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Placement Handbook 1976-77

University of Georgia School of Law

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1976-77
Placement
Handbook

INDEX

	PAGE
I. Introduction	
General Information	1
The Job Market	2
Role of the Placement Office	
Employer Recruitment Conducted by the Placement Office	3
Placement Directory	
Job Market Survey	
Letters of Invitation to Campus Interviewers	
Data Collection Conducted by the Placement Office	6
Office Sharing/Business Referral Survey	
Judicial Clerkship Survey	
Salary Survey	
Counseling Programs Conducted by the Placement Office	7
Alumni Visitation Program	
Career Forums	
Summary of Job Locations and Categories of 1975-76 Employed Graduates .	9
II. Placement Procedures	11
Posted Notices	
Sign-ups	
Time Slots	
Oversubscriptions	
Sign-up Periods	
Time Conflicts	
Dropping an Interview	
Forwarding of Resumes	
III. Resume Preparation	13
Resume Printing	
Photographs	
Resume Composition	
Sample Resume	
Athens Printers Price List	
IV. How to Interview	18
Ten Suggestions	
Interview Follow-Ups	
V. Individual Solicitation	20
Procedure	
Sample Cover Letter	
VI. Placement Policies	22
Non-discrimination by Employers Using Placement Services	
Grade Disclosure	
Grade Disclosure Authorization Form	
VII. Bibliography	25

INTRODUCTION

This placement booklet is designed to help guide you through the complexities of job hunting in the market of legal career opportunities. Please read it as a handbook and reference guide. If you don't find answers to specific questions you may have, feel free to talk with the Director of Placement. Perhaps additional references in the office may help you in your job search.

The Job Market

The best description of the current job market for attorneys is that it is "saturated." No one really knows how many attorneys are out of work in the U. S. today, but the market is tight at the professional entry level, and that includes our graduating seniors. Two main factors make it difficult to find a job: 1) the economic recession and 2) the upsurge in law school enrollments of the past five years.

Statistically, there is no clear picture of the job market. In 1973, the U. S. Department of Labor Bureau of Labor Statistics projected 16,500 new attorney jobs each year throughout the 1970's. With 30,000 new admittees to the various state bars each year, this created an imbalanced ratio of two lawyers competing for every one job. However, the Bureau records only experienced attorneys and uses a very small sample. Since 1973, the Department of Labor has revised its estimate to 21,000 openings per year through 1985. Thus, it appears that the oversupply of lawyers is not as great as previously thought.

In an article which appeared in Juris Doctor magazine in March 1976, author Carolyn Jackson outlined other features of the job market picture for 1975-76:

"The market is tight in large cities--Boston, New York, Washington, and Chicago--followed by states in which the climate is pleasant and the demand for legal services light--Arizona, New Mexico, Colorado and Washington."

"'Superstars' (persons with top grades and law review experience) continue to be in demand for clerkships, private practice and top government jobs."

"Work experience is extremely important among graduates with less than top grades. Summer, part-time and volunteer experience may lead to a job and always looks good on a resume."

"Rural areas and small cities probably offer the most opportunities."

"Paralegal assistants do not appear to have seriously cut the market for graduate attorneys, but they may reduce the number of part-time and summer jobs available."

The most helpful sign for full employment in the future, it seems, must come from the organized bar's efforts to find a way to meet the public demand for legal services. James D. Fellers, past president of the American Bar Association, estimates that 70 percent of the American public is without adequate legal services. The means of finding compensation for those who are willing to serve is the next problem to be solved.

The fact that the supply and demand figures don't exactly match shouldn't discourage you. Just take the attitude that your slot is already counted in there somewhere; it is just up to you to seek it out in the months ahead . . . and this is how the Placement Office might help you.

Role of the Placement Office

First of all, please bear in mind that there's only one placement director and there are more than 625 of you. At this point, here at the start of the school year, we can't possibly set up one-on-one job hunting - that is, one placement person looking out for you and you alone.

Nor is it possible to locate and process all potential job openings in all geographical areas and fields of the law in which each student is interested. The intent of the placement services is to 1) serve as a central "clearinghouse" where employment inquiries directed to the Law School may be distributed to interested applicants, 2) establish general reference material on careers in various specialties of the law, 3) provide, where possible, contact names and addresses for students' individual solicitation, 4) recruit employers on behalf of the entire student body through publications and letters of invitation, and 5) aid law school alumni in their inquiries about job re-location.

It will be helpful for you to know the priorities set for use of the time of the placement director can devote to placement services (bear in mind that this administrative position also has responsibility for Law School alumni programs, arrangement of special events, and production of the Law School's news magazine, the Georgia Advocate, as well as other Law School publications). First of all, the needs of the current graduating class are foremost. These students are facing great financial commitments which become due in a few months. Their interest in securing positions is paramount. Next are second and first year classes jointly. There is no deliberate attempt to secure summer jobs for second year students at the expense of setting aside first year students. When the employer designates a distinction, it is followed because he or she usually has the following considerations in mind: 1) it is beneficial to have the students complete several advanced courses and/or to participate in a clinical program as preparation for an internship, 2) the employer hopes to hire the clerk as a full associate nine months after completion of the summer work. However, several government internship programs do encourage first year applications and these notices will be placed on the first year class board as they are received. Application

periods for such internships usually begin in mid-December.

