



Lewis & Clark
Law School

Career Services

The Essentials of Networking **2019-2020**



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What is Networking and Why is it so Important?

*“Networking is the process by which an individual gathers information and, in turn, shares information with others, creating and enhancing **connections for mutual benefit.**”*

Most people are afraid of the term “networking,” which connotes images of a nervous person with drink clutched in hand, frozen smile on face, trying to figure out how in the world to approach a roomful of people who seem to be happily talking to each other - talking to everyone except you. But that is not what networking means.

Networking is nothing more than getting to know people, and cultivating connections with people that may be helpful to your professional development. It can take virtually any form you can imagine, from making “cold calls” to “working a room” at a cocktail party, to attending continuing legal education classes, conducting informational interviews with attorneys in different practice areas, working on projects through a legal professional organization, volunteering at a neighborhood legal clinic, serving on a board of directors, participating in civic activities, and more. In a tight job market, it has been estimated that at least 80% of all jobs are found through some form of networking. Networking allows you to tap into the grapevine and discover jobs that may never be posted anywhere – they are simply advertised by word of mouth. Those jobs are almost always filled through some type of personal connection. Therefore, students that have built a professional community have infinitely increased their potential for getting a job, as a student and as an attorney.

Beyond just finding a job, networking is critical for building and maintaining a law practice. Your first job out of law school will not be your last, so it’s important to maintain, and continue to build, professional connections throughout your career so you will hear about promising opportunities as they arise. Networking also affects your ability to attract, and retain, clients. Being able to develop and keep a client base is critical when you are in private practice regardless of the size of firm. Having good connections in the community – through former clients, fellow attorneys, judges, as well as through community and professional activities – helps you do that.

Networking *is*:

- communicating and connecting with professionals to build community;
- learning about attorneys’ experiences and career paths;
- getting advice and insight about entering into a field; and
- obtaining referrals for other potential networking contacts.

Networking is *not* asking someone for a job.

While most people are happy to share their own experiences and provide advice, they generally do not appreciate being asked directly for a job on the first contact. Often asking for a job will end the professional relationship before it has begun.

Overcoming Roadblocks and Excuses

If you are not naturally outgoing, or if you have no experience with the process, networking can be a daunting and scary prospect. There are many, many excuses as to why people do not network.

I don't know anyone!

Yes, you do! “Getting Started,” below, will walk you through the process of identifying your current contacts. Networking contacts do NOT need to be related to the law – there are many stories of law students and grads who received a tip (which ultimately led to a legal job) from a non-lawyer. Don't discount anyone you know – it's also about who THEY know.

I'm afraid of rejection.

Life is full of rejection. The sooner you accept that and make a plan of action, the more likely it is you will be able to overcome whatever rejection you encounter. Most law students are pleasantly surprised at how little rejection they get when they venture out to network – most attorneys enjoy talking with law students and are happy to help. But, you must usually make the first move. Although you will encounter situations where you do not get the response you were hoping for (or perhaps no response at all to your initiated contact), do not let that deter you. That happens to everyone, even the most effective networkers. The most successful networkers know that networking is a process that takes time – like an apple tree, you must nurture it, tend to it regularly, be patient and, eventually, your efforts will bear fruit.

It's icky – you're just using people.

Many students and recent graduates protest that they do not want to “use people” to get a job. Networking isn't using people, it's about building relationships. We all need help from time to time and most people are willing to help because that is how they got their job or last client. As long as you are honest, polite, professional and genuinely interested in learning about the field, you are not using or manipulating people through networking.

In the future you may be the one to provide advice, referrals or assistance to your contact in return. Networking is a two-way street, and begins by being available to help others, for instance, offering to speak with a contact's child who may be considering law school or passing along articles and news items that may pertain to a contact's practice area. When done well, the natural result of networking is that your contacts come to know you, and respect your interest, knowledge and skill set.

I don't have time.

Students often complain that they don't have time to network – “I'll just apply to the jobs that are posted.” These students are missing out on valuable connections and terrific opportunities. Over half of all legal job opportunities are never posted, whether it be online or in any publication. Because most job opportunities are not advertised, you will need to discover them through the people you know. This makes networking an essential skill.

Networking doesn't have to be time intensive. There are so many different ways to network, it's always possible to find something that will work into your schedule, whether it's individual informational interviews, volunteering or attending professional events.

