

# Your Career Management Plan

# The Career Development Office


The Career Development Office (CDO) team has extensive experience in legal recruitment and professional development.

## Meet the Team

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## Our Goals

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

<b>CSM Resources</b>	<b>Resource Content</b>	<b>How to Find</b>
<b>Document Library</b>	Access tip sheets and informational videos on career topics such as Interview Preparation and Recruitment	<ol style="list-style-type: none"> <li>1. Login to Career Services Manager (CSM)</li> </ol> 
<b>Job Postings</b>	Explore job postings and conduct a self-driven job search	
<b>ProNet</b>	Connect with some of the 900+ alumni and upper years to arrange informational interviews	

## GETTING STARTED

# Our Services

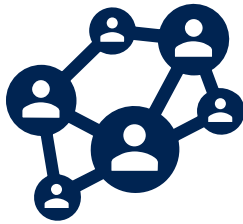


### Programming

- Self-assessment and career exploration
- Strategies for managing formal summer and articling recruitment processes and self-driven job searches
- Resume and cover letter reviews

### Counselling

- Individual counselling sessions to compliment the information in the Document Library
- Unlimited appointments can be booked through Career Service Manager (CSM)



### 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 more

### Resources

- Comprehensive informational resources on specific aspects of career development
- On-line Career Services Manager (CSM) which contains text and video resources in our Document Library



## CAREER PATHS

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

## YEAR IN A GLANCE

# First Year



- Login and explore the resources in Career Services Manager (CSM)
- Participate in self-assessment programming and explore your interest in career options
- Draft or update resume and cover letter using tip sheets from CSM and book an appointment with CDO
- View job postings in CSM and familiarize yourself with the first-year recruitment process

### • Selected CDO Sessions

- Ottawa Intellectual Property Panel (**September**)
- Introduction to the CDO (**October**)
- Discovering your Path in Law (**October**)
- Effective Resume and Cover Letter Writing (**November**)

- **October:** Ottawa IP, Saskatchewan & East Coast

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

### • Selected CDO Sessions

- Interview skills (**January**)
- Networking & professionalism workshop (**February**)
- Introduction to 2<sup>nd</sup> year summer options (**March**)

- **January:** Calgary, London, Ottawa & Toronto

### • Vancouver, Calgary, Toronto, & Atlantic Canada Formal 2L 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

- **June:** British Columbia
- **June/July:** Toronto

### APPLICATION DEADLINES

- **December:** 1L Shadow Program registration opens
- **May:** Alberta, Saskatchewan, Manitoba, & Ontario Other
- **August:** Vancouver, Calgary, Atlantic Canada, New York

