

CAREER MANAGEMENT PLAN: 2020-2021

The Career Development Office (CDO) team has 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 Law (QL) students when hiring

PROGRAMMING

Extensive programming structured to introduce students to relevant topics as they progress through law school including:

- ✓ Self-assessment and career exploration
- ✓ Strategies for managing formal summer and articling recruitment processes and self-driven job searches
- ✓ Résumé and cover letter development
- ✓ Interview preparation
- ✓ Professional skills development

RESOURCES

Comprehensive information resources, including the on-line Career Services Manager (CSM) which contains the Document Library

OUR SERVICES

COUNSELLING

Individual counselling sessions throughout law school that help students apply and build upon the information and skills learned in the Document Library and explored in group sessions

Appointments are unlimited and can be booked easily online through Queen's Law Career Services Manager

RELATIONSHIP BUILDING

Opportunities to meet with employers at career and networking events

Opportunities to build relationships with alumni through the Shadow Day program, 3Link Mentorship program, and much more

OUR TEAM

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All CDO counselling and programming will be held remotely during Fall 2020.

Please contact us via email anytime!

YOUR CAREER MANAGEMENT PLAN

What can I do after graduation?

Types of Careers	Areas of Law	And so many more!
<ul style="list-style-type: none"> • Private Practice • Public Sector • Social Justice • JD Advantage • In-House 	<ul style="list-style-type: none"> • Aboriginal • Civil Litigation • Corporate • Criminal • Human Rights • Family • Health • Intellectual Property • Labour & Employment • Tax 	

1st Year

FALL

WINTER

CAREER:

Self-Assessment and Explore Career Interests

- Login and explore the resources in Career Services Manager (CSM)
 - **Document Library:** tip sheets on all career topics
 - **Events Calendar:** RSVP to employer and CDO events
 - **ProNet:** arrange informational interviews with upper year students and alumni and learn about their career path
- Participate in self-assessment programming and explore your interest in career options
- Draft or update résumé and cover letter using the tip sheets from CSM and book a review appointment with the CDO
- Assess your interest in first-year recruitment processes

Attend CDO Sessions

- Ottawa Intellectual Property (IP) Panel in September
- Introduction to the Career Development Office in October
- Discovering your Path in Law in October
- Effective Résumé and Cover Letter Writing in October
- Introduction to 2nd year Summer Options in November
- Preparing for Winter Recruitment in November
- November Networking Week (Toronto, Ottawa & Kingston employers)

Dates and Deadlines

- October: Ottawa IP, Saskatchewan & East Coast applications
- December: 1L Shadow Program registration opens

- Continue exploring options
- Book an appointment with the CDO to discuss your goals, application materials, and job search strategies
- Participate in the Shadow Program
- Consider applying for public-interest summer internships

Attend CDO Sessions

- Interview Prep in January
- Introduction to 1st year Summer Options in January
- Networking & Professionalism in February