I'm too shy to network

Networking doesn't have to be a large social event. You can choose a networking activity that is in your comfort zone, for example meeting one-on-one for coffee, volunteering to work on a committee on a specific project, doing pro bono work, or writing an article for a law-related newsletter. Or you can be involved in an event behind the scenes, volunteering with the planning or helping out at the event (like working the registration desk at a CLE).

Shy people often make great networkers because they are good listeners, which make them very good at connecting with other people and attentive about following up.

I don't know how.

Networking is a learned skill. And just like any other activity, the more you practice the better you will get! Very, very few people are naturals at this process. Starting now, as a student, will help you develop the skills that will serve you well throughout your career.

Getting Started

IDENTIFY POSSIBLE CONTACTS

You do not have to know or be related to attorneys in order to have valuable contacts. Networking occurs in all areas of your life, not just law school. When making up a list of potential contacts, think broadly – you never know who someone might know. There's no one resource and your list of contacts will continue to change and grow over time. Some possibilities to start with include:

- Family: spouse/partner and extended family (and their contacts)
- Childhood/college friends (and friends of friends)
- Former employers and co-workers
- Professors, from both undergraduate school and law school
- Neighbors/family friends
- Members of organizations you belong to (Toastmasters, Rotary) or volunteer with (Habitat for Humanity)
- Acquaintances from your child's activities (ex: other parents from your child's classroom)
- Service providers: hair dresser, dog sitter, bartender, etc.
- Other professionals: doctors, dentists
- Members of your church or synagogue

Start by making a list of who you know, how you know them and how that person might be helpful to you. After you brainstorm about your existing contacts reach out to the people in your network to see whom they may know. Ask for advice and assistance; do not ask for a job. Your goal is to have them refer you to others. In this way, your list of contacts will grow exponentially.

SET UP A PLAN

1. **What is your goal in networking:** Learning about a particular field of law? Meeting someone

who works for a specific employer? Getting a job in a certain field? Meeting attorneys and making new contacts in an area of the law?

2. **How much time can I devote to networking:** Think about your schedule and what is reasonable. Can you devote an hour or two per week? If so, how do you want to use that time: Volunteering? Writing? Meeting one-on-one with people for coffee? What strategy makes the most sense given your goals? Set aside a time each week to evaluate your progress and set some new goals for the following week.
3. **Keep a record of your activities:** If you are meeting with people for informational interviews, you need to keep a good log of who you talked to, when you met, who they referred you to, and when you need to follow up with them. See the Appendix section for a sample contacts sheet. Be consistent about keeping track of all of your activities - you may want to refer back to them later.

DEVELOP YOUR ELEVATOR SPEECH

Whether you are meeting with people one-on-one for informational interviews, or talking with them at a social event, you will need to have your “elevator speech” ready. This is a brief sound-bite you will use to introduce yourself and let others know a little bit about you and what interests you.

For example:

- I am a first year law student at Lewis & Clark, interested in environmental law.
- I am a second year student at Lewis & Clark and am interested in learning more about the day-to-day practice of family law.
- I will be graduating from Lewis & Clark Law School this spring. After taking the Oregon Bar Exam in July, I hope to build upon my experience during law school and practice with a smaller law firm doing plaintiff’s work.

CULTIVATING NEW CONTACTS

Regardless of your current list of contacts, you will want to continue to cultivate new contacts who can provide you with advice and help on your professional development. Some good prospects to start with include:

- Law school faculty and adjuncts (even if you haven’t taken their class but you’re interested in their area of expertise)
- Career Services panelists or student group program speakers
- Mentor programs
- Law School Board of Visitor members
- Alumni contacts (undergrad as well as law school)
- Attorneys who are members of specialty organizations or sections (see “Networking Through Professional Organizations,” below)

See the following section on Informational Interviewing for suggestions on how to approach these potential new contacts, or schedule a time to talk with one of the Career Services counselors so they can help you to develop a strategy.

The Art of Informational Interviewing

Informational interviewing is a form of networking in which you arrange to talk with a professional in a practice area of interest to you. You are *not* asking them for a job; rather, you are asking them for information about their professional experience, area of practice and where they work, as well as “help and advice” in your job search. Your purpose is to gain information and cultivate contacts.

The informational interview is perhaps one of the most successful networking techniques, because although you are approaching someone you do not know, you are usually approaching them through a mutual contact or some commonality (like an alumni connection).

Through informational interviewing you are not just gaining information, you are beginning to build a professional relationship and network of contacts. Getting hired is often about “who you know,” and getting to know attorneys in your areas of interest can lead to getting a job.

