

CAREER MANAGEMENT PLAN: 2021-2022

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 our text and video 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 and employers through our Shadow Day program and much more

OUR TEAM

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CDO panels, workshops, and info sessions will be held remotely during Fall 2021. Personalized counselling services will be available by videoconferencing and phone.

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 and videos on 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 resume 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 and view job postings in CSM or the viLawPortal

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 Resume and Cover Letter Writing in **October**

Dates and Deadlines

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

- Continue exploring career options
- Book an appointment with the CDO to discuss your goals, strategies, and application materials
- Participate in the Shadow Program
- Consider applying for public-interest summer internships
- Attend the Ottawa & Kingston Employer Reception in January

Attend CDO Sessions

- Interview skills in January
- Networking & professionalism workshop in February
- Introduction to 2nd year summer options in March

Dates and Deadlines

- **January/February:** Calgary, London, Ottawa & Toronto 1L recruitment

CO-CURRICULARS

- Get involved:
 - QL student government (Law Students' Society)
 - Clubs based on area of practice, culture, sports, or other areas of interest
 - Queen's Legal Aid or 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
- Participate in a moot. 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)
 - Conferences, clubs, bands, and intramural sports teams
 - Volunteering, work and internships

ACADEMICS

- Consider applying to Bader International Study Center (BISC) in the Winter Semester for Summer classes
- Visit the Manager of Education & Equity Services to:
 - Pair you with an upper-year tutor who can help you navigate your courses
 - Arrange for accommodations
- Speak with your professors and attend their office hours if you have questions
- Attend the Course Selection Session put on by Student Services, and panels hosted by clubs
- Research and consider clinical courses, internships for credit, mooting, or working as a Research Assistant (R.A.) or a Teaching Assistant (T.A.)

YOUR CAREER MANAGEMENT PLAN

2nd Year

CAREER:

Focus on Job Search and Build Your Network

SUMMER

Vancouver, Calgary, Toronto, & Atlantic Canada Formal Summer Recruitment

- Assess your interest and begin research
- Meet with the CDO to review materials
- Attend CDO Networking events in **July**
- Attend employer events posted to CSM under "Events"

Self-Driven Job Search

- Reach out to the CDO for support on a customized search

Dates and Deadlines

- August:** Vancouver, Calgary, Toronto, Atlantic Canada, New York applications due

FALL

- Book a counselling appointment with the CDO to refine your plan
- Consider applying to clerk and note the deadlines in fall and winter
- Sign up for a peer mock interview through CSM and do interview prep with the CDO
- Attend the Ottawa Employer Tour in **November**

Attend CDO Sessions

- OCI and Interview Prep in **September**
- Ottawa IP Panel in **September**
- Intro to Clerkships in **October**
- Government Interview Prep in **October**
- Toronto Interview Week Panel in **October**

Dates and Deadlines

- November-January: clerkship applications due

Note: Peer Mock interviews, interview prep, regional recruitment, and job search sessions also held in Winter term

WINTER

Ottawa, Kingston Formal Summer Recruitment

- Consider applying for public-interest summer internships and funding
- Explore options and develop job search and networking skills
- Attend the Ottawa & Kingston Employer Reception in January
- Begin researching articling positions; deadlines start in May

Attend CDO Sessions

- Articling recruitment in March

Dates and Deadlines

- January: London, Hamilton & Ottawa recruitment; Clerkship applications due

CO-CURRICULARS

- Continue co-curricular involvement and progress into leadership roles
- If you do not see any clubs you liked in 1L, create your own! Click [here](#) to learn how

DID YOU KNOW?

Many lawyers balance full-time practice with volunteering.

ACADEMICS

- August:** 3L course selection
- Consider choosing a fall-term paper-based course so that you have a writing sample and potentially a reference for recruitment
- Make an appointment with a faculty member who chose a career path you're interested in and ask for their advice
- Consider learning opportunities such as clinical courses, internships for credit, mooting, or working as an R.A. or T.A.
- Consider an academic exchange for the fall of 3L; applications are due in January of 2L

DID YOU KNOW?