Dates and Deadlines

- January/February: Calgary, London, Ottawa & Toronto applications

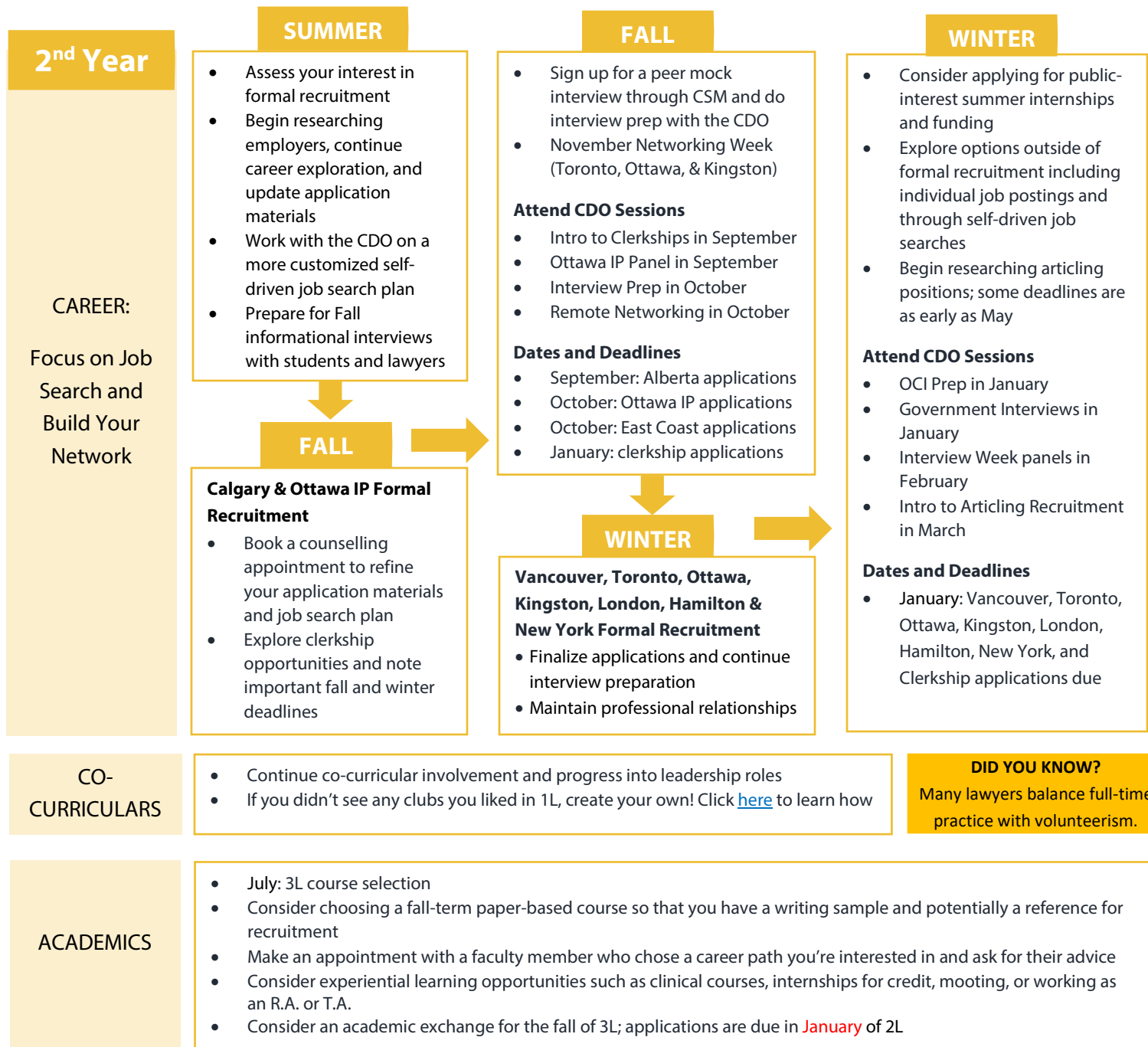
CO-CURRICULARS

- Get involved:
 - QL student government (Law Students' Society)
 - QL clubs based on area of practice, culture, sports, or other areas of interest
 - Queen's Legal Aid or the other legal clinics (Business, Elder, Family, and Prison)
 - Pro Bono Students Canada
 - Queen's Law Journal, Canadian Labour and Employment Law Journal, Canadian Journal of Commercial Arbitration, and Global Justice Journal
- Explore mootung experiences. Visit the [Moot Court Program](#) webpage to learn more about prerequisites and dates
- Visit the general Queen's University [Co-curriculars page](#) to learn about the following options:
 - Queen's University student government (Alma Mater Society)
 - Club and conferences, volunteering, and internships
 - Intramural sports teams, bands, and recreational clubs

ACADEMICS

- Consider applying to the Bader International Study Center (BISC) in the Winter Semester for Summer classes, or the Graduate Diploma in Legal Services Management
- Email the Manager of Education & Equity Services (rm. 107 Macdonald Hall) to arrange accommodations or pair you with an upper-year tutor who can help you navigate your courses
- Speak to your professors and attend virtual office hours if you have questions
- Attend the Course Selection Session put on by Student Services and panels hosted by student clubs
- Research and consider clinical courses, internships for credit, mootung, or working as a Research Assistant (R.A.) or a Teaching Assistant (T.A.)
- July: 2L Course Selection

YOUR CAREER MANAGEMENT PLAN



DID YOU KNOW?

