

3 YEAR CAREER MANAGEMENT PLAN

The Career Development Office team has varied and extensive experience in legal recruitment and professional development.

OUR GOALS

- Provide professional, relevant, responsive and timely services to help our students make informed career decisions and reach their individual goals
- Help our students learn the practical skills necessary to make the transition to the practice of law and the professional job market
- Ensure employers consider Queen's students when hiring



OUR TEAM

Julie Banting Director, Career Development jbanting@queensu.ca

Mike Molas Career Counsellor michael.molas@queensu.ca Jenny DeBruyn Career Development Coordinator <u>debruynj@queensu.ca</u>

YOUR CAREER MANAGEMENT PLAN

1st Year

SELF-ASSESSMENT AND EXPLORE CAREER **INTERESTS**

FALL

- Become familiar with the resources in Career Services Manager (CSM)
- Consider extracurricular activities such clinics, PBSC, law journals, LSS, clubs, etc
- Keep your academic work on track with the help of **Education & Equity Services**
- Assess your interest in first-year recruitment processes
- Consider applying to BISC or public-interest internships
- Draft résumé and cover letter

SESSIONS:

- Introduction to Career Development
- Cover letters and résumés
- Introduction to summer options

APPLICATION DATES

SUMMER

2nd Year Summer

• October: Ottawa Intellectual Property, Atlantic Canada

WINTER

- Research career options
- Book an appointment with Julie or Mike to discuss your goals, strategies, and application materials
- Participate in Shadow Program
- Consider applying for public-interest summer internships and funding

SESSIONS:

- Self-assessment & career exploration
- · Networking & professionalism workshop
- Interview skills
- Introduction to 2nd year summer recruitment **EVENTS:**
- Ottawa & Kingston Employer Reception

APPLICATION DATES

• January: Calgary, London, Ottawa & Toronto (small # of positions available); Ministry of the Attorney General

2nd Year

FOCUS ON JOB SEARCH AND BUILD YOUR **NETWORK**

3rd Year

REFINE

LONG-TERM

GOALS AND

PREPARE

FOR

ARTICLING

Vancouver, Calgary, Toronto, & Atlantic Canada

Recruitment

- · Assess your interest in applying • If applicable, research,
- prepare and submit applications

EVENTS:

 Connect for Success – 2L Summer Recruitment Event

APPLICATION DATES

August: Vancouver, Calgary, Toronto, Atlantic Canada

SUMMER

Articling Recruitment EVENTS:

• Toronto Articling **Recruitment Event**

APPLICATION DATES

- May: Alberta, Saskatchewan, Manitoba, Ottawa, Hamilton, London & Ontario Other (except Toronto)
- June: British Columbia

July: Toronto

FALL

- · Consider clinical courses, internships for credit, mooting, or working as an R.A.
- If applicable, work with the CDO to develop your selfdirected summer job-search plan

SESSIONS:

- Interviewing
- Networking
- Recruitment processes
- Clerkship

EVENTS:

- Peer mock interview
- Ottawa employer tour

FALL

- If applicable, continue to seek articling position through job postings, networking and contacting employers and/or consider LPP
- Enhance leadership experience by assuming more responsibility in extracurricular activities
- Consider applying to clerk after your articling year

WINTER

- Consider applying for public-interest summer internships and funding
- · Continue to explore career options and develop job search and networking skills
- Continue extracurricular involvement

SESSIONS:

• Articling recruitment

EVENTS:

- Ottawa & Kingston Employer Reception
- Ontario-Other Articling Reception

APPLICATION DATES

 January: London, Hamilton & Ottawa; Clerkships

WINTER

- Ensure that degree requirements are met and apply to graduate
- Determine the requirements in the jurisdiction in which you plan to work
- Develop long-term career goals
- SESSIONS:
 - Preparing to write the LSUC Licensing Examinations