HOW IT WORKS

Start by framing your search: what do you want to do and where do you want to do it? If you’re not able to frame your search, do some more self-research – you must have a clear idea of what you are seeking before contacting people for informational interviews. For example, “I want to practice family law, with a smaller firm in Seattle.”

Then, think about who you already know from your list of contacts that may have helpful information for you, or who may have contacts in your areas of interest. Talk with your contacts. Tell them what you are seeking and where, and find out if they know anyone who practices in your areas of interest that might be willing to meet with you to give you advice and information that could help you in your job search.

You can also identify people you would like to meet and simply contact them. Most attorneys are flattered when law students and recent grads want to meet and find out more about their practice, or seek their advice. However, it can be helpful in making a connection if you have some commonality (alumni connection, member of the same professional organization, acquaintance in common, etc.)

THE INTRODUCTION

Your initial communication will set the tone with your contact, so carefully consider your approach and execute your introduction flawlessly.

Once you’ve identified a person with whom you want to talk, contact them by phone, email or letter and ask to set up a time to meet. Any of those means are appropriate but email can be convenient because it allows the potential interviewee to check their schedule before responding to your request. If you were referred by a mutual friend or contact, always mention that person in the first sentence:

Mary Smith suggested I contact you. I am Susie Search, a second year law student at Lewis & Clark Law School. I am very interested in exploring the substantive area of environmental law, and particularly in litigation. She suggested that, with your experience, you would be an excellent person to talk with about my interests. I’m sure you would have some valuable advice for me about pursuing a career in environmental law.

Your second paragraph should include *2-3 brief sentences* about your background, skills and interests that demonstrate that you truly are interested in the area you want to discuss with the interviewee; for example, how you volunteered at an environmental non-profit helping to prepare for specific litigation, any relevant pre-law school experience, etc.

Your closing paragraph should tell them what you want to happen next:

“I would appreciate an opportunity to meet with you for 20 minutes or so and would be happy to meet over coffee or during lunch, if that would be most convenient for you. I look forward to hearing from you soon and thank you in advance for your time.”

It is best to do an informational interview in person. However, if the person seems exceptionally busy, or if you are contacting people outside the immediate area, you might want to ask for a telephone appointment, and then arrange one.

THE FOLLOW-UP

Be sure to keep the ball in your court. If you don't receive a response to your initial contact, be sure to follow up by phone the following week. Make sure that you have kept a good record of the emails that you have sent so that your follow up is well-timed.

For the follow up contact, review your email or letter just prior to your call, and prepare a concise introduction. “I am Susie Search, a law student referred to you by Mary Smith, and am following up on the email I sent you last week. I was wondering if you would have 20 minutes or so to meet with me and, if so, when would be a convenient time?” Note: if you suggest lunch or breakfast, be ready to pay.

THE APPOINTMENT

Review your research prior to going in, and dress appropriately (this may change based on where your contact works). Be ready to articulate how they can be helpful to you or what information you are hoping they can provide to you. This will vary from person to person so think about why you contacted this person in the first place – how did you think they could be helpful to you? Plan ahead of time what you want to find out in this interview, and develop some specific questions to ask. Write them down – unlike a “regular” job interview, you want to come in prepared with questions to ask, and it's okay to read from a list and to take notes. Make sure you bring extra copies of your resume, writing sample, and references, not to hand out, but just in case you are asked for them. It's advisable to use a nice portfolio – one with a legal pad and a pocket for your materials – to bring with you.

1. **Have a positive, upbeat, enthusiastic attitude.** Express sincere interest in what the interviewee says, and listen carefully. Ask follow up questions, and make good eye contact. Remember that people love to talk about themselves and lawyers especially love to talk about their challenging cases and careers, so ask questions to elicit this type of information.
2. **Be prepared to talk about your qualifications, in a non-bragging way, that does not just repeat your resume.** This is where your self research, and your review of it immediately prior to the interview, will make you shine. After all, you are there to make a good impression so that they will recommend you to other people who you can talk to, or remember you when a colleague calls seeking a law clerk or entry-level attorney. For example, articulate things such as:

“I am very interested in family law, and am continuing to learn about this area of practice. I

am involved in (clubs, organizations, activities, did volunteer work at a family law clinic, attended CLEs, wrote articles, etc.)”; *or*

“I am working on developing the skills such as _____ that I think will serve me well in this area of practice”; *or*

“This is the work experience I have so far.”

Ask the interviewee how, given your skills and background, is the best way for you to gain more experience in this substantive area, or go about a job search in this area.