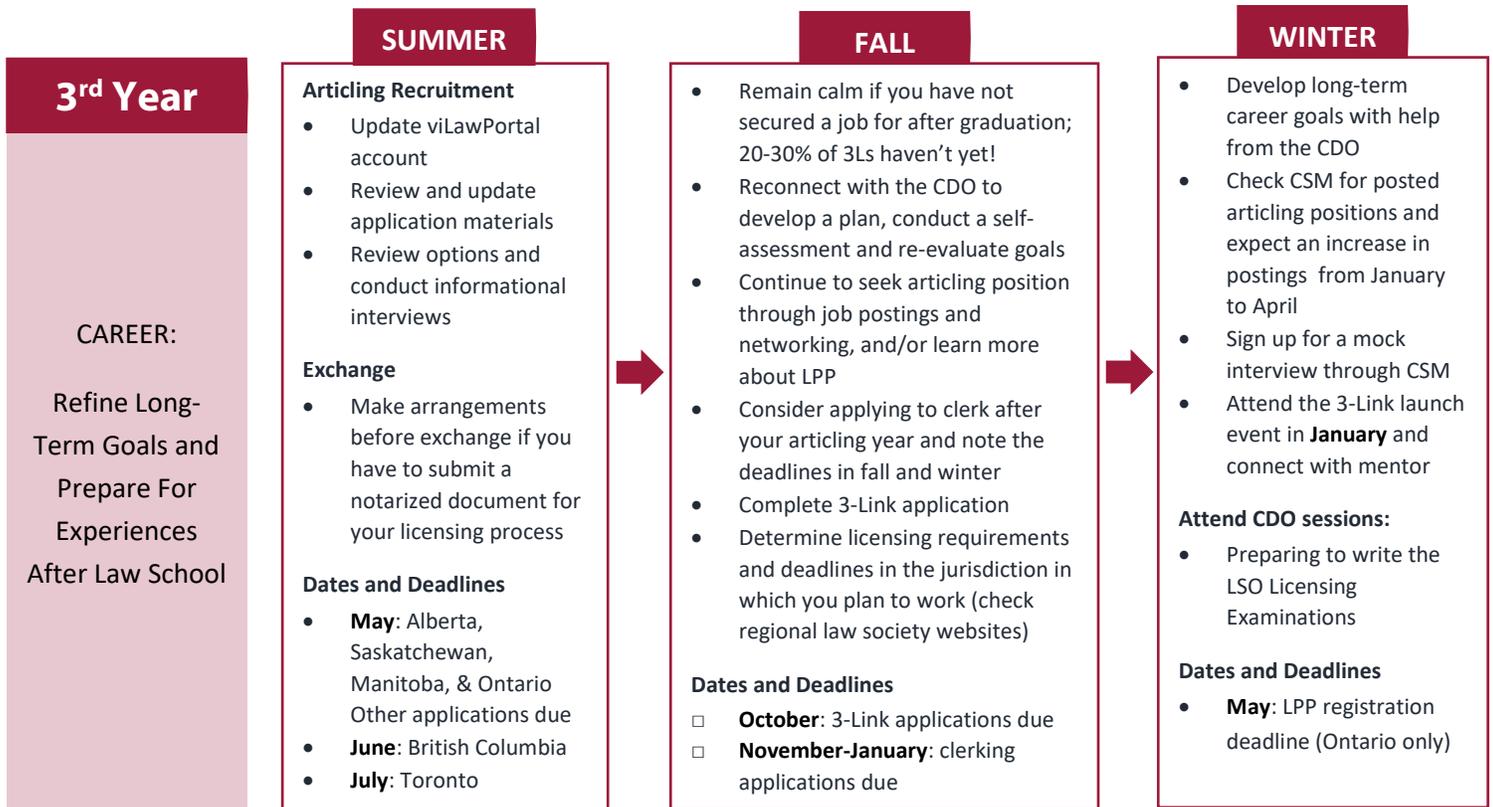
Many jobs exist outside of the formal recruit!

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



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, 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