The important thing is that every graduate of this Law School is entitled to the use of placement services by virtue of being an alumnus. If you graduate and do not have a job, your access to placement services will continue until you do find satisfactory employment.

Employer Recruitment Conducted by the Placement Office

A. Placement Directory

Each summer a directory of photographs and resumes of rising third year students is printed for distribution to legal employers. Aside from serving as an introduction to the graduating class, the directory is the Law School's primary job recruitment tool. The publication contains a letter of invitation to interview on campus, a discussion of placement procedures and policies, history and background of the University of Georgia School of Law, student profile, description of the physical and library facilities, curriculum and bar examination record. The book also describes the School's clinical programs, student journals and Moot Court Program for employers who may be unfamiliar with Law School activities as they appear on a resume. The directory provides an academic calendar with suggested interview dates, a directory of the faculty and index of employment field preferences of the graduating class.

The mailing list of the directory is as follows:

- A. 500 law firms in Georgia.
- B. 400 single practitioners in Georgia.
- C. 800 law firms in the U.S., including the cities of:
 - New York
 - Washington, D. C.
 - Chicago
 - Boston
 - Dallas
 - Houston
 - Minneapolis
 - Portland
 - San Francisco
 - Los Angeles
 - Miami
 - Denver
 - Philadelphia
 - New Orleans
 - Kansas City
 - Seattle
- and other cities in these states:
 - Alabama
 - Florida
 - Mississippi
 - Virginia
 - South Carolina
 - North Carolina
 - Tennessee
- D. U.S. Court of Appeals judges for the Fifth Circuit.
- E. U.S. District judges for circuits in the South and along the Eastern Seaboard.
- F. Justices of the Supreme Court of Georgia
- G. Judges of the Court of Appeals of Georgia
- H. All state and federal district attorneys in Georgia

- I. All superior court judges in Georgia
- J. 100 agencies, commissions and executive departments of the United States government.
- K. 26 agencies of state government.
- L. 75 major U.S. corporations (Fortune 500 companies with branch offices in the Southeast).
- M. 18 legal aid and public defender offices in Georgia.
- N. U.S. Senators and Congressmen from Georgia.

B. Job Market Survey

Before the fall, 1974 interview season, a questionnaire was sent to 200 medium and small-sized law firms in Georgia inquiring about hiring plans for the coming year. The questionnaire also asked employers to indicate their preferred method of individual solicitation by students, and were also asked what resume information they regard as essential. Employers were asked to describe the follow-up procedure they prefer to use. Finally, each firm was asked to project its hiring needs for the next few years and to indicate fields of specialization for which new graduates have been hired. The questionnaire asked what salaries were paid to beginning associates. The Placement Office received 44 responses to the mailing. Information applicable to 1976/77:

Total number of firms surveyed by questionnaire: 200

Number of returned questionnaires: 44

Composition of results:

- 1. Law firms in medium-sized Georgia cities: 31
- 2. Law firms in smaller Georgia towns: 13

1. Contact Procedures Preferred by Respondents

a. Which of these individual solicitation methods do you favor?
36 Interested applicant writes your firm a brief letter of introduction and encloses a resume. In the cover letter he or she requests an interview appointment and asks you to respond by mail.

0 Interested applicant calls your office to ask for an interview appointment and brings his or her resume to the meeting.

6 Interested applicant writes an introductory letter and encloses a resume, then later calls your office to ask for an interview appointment.

1 Other recommended procedures.

b. Which interview follow-up procedure do you use?

16 As interviews are completed notify individual applicant by letter whether he or she is under further consideration.

6 After job offers extended, notify all remaining applicants of their application status.

19 After job offers are accepted, notify all remaining applicants that position has been filled.

4 After job offers are accepted, notify law school placement office that position has been filled so that remaining applicants may be notified.

4 Allow applicants to assume that, after a certain length of time in which they do not hear from firm, the position has been filled.

2. Resumes - Respondents were asked to evaluate the usefulness of the following resume items:

Urban Firms (31 responses)

	Essential	Often Helpful	Seldom Helpful
Law school activities and honors	23	7	0
Undergraduate activities & honors	13	17	1
Previous non-legal employment	5	16	9
Names & addresses of references	10	13	7
Military service	14	14	8
Field of interest	8	21	1
Overall law school GPA	20	7	2
Specific law school course grades	4	15	10
Class rank	23	12	0
Overall college GPA	6	19	5

Rural Firms (9 responses)

	Essential	Often Helpful	Seldom Helpful
Law school activities and honors	7	1	1
Undergraduate activities & honors	3	2	4
Previous non-legal employment	3	2	4
Names & addresses of references	5	0	4
Military service	5	1	3
Field of interest	6	0	3
Overall law school GPA	6	1	2
Specific law school course grades	4	3	2
Class rank	6	2	1
Overall college GPA	6	2	1

C. Letters of Invitation to Campus Interviewers

In July 1976 personal letters of invitation were sent to the hiring partners or personnel directors of approximately 96 law firms, corporations, and federal and state agencies who traditionally schedule on-campus interview visits at law schools throughout the nation. These employers were specifically asked to visit the University of Georgia School of Law during the upcoming interview season. Response to the recruitment mailing has resulted in numerous scheduled interview dates.