#### Co-Curriculars

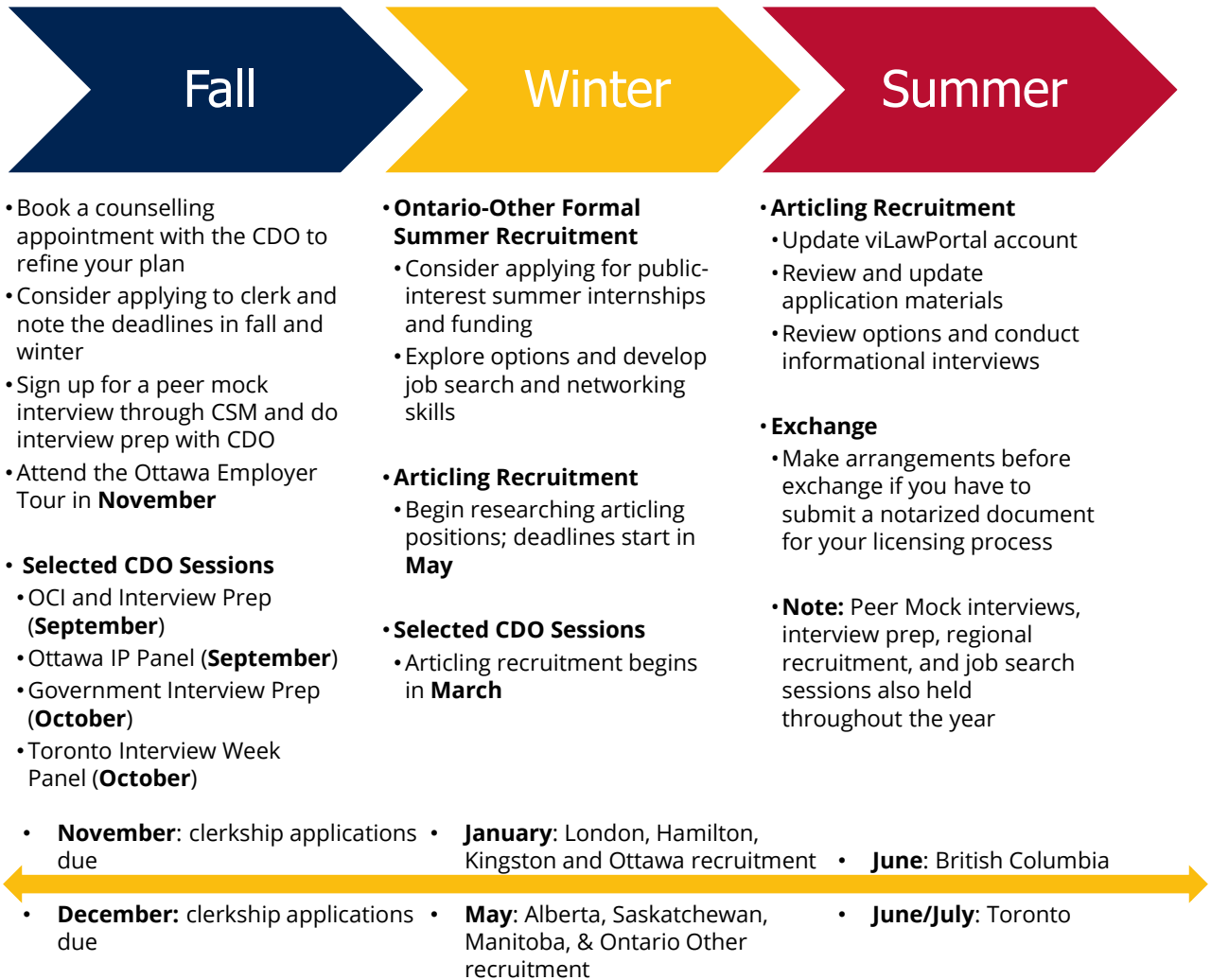
- QL student government: Law Students’ Society (nominations and elections in **March**)
- Clubs based on area of practice, culture, sports, or other areas of interest (**Ongoing**)
- Queen’s Legal Aid or legal clinics (applications due **September**)
- Pro Bono Students Canada (applications due **mid-September**)
- Queen’s Law Journal, Canadian Labour and Employment Law Journal, Canadian Journal of Commercial Arbitration, and Global Justice Journal (applications due **September**)
- Volunteering, work and internships (**Ongoing**)

#### Academic

- Visit the **Equity and Academic Success Program Coordinator** Jennifer Bierly (jennifer.bierly@queensu.ca) to pair you with an upper-year tutor
- Speak with your professors and attend their office hours if you have any questions
- Consider applying to International Law Program for summer classes
- Attend the Course Selection Session put on by Student Services, and club panels
- August: 2L course selection (Required in 2L: **LAW225 Civil Procedure** and **LAW440 Business Associations**; Required in 2L OR 3L: **LAW334 Legal Ethics and Professionalism**; Consider a paper-based course to create a writing sample)

