

Ten Steps for Re-entering the Employment Market

The current economic situation has resulted in many well-qualified attorneys re-entering the employment market. While our first priority is working with our current students, the CCD has a variety of services available to assist you, our alumni, during your transition.

Step 1 Get Passwords: Email careers@law.ufl.edu to obtain a Symplicity (UF Law's job bank) password and to obtain a list of passwords to various subscription-based resources and sites.

Step 2 Check Job Bank: Become familiar with Symplicity and use routinely to search for alumni openings (positions posted daily) <https://law-ufl-csm.symplicity.com/students>

- a) View job postings by clicking on JOBS from the top navigation bar.
- b) Sort the job list by "Position Type" by utilizing the dropdown menus at the top.
- c) Find a specific job by inputting details into the Keyword Search box on the top right, & then click the "Apply Search" button.
- d) Mark a job as a "Favorite" by clicking on the "Add to Favorites" icon on the right.
- e) View all favorite jobs under the "Favorites" tab.
- f) Review position details by clicking on a link in the "Title" column.

Step 3 Search Subscription-based Resources: Become familiar with other resources that list openings like:

- a) **Intercollegiate Job Bank** hosted by BYU Law for listings searchable by the state of the over eighty participating law school (In Florida for example, eight out of the ten law schools post their alumni positions here). Go to www.law2.byu.edu select career services, alumni, intercollegiate job bank
- b) **Non-Traditional Job Listings** - Go to www.nontradlegal.com
- c) **Lexis & Westlaw** Both services offer alumni passwords to access the career resources and attorney/judge profile databases.

Step 4 Update Resume: If you'd like a fresh pair of eyes to review your resume, send it to careers@law.ufl.edu.

Step 5 Subscribe to Alumni Job Hotline: To receive e-mailed information about upcoming receptions and networking events, positions with a short deadlines and programs of interest to our grads, sign up for the Alumni Job Hotline. Send a blank email to alumni-job-subscribe@law.ufl.edu. Please note that this hotline does not advertise all job listings contained within Symplicity.

Step 6 Tap into your Network: 80% of all jobs are unadvertised!

- a) **Gator Nation Network:** The UF Alumni Association sponsors the Gator Nation Network (GNN) for Gators only. It is a no-cost, private, online community that allows UF alumni to securely connect with UF classmates and colleagues. Visit <https://incircle.ufalumni.ufl.edu> to complete your profile. Check out the groups such as "South Florida LitiGators" or "D.C. Gators".
- b) **Participate in CLE's** to learn new skills or practice areas and interact with other practitioners.
- c) **Attend UF Law Alumni receptions** to re-connect and meet other Gators in the area.
- d) **Go to local bar association** luncheons.
- e) **Re-connect with law classmates.**
- f) Tell those around you or in your **professionals network** that you are seeking employment: accountant, dentist, clergy, hair stylist.
- g) Do an advanced **Martindale.com** search (include law school, practice area, city) to find other Gators in your area.
- h) Check out the CCD Blog for alums in transition and recent grads at <http://uflawgrads.blogspot.com/>.

Step 7 Consider contacting a Legal Search Consultant or Recruiter: Depending upon the practice and geographic areas you seek, you may benefit from talking with a Legal Recruiter, who works with and is paid by firms on lateral placements.

- a) National Association of Legal Search Consultants <http://www.nalasc.org/> searchable by state
- b) The American Lawyer, Legal Recruiters Directory
<http://www.americanlawyer-digital.com/americanlawyer/lrd200901/>

Step 8 Explore engaging a Career Coaches to help you in your transition. Coaches are professionals who can help you drill down to define your skills, interests and goals to help you target the best markets.

Step 9 Register to do contract attorney or project-based legal work with agencies such as: Special Counsel, Kelly Law Registry, Hire Counsel or Robert Half.

Step 10 Stay active, positive and resourceful.