Data Collection Conducted by the Placement Office

A. Office-sharing/Business referral survey

In April 1975, the Law School Placement Committee sent letters of inquiry to each of the 8,000 members of the State Bar of Georgia. The letter asked each attorney to consider the possibility of sharing office expenses with new graduates who might wish to set up individual law practices. Pre-paid business reply cards were included with the letter, and lawyers were asked to post notice of office-sharing opportunities with the Placement Office. In all, approximately 130 responses have been received. The listings are available in a notebook in the Placement Office.

B. Judicial Clerkship Survey

In December 1975, the Placement Office sent a survey on clerkship hiring to a representative sample of federal and state judges around the country. The purpose of the survey, composed by the Judicial Clerkship Committee of the Faculty, was to provide information which would help the student who is about to begin the clerkship application process. The questionnaire asked what basic qualifications each judge seeks in a candidate, and solicited general information about length of appointments, timing of application, application materials required, and salary ranges. Introductory letters and the questionnaire were sent to 207 judges in the Fourth, Fifth and part of the Sixth Judicial Circuits of the United States. These questionnaires reached the U.S. Circuit Court bench, the U. S. District Courts, the state supreme courts and the second level of state courts in the states of Florida, Alabama, South Carolina, Georgia, Tennessee, North Carolina, Mississippi, Louisiana, Texas, Arkansas and Kentucky.

Some 109 responses were received. A notebook file of these responses is available in the Placement Office.

C. Salary Survey

Graduates of the Class of 1976 were asked to list their starting salaries in a survey conducted June 10, 1976. The 31 respondents who answered the question provided the following data on beginning salaries in various fields for 1976:

	<u>Average Salary</u>
I. Private Practice	
Atlanta	\$15,100
Medium size Cities	\$12,000
Towns	\$12,000
Out of State	\$14,500
II. Clerkships	\$13,800
III. Corporations	\$13,900

Counseling Programs Conducted by the Placement Office

A. Alumni Visitation Program

The Alumni Visitation program conducted each spring provides an opportunity for second and third year students to spend a day with a law school alumnus host and learn some practical aspects of law office management.

This "career education" program was initiated by the placement directors of Emory and Georgia law schools under the auspices of the Younger Lawyers Section of the State Bar of Georgia.

In March, informational letters are mailed to some 500 law alumni within a 150 mile radius of the school. Those alumni agreeing to participate as hosts respond with a suggested visit day during the month of May and indicate the number of students the office could accommodate for a day.

The Placement Office then posts the invitations for students who have indicated an interest in the firm or agency's geographical location, size, or area of practice.

Each student visitor is responsible for his or her own travel and luncheon expenses.

In 1975, a total of 39 firms responded positively to the program. Several firms invited two or more students for the day's visit. Student enrollees in the program numbered 48. Because there were more firm visit slots than there were student registrants, eleven firms who had invited visitors were notified that there was insufficient student interest. In 1976, 41 students participated in the program and visited 20 firms.

B. Career Forums

Each fall the Law School Placement Committee sponsors class meetings for the purpose of orienting students to job-hunting and employment choosing. The third year class discusses individual solicitation and law-related employment alternatives. Recent graduates are invited to speak to the group about their successful job search techniques. A separate meeting with second year students focuses on the on-campus interview procedure and summer job possibilities. Each of

these meetings is held before the interview season begins.

As soon as the first quarter of studies is completed, first year students are invited to a question-and-answer session on career planning. Government internships are explored.

The Younger Lawyers Section of the State Bar of Georgia cooperates with the Placement Office each year in conducting career forums on campus. The first forum is held during winter quarter. It features a full-day session with discussions with first year students in the morning and second and third year students in the afternoon. Younger Lawyers Section panelists are chosen as representatives of differing areas of practice: government attorney, legal aid or prosecutor, small firm and large firm associate. Panelists speak on the advantages and disadvantages of his or her chosen field of practice, discuss ways in which law studies are translated into actual field work, and give advice on interviewing.

The second forum is held during the spring quarter. It is a seminar on "How to Establish Your Own Law Practice." Younger Lawyers Section members who are self-employed share their experiences with all students who are contemplating solo practice.