3. **Ask thoughtful questions.** A helpful list to have handy is by no means exclusive, but can help you formulate others you want for your particular area:

- How did you first become interested in this area of law?
- How long have you been in this position?
- What do you like best about it?
- What do you find most challenging?
- What do you like least?
- What is your billable hour requirement; what is your average per month?
- Is this typical for (this substantive area, size of firm, etc.)?
- What are the typical things you do each day in this area of practice?
- How much time do you spend (going to court; with clients; drafting documents)?
- What skills and knowledge do you need to fulfill the requirements of the job?
- What work experience has helped you most?
- Can you recommend any organizations I should become involved in, or any pro bono/volunteer activities I should pursue? Which ones are you a member of?
- What would you recommend I do, given my background and interest, that would help me most to get the type of job I want?

Always end your conversation by reiterating how helpful the person has been and by asking “who else would you recommend that I talk to, given my interests?” Ideally, you want to leave your meeting with the names and contact information for 2-3 people that you can contact.

4. **Be respectful of the interviewee’s time.** Twenty minutes is the preferred time to suggest for informational interviewing because it is enough time to have a meaningful conversation but not too much of a commitment for a busy attorney with competing commitments. Lunch also has a somewhat built in time frame to it. Although you don’t want to watch the clock, be cognizant of the time you are taking. If the interviewee seems to be anxious to conclude the interview or is checking their watch, it’s time to wrap it up and leave.

FOLLOW-UP WITH A THANK YOU LETTER

Make sure that you write a thank you letter after your interview, whether it was done by telephone or in person. *Don’t* send a hastily-drafted email from your phone five minutes after leaving the meeting. Additionally, if a contact suggests you call someone, introduces you to an especially effective technique, or takes the time to give you a follow up call with another lead, be sure to let that person know that you followed up on their suggestion and what a great help it turned out to be. If a lead they gave you results in an interview or new information about you becomes available, let your contact know.

Keep in touch with the people you feel you have the most rapport with, and who have been the most helpful. It is best, after the initial thank you note, to wait about 6-8 weeks, then follow up with an email or note stating something like the following:

“Hi Mary, I am just checking in. Thank you again for referring me to Ralph Deal at Dewey Cheatham. We met for coffee last week and he gave me some great information. I will keep you posted on my job search. Thanks again for your help and support.”

This type of follow up does two critical things: it makes people appreciate that you are taking the time to thank them and think their advice and time are valuable; and second, it *keeps your name in front of them*. When people don't hear back from you, they assume you've obtained a job and just haven't bothered to tell them. Don't, however, become a pest. Use this technique sparingly - once every 6-8 weeks, to let them know briefly of your progress, is sufficient. Once you get a job, *be sure* to send a personal thank you by email or letter to every person who helped you, stating that you couldn't have done it without them. Everyone loves to feel helpful, and, by maintaining these contacts, you are creating a network that will someday refer you clients or keep you in mind for other professional opportunities.

KEEP YOUR RECORDS

Your networking efforts will be virtually useless unless you keep records of who you contacted, who referred you to a particular contact, and the information you gathered. At the very least, your records should contain the name, address, phone number, and position of your contact; the name of the referral (who referred you to the person), a record of contacts (meetings, telephone calls, follow up letters, resumes sent, etc.). There is an example of a format in the **Appendix**.

Events: How to Work a Room

GET READY

Networking in social events can be by far the most daunting prospect for people who are shy or more introverted. The thought of making conversation with strangers can induce heart palpitations among the heartiest of souls. But, where there is a will, there is a way. Preparation can help you overcome those jitters.

1. **Cultivate a positive mental attitude.** As Winston Churchill once said, “Attitude is a little thing that makes a big difference.” Successful networkers approach events as opportunities – they look at it as a chance to learn something new or walk away with a new connection (or friend).
2. **Create small, achievable goals for yourself.** If you are new at networking (or if it's difficult for you to do), give yourself a break. Set a small goal for yourself. What do you hope to get out of this event? Do you want to talk with someone in a certain area of practice? Do you want to practice and improve your conversational skills? Write down your goals before you go to the event. Your goals could also be something like “I will introduce myself to two people,” or “I will give it my best effort for one hour and then give myself permission to leave.”
3. **Use the buddy system.** One of the best ways to work a room is to have a friend for mutual support. Talk about the event, what your individual goals are, and talk about how you'll achieve

those goals. Help each other out at the event by working as a team when you are introducing yourselves to new people – maybe you can take turns being the “lead” person.

