

Ten Steps for Alums in Transition

The 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.

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/>

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>.