Where are the jobs? This is where the Class of 1976 found them:

SUMMARY
JOB LOCATIONS AND CATEGORIES OF EMPLOYED GRADUATES
August 5, 1976

I. Employment by Law Firms		30
A. Atlanta		
B. Medium-sized Georgia cities		
Athens		6
Augusta		6
Savannah		5
Albany		4
Columbus		3
Marietta		2
Rome		2
Brunswick		1
Gainesville		1
Macon		1
C. Georgia Towns		
Alpharetta - 1	Danielsville - 1	
Barnesville - 1	Elberton - 1	
Canton - 1	Jonesboro - 1	
Colquitt - 1	Lexington - 1	
Cornelia - 1	Milledgeville - 2	
Cumming - 1	Snellville - 1	
Dalton - 3	Statesboro - 1	
	Winder - 3	
D. Out-of-state Law Firms		
Florida		4
Alabama		1
Delaware		1
Michigan		1
South Carolina		1
Tennessee		1
E. Individually Established Practice		1
II. Government Agency Employment		
A. Federal		7
B. State		5
III. Judicial Clerkships		9
IV. Legal Aid and Public Interest		1
V. District Attorney Offices		6
VI. Military Obligations		4
VII. Graduate Studies		4
VIII. Corporations and Accounting Firms		10

TOTALS - Employment by:

Law Firms:	91
Government Agencies:	12
Judicial Clerkships:	9
Legal Aid:	1
District Attorney Offices:	6
Military Service:	4
Corporations and Accounting Firms:	10
Graduate Studies:	4

II. PLACEMENT PROCEDURES

Posted Notices: When an employer contacts the Placement Office to list a job opening, all pertinent information about the position is written into a job notice card posted on the placement bulletin board which is located across the hall from room 217. The card announces the position opening, states name of employer, and describes procedures to be followed in submitting an application. Usually a firm gives no more information than what is presented in a brief letter. For additional information about the firm's size and clientele, one should consult its listing in the Martindale-Hubbell Law Directory, available in the law library and in the Placement office.

Sign-ups: You are considered "signed-up" for an interview when you have completed two steps: 1) placed your name on the clipboard list and 2) placed a copy of your resume in the manilla envelope marked with the employer's name. The sign-up system serves two functions: 1) it indicates student interest to the employer and 2) facilitates the distribution of a student's resume. Sign-up sheets are designated by these colors: blue - (third year list for on-campus interviews); pink - (first and second year list for on-campus interviews); gold - (list of resumes to be forwarded to employer for in-office interviews). All sign-ups must be accompanied by a resume.

Time Slots. All resumes which have been placed in the employer envelope preceding the close-out will be sent to the employer. When an interviewer designates the amount of time he or she is able to spend on campus, the Placement Office lines up the number of slots which can be accommodated in that period of time. Then all submitted resumes are assembled and sent to the employer with the notation that he has (x) number of time slots. The employer is asked to make arrangements to interview all candidates (which requires adding another day or shortening the time allotted to each person) or he may bring another interviewer to accommodate the overflow. If the employer does not choose to take these options, then the following method is employed:

Oversubscriptions: Attached to each sign-up sheet is an overflow list. If all interview slots have been claimed at the time a student signs, then he or she adds the name to the overflow list and places a resume in the employer envelope. The schedule is then prepared and sent to the employer along with the overflow list and the resumes of all applicants.

Sign-up Periods: Interview slots are filled on a first come-first serve basis. Because there is not enough space for all sign-up clipboards to be displayed at one time, the sign-up periods will be spaced throughout the interview season. At least four days are set aside for the sign-up period on each job notice. A close-out date is posted on each sheet, and

sign-ups close at noon on the date designated. All resumes must be in at the time the clipboards are removed from the rack. The opening times on the sign-up periods will be varied so that students will not be disadvantaged at any particular hour. For instance, all signees cannot be in the building at 8:30 a.m. each day to watch for new openings. Advance notice of the opening times will be given.

Time Conflicts. At the end of the sign-up period, the clipboard list is removed and the names are typed onto the interviewers schedule exactly as they appear on the signed sheet. The schedule is sent to the employer and a copy is posted on the Placement Bulletin Board at least 24 hours before each interview date. Each student is responsible for keeping account of his or her interview sign-ups. The final posted list serves as a confirmation and reminder that the name has been recorded. After the final list has been posted, appointment changes are discouraged. If you suddenly find that you have to be out of town or if an emergency arises, find another interviewee who will exchange times with you and notify the Placement Office as soon as you discover the need to make the change.

Dropping an Interview. In the rush to sign-up for interviews, students sometimes make too many commitments for appointments and end up missing excessive class time. Read the description for each firm and make some selections in your interviewing. If you find that you have scheduled yourself too tightly, let the Placement Office know as soon as possible so that one of your time slots can be given to someone on the oversubscription list. The students who are waiting need to have some advance notice so that they may prepare for the interview. Ideally, the appointment change should be made and reposted before the interviewer arrives on campus to begin the day's session.

Forwarding of resumes: Sometimes an employer will ask for resumes with the intention of interviewing later. The Placement Office always encourages the employer to follow up on his or her inquiry with an on-campus interview visit. The interviewer, of course, has the final decision of if he will come, how long he will stay, and how many people he will talk with. After reviewing all resumes in advance, he may decide to invite all or a few of the candidates listed to the firm's office for interviews.

III. RESUME PREPARATION

Although each student's resume is eligible for publication in the Georgia Advocate Placement Directory when he or she reaches the third year, individual commercially-printed resumes are encouraged for use in answering job inquiries through the Placement Office.