Many jobs exist outside of the formal recruit!

In 2018, 50% of students found their 2L summer position through a formal recruit, and **50% of students found their 2L summer position through an individual job posting and a self-driven job search!** So, you are just as likely to find what you're looking for within a formal process as you are to find something through individual job postings and self-driven job search.

A formal recruit contains a relatively large number of employers recruiting at one time, but it is important for you to make sure these employers are what you are looking for in a career. Complete self-assessment using the resources in CSM. Many students conduct a self-driven job search alongside the formal recruit.

Need help? Contact the CDO for a counselling appointment and we can help you develop a plan.

YOUR CAREER MANAGEMENT PLAN

3rd Year

CAREER:
Refine Long-Term Goals and Prepare For Experiences After Law School

SUMMER

Formal Articling Recruitment

- Update your viLawPortal account
- Review and update application materials
- Conduct informational interviews
- Review opportunities in the Articling Databases, CSM Jobs tab, and the viLawPortal and apply to positions of interest

Dates and Deadlines

- May: Alberta & Saskatchewan applications
- July: All Ontario regions (except Toronto) applications
- September: BC & Toronto applications
- October: Manitoba

FALL

- Remain calm if you have not secured a job for after graduation. Annually, 20-30% of 3Ls are still seeking when classes commence
- BC, Toronto, and Manitoba recruitment processes
- Reconnect with the CDO to develop a plan, conduct a self-assessment and re-evaluate goals
- Continue to seek articling position through job postings and networking, and/or learn more about Law Practice Program (LPP)
- Consider clerkship applications
- Complete 3-Link application in October
- Determine licensing requirements and deadlines in the Province(s) you plan to work (check regional law society websites)

Dates and Deadlines

- January: clerkship applications

WINTER

- Develop long-term career goals with help from the CDO
- Check CSM for posted articling positions and expect an increase in postings from January to May
- Attend the 3-Link launch event in January, connect with your mentor and engage in self driven job search
- Sign up for a mock interview through CSM

Attend CDO sessions:

- Preparing to write the LSO Licensing Examinations in March

Dates and Deadlines

- May: LPP registration

STAY WELL

- Make your mental and physical health a priority during law school
- Check out the tips and resources below to help you stay healthy and well

PROGRAMMING

Sign up for the new [Mental Health and Wellness in the Legal Profession course](#) offered by the Canadian Bar Association, which educates you about the common coping skills used by lawyers and their families for common stresses

RESOURCES

Eat right on a budget and pack healthy snacks for long days on campus with [these tips](#)

Visit the [Queen's Nutrition Blog](#) for great tips on eating healthy geared to students

Visit the [Queen's Law Student Support](#) page for a comprehensive list of resources to help you with health and wellness, personal support and academic assistance

COUNSELLING & ACCOMODATIONS

Visit the Manager of Education & Equity Services, in rm. 107 Macdonald Hall if you are in need of support with mental or physical health

Get the accommodations you need, be paired with an upper year in similar circumstances for support, and be referred to additional on-campus resources

Seek support from [Queen's Student Wellness Services](#)



FACILITIES & ACTIVITIES

Visit the [Athletics and Recreation Center \(ARC\)](#) and aim to get your weekly 150 minutes of exercise

Prioritize sleep! Sleeping more than 7h/night improves your cognitive abilities, so putting in excessively long days can actually hurt your academic performance

Check out some [quick and easy tips](#) to improve your sleep quality

Practice mindfulness and try using a gratitude journal or meditation

See the [Professionalism Guide](#) in CSM to learn about the Gratitude Mindset