

Land Your Dream Job: Develop an Effective Job Search for Boutique, Small & Mid-size Firms

Background

I. **Definition of Boutique, Small, and Mid-Size Firms**

II. **Importance of Boutique, Small & Mid-Size Firms**

III. **Types of Boutique, Small & Mid-Size Firms**

IV. **Timeline & Hiring Process**

Job Search Action Plan

V. **Getting Organized**

VI. **Importance of Knowing Yourself (& exercise)**

VII. **Researching Firms**

VIII. **Translating Research to Actionable Steps**



Self-Evaluation Guide

Self-evaluation Sample	Self-evaluation Exercise
<p><u>Practice Area:</u> General litigation.</p> <p><u>Location:</u> Bay Area</p> <p><u>Salary:</u> \$75,000 (minimum needed to pay loans according to consultation with financial aid, rent, food, transportation, utilities, etc.)</p> <p><u>Hours:</u> 1800 hours maximum (1800/50 wks = 36 hrs/wk; 7.2 hrs/day = working at least 8.5 hrs/day to bill this)</p> <p><u>Flexibility:</u> Would like the ability to work from home when needed due to family obligations.</p> <p><u>Vacation:</u> Need at least two weeks vacation.</p> <p><u>Pro bono:</u> Would like opportunity to participate in some pro bono.</p> <p><u>Culture:</u> Want people to be social in office.</p> <p><u>Other:</u> Hoping to use this to transition to in-house position or make partner.</p>	<p><u>Practice Area:</u></p> <p><u>Location:</u></p> <p><u>Salary:</u></p> <p><u>Hours:</u></p> <p><u>Flexibility:</u></p> <p><u>Vacation:</u></p> <p><u>Pro bono:</u></p> <p><u>Culture:</u></p> <p><u>Other:</u></p>

Sample Chart of Employers & Actions

Employer	Source	Required Materials	Deadline	Contact	Notes
Donahue Gallagher (Oakland)	CDO Directory	Online App	9/6/2012	Online App	Interviewed 10/15, waiting to hear, f/u after 11/4
Phillips & Cohen (SF)	firm website	n/a	no current posting	Joe Smith joesmith@firm.com (415) 123-4567	Contact for info interview. Joe Smith went to [my undergrad].
Fried Frank LDF Fellowship	b-Line	CL, Res, TR, WS, Refs (3)	10/15/2012	Online App (b-Line)	Interviewed 9/29, rejected
ABC Firm (San Mateo)	Aunt Cecilia	CL, Res, TR	10/10/2012	Joe Smith joesmith@firm.com (415) 123-4567	App submitted 10/12, waiting to hear, f/u by 11/1
Gerard Gibbs (SF)	CDO Directory	CL, Res, TR, WS	n/a	Jane Smith (Boalt '02) janesmith@firm.com (415) 123-4567	Cold app submitted, did not receive interview
Greene Radovsky (SF)	met attorney at Boalt program 9/27	n/a	no current posting	Jose Smith (Boalt '05) josemith@lfirm.com (650) 123-4567	Contact for info interview
XYZ Firm (Oakland)	Referred by [attorney] had info interview with on 9/15	n/a	no current posting	Joe Smith joesmith@firm.com (415) 123-4567	Contact for info interview
Sanger & Olson (SF)	b-Line	n/a	10/1/2012	n/a	Decided not to apply

Resources

I. Books

- Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market, 2nd Ed. by Donna Gerson. (Call No. 221 in CDO Library)
- Directory of Bay Area Small & Mid-Sized Firms, published by the Recorder in 2008. (Call No. 103 in CDO Library)
- Guerrilla Tactics for Getting the Legal Job of Your Dreams,), 2nd Ed. by Kimm Alayne Walton (aka the Job Goddess). Chapter 18: Small Firms (especially useful for the detailed checklist of negotiating terms). (Call No. 166 in CDO Library)
- Flying Solo: A Survival Guide for the Solo and Small Firm Lawyer, 4th Ed., by K. William Gibson (mainly aimed at people interested in opening their own office; familiarity with issues affecting small firms will make you a more credible candidate.) (Call No. 222 in CDO Library)
- Beyond the Big Firm: Profiles of Lawyers Who Want Something More, by Diane T. Chin and Alan B. Morrison. Contains many profiles of attorneys working at smaller firms. (No. 556 in CDO Library)
- The California Guide to Opening and Managing a Law Office, published by the State Bar of California

II. Online Resources

- **CDO Directories:** <http://www.law.berkeley.edu/13747.htm> (includes firms that hired Berkeley Law graduates right out of law school, firms that attended CDO events, hot mid-size firms list, and more)
- www.martindale.com and Martindale-Hubbell database in Lexis
- Law.com: “Small Firm” threads
- Above The Law: “Small Firm” threads
- <http://myshingle.com>
- National Law Journal annual “Boutique Hot List” and “Plaintiffs’ Hot List”

III. Organizations

- ABA Small/Solo Firm <http://www.americanbar.org/groups/gpsolo.html>
- Solo and Small Firm Section of the CA State Bar (bars of other states have similar groups)

Evaluation of Effective Job Search for Boutique, Small & Mid-size Firms (10/30/12)

Please take a moment to answer the following questions. Your comments are important contributions, as we design future panels.

1. Please rate each of the following:

	Well below expectations	Below Expectations	Met Expectations	Above Expectations	Well Above Expectations
The speakers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The overall presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. What did you find helpful in this presentation?

3. How can we improve this presentation?

5. Would you recommend this presentation to others?

6. What additional presentations do you think will be helpful to you as a law student?

7. Additional comments.