There are obvious advantages of a printed resume over one that is photo-duplicated. The higher quality paper and clear ink transfer present a more professional appearance, and printing methods provide clear duplication of your photograph.

Here are some guidelines in having your resume printed:

1. Go to an offset printer.
2. Prepare camera-ready material if at all possible. This cuts down on costs by eliminating expensive type-setting. Camera-ready copy consists of a clean typewritten resume on white bond, 8 1/2 x 11 inch sheets. If you do not have access to an IBM Selectric or comparative quality typewriter, you might inquire if the printer has a typing service.
3. For a good appearance, choose a 20 pound, 25% cotton content bond paper for printing, and have your resume printed on one side only.
4. Because of the bulk problem in assembling large numbers of resumes for mailing, data sheets submitted for Placement Office use may not exceed two pages. With elite typing you should be able to get all the information on one page.
5. Do not use legal sized paper. When sent through standard sized mailing envelopes, 14-inch sheets wrinkle badly.

A list of Athens printers and their service charges is included on page 17.

Photographs: At the end of each academic year, the Placement Office has a professional photographer in the building for a week or two in order to take studio photos for the Placement Directory. This past year the photographic service was opened to rising second year students who desire to have prints made to attach to their resumes. A number of law employers have strongly suggested to us that applicants for summer clerkships include photographs on their resumes so that the interviewer can more easily remember each person he or she met. This is also suggested for third year students even though your pictures are available in the directory.

Resume Composition: Your resume is your individual means of presenting your employment qualifications. No attempt is made to standardize all resumes so that they look alike. However, certain basic items are generally asked by interviewers.

These suggestions may help you get started.

SAMPLE RESUME

Name: (Pointer A)

Class Year: (Pointer B)

School Address:

Telephone:

Forwarding Address: (Pointer C)

Telephone:

Hometown:

Birthdate:

Marital Status: (Pointer D)

Undergraduate Institution: (Pointer E)

Date of Graduation:

Degree:

Major:

Undergraduate Activities and Honors: (Pointer F)

Law School:

Law School Activities and Honors: (Pointer G)

Academic average as of _____ quarter:

Class standing or percentile as of _____ quarter: (Pointer H)

Graduation Date: (Pointer I)

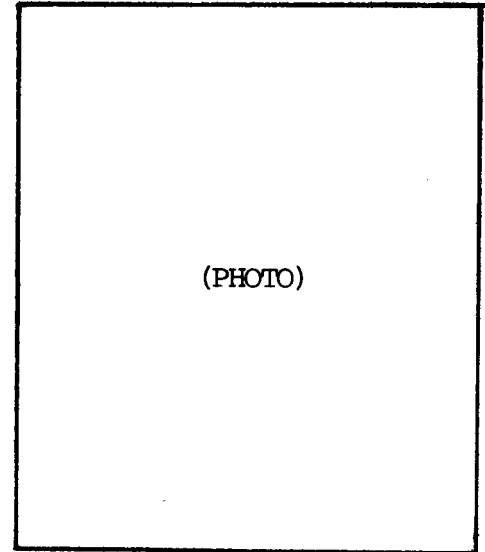
Prior Employment and Experience:

References: (Pointer J)

Research and Writing: (Pointer K)

Date of Availability:

Field of Interest: (Pointer L)



- Pointer A: Use the name you go by and middle (or first) initial. If you prefer to write out your full name, underline the name you are called.
- Pointer B: State First, Second or Third Year Class. There is a section at the end of the resume in which you may indicate which quarter you graduate and when you are available for employment.
- Pointer C: Give a location where you can be contacted when you are away from Athens (quarter breaks, summer, after graduation). If nothing else, list a relative's address who would know where you can be reached.
- Pointer D: If you are married and have children, state the number of children. Ages are not necessary. Example: Married, two children.
- Pointer E: Spell out all information throughout the resume. Avoid abbreviations and shortened terms, such as "Georgia Tech" for Georgia Institute of Technology.
- Pointer F: Give full title of activities and honors. If they are unfamiliar organizations to anyone outside your degree field or to those who did not attend your school, explain what they are. Example: Pi Sigma Alpha (political science honorary organization); Zodiac (top twelve women in the junior class).
- Pointer G: Listings under the law school activities and honors section usually fall into these categories:

a) Organizational activities:

Environmental Law Society
Law Student's Civil Rights Research Council
Advocacy Club
BALSA
Women Law Students' Association
Phi Alpha Delta
Phi Delta Phi
The Slip Sheet
Georgia Society of International & Comparative Law
Student Legal Counseling Service

b) Student Government

Board of Governors, Student Bar Association
Honor Court
Student Government Association, University of Georgia

c) Research Publications

Georgia Law Review
Georgia Journal of International and Comparative Law

d) Moot Court

Executive Board Membership
Representative teams
Finalist in inter-school competitions

e) Other Scholastic Competitions

C & S Bank Will-Drafting Contest
Client-Counseling Competition

f) Scholarships, honors awarded at Law Day

Dean's List (state which quarters)

If you belonged to an organization last year but you no longer actively participate, put beside the organization the dates you were active in it.

