgers Career Services Web Page ([camlaw.rutgers.edu/cservices/](http://camlaw.rutgers.edu/cservices/)) - provides career development information as well as links to legal resources on the web

Job Listings - web sites of want ads ([lawjobs.com](http://lawjobs.com), [monster.com](http://monster.com), [careerbuilder.com](http://careerbuilder.com), [lawcrossing.com](http://lawcrossing.com)); employer or agency web sites; centralized collections of job openings from schools, newspapers, firms, companies and organizations, e.g., jobs in higher education through The Chronicle of Higher Education (print or online), or federal jobs at <http://www.usajobs.opm.gov/>

Resume Posting Services - example: [www.monster.com](http://www.monster.com) (a 2003 grad who posted her resume on the Monster Board actually got a job from an attorney who had searched Monster’s database of posted resumes!)

Employer web sites - including law firms, corporations, government agencies and universities

#### *Advantages of using online resources:*

- conduct individualized searches
- identify firms, organizations, and companies with specific specialty areas, organizational affiliations, clients and locations
- target lawyers with particular backgrounds, including college, law school, organizational affiliations and practice areas
- easy access to firm and organization profiles - may also be available in print form in Career Services, directly from hiring coordinators, human resources or public relations departments

### **PRINT**

Books, periodicals, directories, journals, telephone books, newspapers, newsletters, firm resumes, organization literature, newsletters (law school, bar associations, clubs, activities), legal periodicals and magazines (New Jersey Law Journal, Legal Intelligencer, Chronicle of Higher Education), newspapers (Philadelphia Inquirer, Courier-Post, NY Times, Wall Street Journal)

#### *Advantages of using print resources:*

- research fields, firms and organizations, learn about geographic regions, and target employers; many resources are available in Career Services and the Law Library
- identify and define practice areas and career fields, and learn more about areas of law and types of employers in your field of interest, especially if you are not sure what you are looking for or want a general overview
- central sources of employer contact information - directories list organizations and provide contact information; may also contain background information about lawyers and hiring procedures

## **CAREER SERVICES**

Excellent source of print resources, online job listings, on-campus interview programs, job fairs, special programs, workshops, panels, and counselors to provide assistance in career planning and job searching.

## **PROFESSIONAL ORGANIZATIONS**

Great practical sources for information on areas of the law, training, opportunities to meet lawyers and gain access to market information, placement services, and membership directories. Lists of area and national bar associations are available online and in some directories in Career Services. Student membership in bar associations is usually free, or at least heavily discounted.

## **EXPERIENCE**

Previous jobs, externships, internships, activities, volunteer, per diem, summer, part-time and full-time positions may lead to other offers in the future. This is an excellent way to learn about areas of law, firms, locations and work settings to identify what you do and do not enjoy. Any experience (whether it is paid, for credit or volunteer) can be a valuable way to learn about career options. Courses, positions, activities, and volunteer commitments can all help you to identify what it is that you want and do not want in your job. Also, all of the people who you have come in contact with through these experiences may become potential future contacts.

## **PEOPLE**

Develop contacts, conduct informational interviews, and learn from others; the expression "it's not what you know, it's who you know" is particularly relevant for job searchers. It is never too late to begin to meet new people through all of your "*contacts*" and to develop new connections with others.