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

**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-directed job searches
- Résumé and cover letter development
- Interview preparation
- Professional skills development

**COUNSELLING**
Individual counselling sessions throughout law school that help students apply and build upon the information and skills learned in group sessions
Appointments can be booked easily online through Queen’s Law Career Services Manager (CSM)

**RESOURCES**
Comprehensive information resources, including the on-line Career Services Manager

**NETWORKING**
Opportunities to meet with employers at career and networking events
Opportunities to build relationships with alumni and employers.

**OUR TEAM**
- **Julie Banting**
  Director, Career Development
  jbaning@queensu.ca
- **Mike Molas**
  Career Counsellor
  michael.molas@queensu.ca
- **Jenny DeBruyn**
  Career Development Coordinator
  debruynj@queensu.ca
### YOUR CAREER MANAGEMENT PLAN

#### 1st Year
**Self-assessment and explore career interests**

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| • Become familiar with the resources in Career Services Manager (CSM)  
  • Consider extracurricular activities such as 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 | • 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 | SECTIONS:  
  - 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**

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| **Vancouver, Calgary, Toronto, & Atlantic Canada**  
  2nd Year Summer Recruitment  
  • Assess your interest in applying  
  • If applicable, research, prepare and submit applications  
  EVENTS:  
  • Connect for Success – 2L Summer Recruitment Event | • Consider clinical courses, internships for credit, mooting, or working as an R.A.  
  • If applicable, work with the CDO to develop your self-directed summer job-search plan  
  SESSIONS:  
  • Interviewing  
  • Networking  
  • Recruitment processes  
  • Clerkship  
  EVENTS:  
  • Peer mock interview  
  • Ottawa employer tour | • 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 |

#### 3rd Year
**Refine long-term goals and prepare for articling**

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| **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 | • 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 | • 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 |