Pointer H: Information about academic performance is almost always sought in an employer's evaluation of a resume. You may be general or specific about your academic performance. Two ways to express your progress would be class standing and grade point average. Always state the quarter and year these rankings were applicable. Obtain this information from the mailed notification you receive at the end of each academic year or from the Law School Registrar.

Pointer I: Month and year of graduation: December 1976; March 1977; June 1977.

Pointer J: If applying for a summer job, you may list references or state that they will be furnished upon request. For permanent job application, it is best to list the references on the resume. In your selection of references, it is good to choose those persons who are familiar with your academic ability (professor), work habits (businessman-employer) and background or character (professional person in your hometown community). Always notify your references that you wish to use their names. Give their complete names, titles and addresses.

Pointer K: If you have written for publication, include the citation for your piece. If you've completed an extensive research project which would warrant the attention of an employer in your field of interest, you may wish to refer to it in this section and then prepare copies of the material for use as a writing sample.

Pointer L: Unless you intend to pursue a very specialized field or type of practice, leave the Interest section "open" or very general. Don't use the word "undecided."

Athens Area Printers/Photo Duplicators
 Cost List Effective August 5, 1976

All amounts listed refer to cost per 100 copies, one page only.

All costs are based on 25% cotton content paper.

Camera-ready copy: Customer presents material which is ready for duplication.

Printer	Camera-Ready Copy All Type	Camera-Ready Copy Type with Photo	Set-up Service If Available (Resume Typing)
ABC Printing 548-2163	\$17.50	\$18.50	
Burman Printing 549-6850	\$15.00	\$20.00	
Guest Printing 543-5247	\$15.00	\$18.50	\$2.75/page typing \$8.00/page typesetting
Insta-Print and S.E. Color Lithographers 548-4556	\$ 9.20	\$22.50	\$12.00/page typesetting
McGregor's 543-4430	\$15.00	\$15.00	
Speering Printing 543-4556	\$ 7.50	\$11.50	\$3.00/page typing service
Athens Quick Print 546-1910	\$ 4.20	\$15.00	
Copies Unlimited 548-5541	\$ 4.00	\$ 7.50	
Kopy Kat 546-6245	\$ 6.95	\$15.00	\$3.00/page typing service

IV. HOW TO INTERVIEW

The following pointers may help you if you are approaching employment interviews for the first time. Some material is drawn from the New York Life Insurance Company's brochure, "Making the Most of Your Job Interview."

How to Interview

1. Get the background on the employer. Take the time to make an intelligent selection of which firms you'd like to talk with rather than indiscriminately signing your name on every clipboard. Find out how old the firm is, where the offices are located, the type of practice and clientele. All this can be found in Martindale-Hubbell Law Directory if the firm is a subscriber. Have in mind two or three questions to ask about the firm as conversation elements. Also keep in mind two or three reasons why you are interested in this particular employer.
2. Prepare for questions about yourself. These may be very abstract. For example, "Where do you want to be in ten years? Why did you choose a career in law? If you had it to do all over again would you choose to attend law school?" Also anticipate some personal questions, such as, "What is your father's occupation?" or "Is your home life happy?" You may get a shock question thrown in just to see how you can handle it: "Tell me a story."
3. Write down all your interview dates, locations and times so that you can keep track of them and remember which days to come dressed for your appointments. Try to memorize the interviewer's name so that you can greet him or her by name as you enter the room.
4. Try to avoid giving the impression that you have come in to look over the possibilities and that you are not yet sure of what you want or don't want.
5. Follow the interviewer's lead. Don't answer his question by simply stating yes or no. If you find yourself talking too long, give the lead back to him in some way, such as "Perhaps you had some other questions?"
6. Be an intelligent listener as well as talker. Sit up in the chair and look alert. Look the interviewer directly in the eye from time to time as you talk.
7. Make certain you get your qualifications across to the interviewer, but do so in a factual, concrete manner. For example, "I paid for 75 percent of my college expenses through summer and part-time work," is better than, "I am willing to work hard."
8. Don't take notes during an interview if you can help it. This is distracting to some recruiters. Note on paper immediately after the interview everything you want to remember.
9. Most interviews last twenty minutes. When your time is almost up try to avoid taking up a new subject and thus overlapping another student's appointment. Summarize your interests briefly and then stop.
10. Before you leave, get some indication of the method the employer uses in notifying applicants of their status. Find out how long is the firm's recruitment period and when offers are usually extended. Be sure to thank the interviewer for his time and consideration of you.

Interview follow-ups: Employers often take weeks and even months to reach a decision on hiring an associate. The only expected correspondence in these cases is a possible acknowledgement or thank you letter from the firm or corporation.

The primary role of the placement service is to bring prospective employers in contact with interested students, hopefully in a face-to-face exchange of information. At this point the employer has made use of the Placement Office's role and is not generally inclined to report back to the office on its decision. The firms who do observe business courtesy will notify the placement office when a position has been filled. This fact will be passed on to the students.

The Placement Office does offer to assist the employer in further contacts with students in whom he is interested (telephone messages, setting additional interviews, etc.)