- a) Consider accepting pro bono matters to expand your practice areas, stay involved with lawyers and feel good about helping others (most legal services organizations are extremely short staffed and offer extensive training programs for pro bono attorneys).
- b) Consider accepting court-appointed representation
- c) Consider joining a support group to provide yourself with a productive outlet to share experiences, frustrations and strategies for success.
- d) Adopt a multi-pronged search approach and remind yourself that there many different paths to employment and that it is a process.

RESOURCES FOR TOUGH TIMES

- The American Bar Association (ABA) provides comprehensive economic recovery resources <http://new.abanet.org/economicrecovery/default.aspx> including information on:
 - job search/networking tips and articles
 - professional development
 - career transition
 - practice management and
 - stress management.
- Resolve to Manage Your Job Search by Kathleen Brady January 2009 in Law Practice Today <http://www.abanet.org/lpm/lpt/articles/ptr01092.shtml>
- Surviving a Layoff <http://www.jobs.state.ak.us/TAA/survive.htm>
- New York Bar Website <http://nysbar.com/blogs/lawyersintransition/>

COMMUNITY- BASED RESOURCES

Unemployment Benefits:

- For information on unemployment benefits in Florida, visit the State of Florida Agency for Workforce Innovation website at: <http://www.floridajobs.org/index.html>.
- For information on unemployment benefits in other states, visit the U.S. Department of Labor website at <http://www.dol.gov/dol/location.htm>.
- The Department of Labor also offers other resources to job seekers: The Employment and Training Administration (ETA) offers employment-related assistance to workers impacted by layoffs to improve their re-employment prospects and prepare for job transitions. The Employee Benefits Security Administration (EBSA) provides information on health and retirement benefit rights to help American workers make decisions regarding their health coverage in case of job loss. Find information on these programs at: http://www.dol.gov/dol/highlights/highlights-more.htm#job_loss.

Student Loans:

- You may be eligible for deferral, forbearance, or consolidation of your student loans. Information is available at: <https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>.

- If you work for a government or non-profit organization you may qualify for loan forgiveness under the College Cost Reduction and Access Act: <http://www.equaljusticeworks.org/resource/ccraa>.

Foreclosure Information:

- The U.S. Department of Housing and Urban Development offers information and resources on avoiding foreclosure at: <http://www.hud.gov/local/fl/homeownership/foreclosure.cfm>.

Credit Counseling:

- The Consumer Credit Counseling Service, a non-profit organization, offers comprehensive, confidential counseling that addresses individual financial situations and identifies options in the person's best interests: <http://www.cccservices.com/index.html>.

Other Benefits:

- Information on food stamps, temporary cash assistance and Medicaid is available at <http://www.dcf.state.fl.us/ess/>.
- WIC provides Federal grants to States for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. Information on assistance in Florida: <http://www.doh.state.fl.us/family/wic/>.
- Information on Temporary Assistance for Needy Families (TANF) is available at: <http://www.acf.hhs.gov/programs/ofa/tanf/about.html>.

Mental Health Counseling:

- The Substance Abuse and Mental Health Services Administration (SAMSA) is part of the U.S. Department of Health and Human Services and provides information on mental health resources. Information on Florida resources is available at: <http://mentalhealth.samhsa.gov/databases/MHDR.aspx?D1=FL&Type=MDR>.
- Florida Lawyers Assistance, Inc. is a non-profit corporation created to identify and offer assistance to bar members who suffer from substance abuse, mental health, or other disorders which negatively affect their lives and careers: <http://www.fla-lap.org/>.
- Current University of Florida students can receive assistance from Student Mental Health Services: <http://shcc.ufl.edu/smhs/services.shtml>.

Local Charities:

- Catholic Charities U.S.A.: Find your local Catholic Charities agency at <http://www.catholiccharitiesusa.org/NetCommunity/Page.aspx?pid=292>
- United Way provides lists by county of a variety of services including food, shelter and rent/utility assistance: http://www.unitedwayncfl.org/Helpful_Lists.aspx.