## YEAR IN A GLANCE

# Second Year



Co-Curriculars	<ul style="list-style-type: none"> <li>• Continue co-curricular involvement and progress into leadership roles</li> <li>• If you do not see any clubs you liked in 1L, create your own!</li> <li>• <b>DID YOU KNOW?</b> Many lawyers balance full-time practice with volunteering!</li> </ul>
Academic	<ul style="list-style-type: none"> <li>• <b>August:</b> 3L course selection           <ul style="list-style-type: none"> <li>• Consider choosing a fall-term paper-based course to have a writing sample and potential reference for recruitment</li> <li>• Paper-based courses can fulfil your <b>Substantial Term Paper Requirement</b></li> </ul> </li> <li>• Make an appointment with a faculty member who chose a career path you're interested in and ask for their advice</li> <li>• Consider learning opportunities such as clinical courses, internships for credit, mooting, or working as an R.A. or T.A.</li> <li>• Consider an academic exchange for fall of 3L; applications are due <b>January</b> of 2L</li> <li>• Consider taking a Trial Advocacy course or participating in a moot to fulfil your <b>Advocacy Requirement</b></li> <li>• Consider joining a journal or legal clinic to fulfil your <b>Practice Skills Requirement</b></li> </ul>

## YEAR IN A GLANCE

# Third Year




Fall



Winter

- Remain calm if you have not secured a job for after graduation; Approximately 30% of 3Ls haven't yet!
- Reconnect with the CDO to develop a plan, conduct a self-assessment, and re-evaluate your career goals
- Continue to seek articling position through job postings and networking, and/or learn more about LPP
- Consider applying to clerk after your articling year and note the deadlines in fall and winter
- Determine licensing requirements and deadlines in the jurisdiction in which you plan to work (check regional law society websites)

- 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 April**
- Sign up for a mock interview through CSM
- **Selected CDO sessions:**
  - Preparing to write the LSO Licensing Examinations

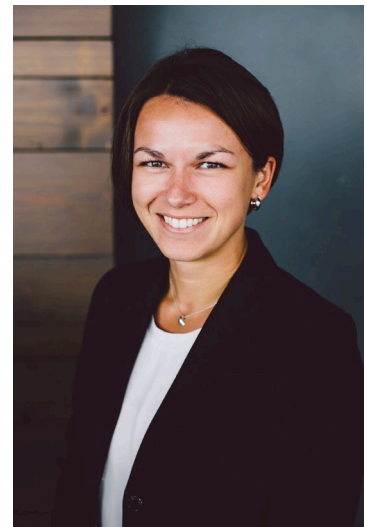
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- **November – January:** clerking applications due
  - **July:** LPP registration deadline (Ontario only)

## Alumni Spotlight: Work-Life Balance

During law school, I was a caseworker for the Queen's Business Law Clinic where I provided legal services pro bono to small businesses. I was also an executive member of the Queen's Venture Law Society, and I volunteered as the Queen's Student Liaison for the Frontenac Law Association.

Now, I am an associate with Templeman LLP at their Belleville office where I practice primarily in corporate commercial and real estate law. I am on the board of directors of the Hastings & Prince Edward Law Association and am an executive member of the local organization Quinte Women in Business.

I have always maintained my regular long-distance running routine, and my spouse and I enjoy taking our dogs for long walks through our property on weekends. Making time for my physical health and for loved ones keeps me sharp, focused and happy. It has been critical to the success of my career! – Mary Alfredsson, JD '21



## STAYING WELL IN LAW SCHOOL

# Resources

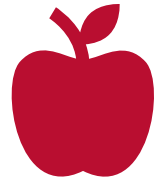
Make your mental and physical health a priority during law school. Check out the tips and resources below to help you stay healthy and well.

### Programming

Sign up for the 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.

### Helpful Links

- 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 and Accommodations



- Visit the Equity and Academic Success Coordinator if you need support with your 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 and Activities

- Visit the [Athletics and Recreation Center \(ARC\)](#) and aim to get your weekly 150 minutes of exercise
- Prioritize sleep! Sleeping more than 7 hours per night improves your cognitive abilities, so putting in excessively long days can actually hurt your academic performance
- Practice mindfulness and try using a gratitude journal or meditation