When you receive an offer of employment, be prompt in your response. If you have a legitimate reason for an extended consideration of more than one offer, notify employers whose offers you are refusing. Communicate with employers under consideration in order to establish a mutually satisfactory decision date. Do not interview after accepting a job offer.

When you accept a job offer, notify the placement office where you will work. This feedback is important to the planning of future placement efforts. Please don't leave campus without the Placement Office knowing your employment status so that 1) job notices can be mailed to you if you are still available, or 2) your class listing for alumni publications will be complete.

V . INDIVIDUAL SOLICITATION

Because it is your future and your career interests that are at stake in job-hunting, it is up to you to explore the possibilities and to take full advantage of the placement office listings which interest you the most. It is easy to become discouraged when the employer-location combination you have in mind doesn't appear on the placement board. These seemingly ideal employment "set-ups" often don't realize that they are potential employers. Small firms may be content to practice comfortably without a thought toward expansion or sharing income with a young associate.

In situations where an employer is not likely to publicize an opening even if there is one (sometimes because of influence by relatives or clients whose sons or daughters may be new law graduates), he is even more unlikely to set on-campus interview dates and take the time to drive to Athens.

For these reasons, individual solicitation is still the backbone of effective job-hunting. This still leaves the question of "Where to start?" Here are some ideas:

1. List all the factors you must take into account in selecting a position: geographical preference, field of interest or eventual specialty, family considerations.
2. Read directories and listings of legal employers (These are listed in the bibliographical section of this booklet).
3. As you begin your application correspondence, keep track of your contacts with an index card file of names and addresses and dates of correspondence.
4. Outline the cover letter which will present your resume. Here are some approaches to writing a cover letter:
 - 1) Letter should be brief, no more than three or four short paragraphs.
 - 2) If possible, address the letter by name and title to the person who makes personnel decisions.
 - 3) Format:
 - a. In first paragraph, identify yourself and state the position you are seeking.
 - b. In next paragraph, relate your background to the job you wish to be considered for. Do not list your qualifications here - refer reader to your resume.
 - c. In the last paragraph, express your desire to hear from the addressee and suggest some arrangement for further communication.

The following is a sample cover letter which may spark your own composition:

SAMPLE COVER LETTER

Date _____

Name of recruitment chairman (if available)
Name of firm
Address
City and State

Dear _____:

I am presently in my senior year at the University of Georgia School of Law. I would like to be considered as an applicant for a position in your law firm upon graduation in June 1977.

Employment with _____, _____ and _____ interests me greatly because, as you see from my enclosed resume, most of my law school research and writing projects have been concentrated in the field of (environmental) law and I wish to pursue this interest in law practice. I understand that your firm handles a substantial number of (land use) cases and I believe I have a background which would be useful in these matters.

I would be grateful if you allow me to schedule an interview appointment. I could drive to _____ any Friday afternoon during this fall or any day during our quarter break which begins December 6.

I hope to have the opportunity of talking with you soon. Thank you for your consideration.

Sincerely,

VI. PLACEMENT POLICIES

A. Non-discrimination by employers using placement services. The following statement is included in material distributed to prospective employers:

"In compliance with University of Georgia policy, all placement services provided by the University are to be administered in a manner which provides equal opportunities for the employment of individuals who are entitled to use such services. Therefore, placement office files and listings are not available to any organization which discriminates against any person because of race, creed, sex, religion or national origin."

"The Placement Office will not attempt to screen applicants for a specific job request. The obligation of this office is to provide a procedure whereby interested applicants may identify themselves to an employer. Students are encouraged, through their resumes, to provide as much information about themselves as possible. It is the information provided by the student which should serve as guidelines for judgment by the employer pursuant to an interview."

In addition to the non-discrimination statement outlined above, each prospective interviewer receives from the Placement Office a set of informational guidelines on what constitutes hiring discrimination and a statement on the employment accomplishments women and minority group members have attained here at the School of Law.

Any student who feels that the non-discrimination guidelines are not being complied with during an interview should register his or her complaint in writing to the Director of Placement. A complaint form will be provided for this purpose. The Director of Placement will forward the written statement from the student to a hearing sub-committee of the Law School Placement Committee. The sub-committee will make an investigation of the incident and determine if the Law School's policy on non-discrimination by users of placement facilities has been violated. If this is the case, the sub-committee will inform the employer representative of its findings and determine action to be taken in correcting the violation.

B. Grade disclosure.

Prospective employers who interview at the Law School are naturally interested in a student's academic ability and achievement. Most interviewers simply want to be assured that the person they hire will be able to handle the work and, just as importantly, pass the state bar exam. In short, they are pleased to hire the "average" but industrious graduate. Experience in clinical education programs and legal internships are especially meaningful to them.

There are those firms, however, who can afford to be in a competitive hiring situation and who recruit at well known law schools throughout the country. Quite frankly, they are interested in the top of the class academically.

Therefore, we come to the question of grade disclosure. University of Georgia administrative policy does not permit information from a student's grade transcript to be released without the student's authorization.

In the case of prospective employers' requests, class rank is often used as a gauge of academic standing. Although this is not the same as the use of a grade point average, it is still a matter which is to be generally confined within law school records.

There are three ways to go about grade disclosure if the student chooses to do so:

- 1) List your G.P.A. and class rank on your resume. These figures must be the same as those indicated in the letter sent to you by the Dean's office at the end of each school year, or correspond to the academic listing prepared by the Registrar during the middle of the year.

- 2) Have the University of Georgia transcript office (Academic Building) provide you with a copy of your grade transcript. Furnish copies of this transcript to the placement office along with the resumes you have sent through the office. A transcript request form is available from the Placement Office.

- 3) In the case of a specific request for academic information by an employer whom you have individually solicited, authorize the Director of Placement to release your G.P.A. and class rank under the conditions set forth by the grade information authorization form on page 24.

No employer will be furnished a list of the class by academic rank. He is expected to speak individually with the student about his or her academic record.

University of Georgia
School of Law
Grade Disclosure Authorization

Per item waiver:

"I, _____ do hereby authorize the University of Georgia School of Law Registrar's Office to provide the record of my current grade point average and class standing to _____ in order that my academic work be evaluated for purposes of employment consideration."

signed _____

date _____

A. Name of student/former student _____

Month and year of graduation _____

Current address _____

Telephone number _____

B. Name of Employer _____

Address _____

Telephone Number _____

C. Date of Request _____

Request initiated by: Student _____
 Employer with authorization statement
 provided by student _____

Request filled by: telephone _____
 mail _____

D. Law School official handling request:

signed _____

date _____

VII. BIBLIOGRAPHY

- A. Where Do I Go From Here? . . . A Career Planning Manual for Lawyers
by Frances Utley.

Available from the Circulation Department of the American Bar Association, 1155 East Sixtieth Street, Chicago, Illinois 60637 at \$2.95 for the paper-back issue. This manual discusses the "how-to" of career planning, suggestions on resume writing and interviewing as well as special career problems.

- B. Martindale-Hubbell Law Directory. This is a six volume compilation of names and addresses of every lawyer in the country. It is available in the Placement Office and in the Library.

- C. Federal Government Legal Career Opportunities.

Published by the Law Student Division of the American Bar Association. Available from Circulation Department of ABA, 1155 East Sixtieth Street, Chicago, Illinois 60637 at \$4.00 a copy. Members of the Law Student Division of the ABA may receive a copy of the book without charge upon request.

- D. Where to Locate

Publication of the Lawyer Placement Information Service of the American Bar Association, American Bar Center, 1155 East Sixtieth Street, Chicago, Illinois 60637 at \$2.50 a copy or free upon registration with LPIS. This booklet presents a series of statistical charts which analyze economic and geographical trends in law practice throughout the United States. The charts illustrate 1) Projected 1980 personal earnings, 2) lawyer population of each state and distribution of practice, 3) population per attorney in private practice, and 4) change in population and attorneys from 1963-1970.

- E. Strategy and Tactics for Getting a Government Job.

By Susan Lukowski and Margaret Pitan, Potomac Books, Inc., 1972. Write to P. O. Box 40604, Palisades Station, Washington, D.C. \$3.10.

- F. State Bar of Georgia - Handbook and Directory.

Geographical listing of names, addresses, and telephone numbers of individual members of the State Bar of Georgia. Each member owns a copy; others are not generally available for distribution. The Directory is available for review in the Placement Office.

- G. Corporate Counsel Association of Greater Atlanta, Membership Roster for 1974-1975.

One photo-duplicated copy available for use in the Placement Office.

- H. Legal Services Projects and Legal Services Project Directors.

OEO Pamphlet 6140-2, September 1974. Order through U.S. Government Printing Office.

I. Summer Jobs in Federal Agencies.

U.S. Civil Service Commission, Washington, D.C. Announcement # 414, printed annually. Copies are sent to the Placement Office in early December.

J. Directory of Opportunities in International Law.

Published by the John Bassett Moore Society of International Law, University of Virginia School of Law (\$4.00).

K. Graduate Law Study

By Michael W. Gordon, University of Florida, 1972-1973. Available in the Law Library.

L. Practicing Law in New York City.

Edited by James J. Fishman and Anthony S. Kaufman. Published by The Council of New York Law Associates, 1975. (\$3.00)

M. Minority Opportunities in Law for Blacks, Puerto Ricans and Chicanos.

Edited by Christine Philpot Clark, Law Journal Press, New York, 1974.

N. How to Go Directly into Solo Law Practice (Without Missing a Meal).

By Gerald M. Singer, The Lawyers Co-operative Publishing Company, 1976.

The publications listed above are general interest or introductory surveys. If you are interested in more specific references and reading material, come to the Placement Office and ask to see the bibliography compiled by the National Association for Law Placement (NALP). This reference list includes titles and publishers of books and articles relating to:

1. The legal profession as a whole.
2. The job search.
3. Careers in the federal government.
4. The corporate law department.
5. Private practice: the single person office.
6. Private practice: the law firm.
7. Pro Bono: Public service law.
8. Minorities in the legal profession.
9. Women in the legal profession.
10. International Law.
11. Special categories.
12. General reference works and directories.