4. **Dress for success.** Dress appropriately for the event. That will help you to feel more comfortable and that you belong there. If you’re not sure what’s appropriate to wear, ask the organizer of the event (or Career Services). What’s appropriate for an after work cocktail hour or awards dinner is not the same as for a Saturday afternoon golf event.
5. **Keep up to date on current news and events.** As tough as this may be as a busy law student, keeping up on what’s going on in the world will make it easier to start conversations or find common ground with people you are meeting. See the information later in this chapter for sample conversation starters.
6. **Develop a decent handshake.** Practice your professional handshake. No joke – people will make an instant judgment about you if it is too strong, too weak or too clammy. Google “how to shake hands properly” for several descriptions of proper business handshakes (and, through Wikipedia, a video, too!).
7. **Get business cards.** It’s a good idea to order, and carry, your own business cards. Sometimes, when meeting attorneys at functions, they will forget theirs or will have just given out their last card. That’s an opportunity for you to provide them with your contact information. (Even if you do, it is still your responsibility to follow up with them – don’t wait for them to follow up with you.) You can order business cards from the Career Services for a nominal cost.

GET SET

1. **Eat before you go.** You are at this event to make connections and meet people, not to get a free meal. If it is a mingling hors d’oeuvre reception, juggling a plate and a beverage at a reception does not give you a free hand to shake hands when meeting people. Eat a snack before you go so you won’t be hungry and can concentrate on the purpose for the event – making connections with people.
2. **Drink alcohol in moderation.** Likewise, a professional event is not an excuse to drink to excess. You will regret it – you may make a lasting impression, but it won’t be the one you were hoping for. If alcohol is being served, use discretion. Alternate one alcoholic beverage with one glass of water or non-alcoholic beverage. Both food and beverage are secondary to the primary focus of the event – making connections with people.
3. **Nametag etiquette.** Most events will hand out nametags or have them available. Wear your nametag on the right – that way, someone shaking hands with you will have a clear line of sight to your nametag.

GO!

1. **Remember ‘SAID’.** When you attend a professional or social event, here’s an acronym to help you plan your approach:

Survey: Survey the room and see who is there, the location of the food and drinks, and the general set up. As you enter the room, smile

at people, make eye contact and get something to eat or drink before you begin navigating the room.

Approach: Once you have a drink in hand, find a friendly face and approach to enter a conversation. A good rule of thumb is to approach a group with three or more people – two people engaged in a conversation may be having a private talk and may not be as receptive.

Introduce: Once you have approached a group, stand at the periphery of the group/circle, smile, make eye contact (maybe nod) at members of the group. Once people have turned to acknowledge you, introduce yourself.

Depart: Know when to gracefully exit a conversation when the conversation is winding down. See information at the end of this section for suggested conversation enders.

2. **Properly introduce yourself.** When introducing yourself and starting a new conversation, remember to:

Smile: You will appear more at ease and inviting. You will make people think you really want to talk with them (which you do!).

Shake Hands: In business situations, it is appropriate to shake hands upon meeting. Have your right hand free and ready to shake hands.

Salutation: Be prepared to introduce yourself as you are shaking hands – “Hello, I’m Jane Smith, a first year student at Lewis & Clark. It’s nice to meet you.”

3. **Conversation Starters.** There are several appropriate ways to begin a conversation at a professional event. If you are approaching a group, try to engage in the topic at hand. If you are approaching an individual, take your cue from the context of the event, or the person’s nametag (if it lists their employer or practice area).

One of the best things you can do is be a good listener. Start the conversation but let the other person do most of the talking – *listen* to what they are saying and ask appropriate follow up questions. Remember, your goal is to connect, not impress them or recite your resume or life’s accomplishments.

Here are some sample topics that are appropriate conversation starters for a business setting:

- Hi, my name is ____ and I’m a law student at Lewis & Clark.
- What do you do? What area of law do you practice in?
- How long have you worked at ____? What do you like most about your practice?
- What a great event! I didn’t realize the OWLS auction was such a big event. Have you bid on any interesting items tonight?
- Are you originally from Portland? What prompted you to move here?
- What motivated you to become a district attorney?

- Are you a member of the Multnomah Bar Association? What other types of events do they have planned this year?
4. **Conversation Killers.** There are also topics that are inappropriate for business settings, or can unintentionally start you off on the wrong foot or kill a potentially positive conversation.

Do NOT talk about:

- Politics
 - Health-related issues
 - Money or salary
 - Religion
 - Age
5. **Conversation Enders.** At some point, it will be appropriate to extricate yourself from the conversation, whether it's with a group or an individual. Some good conversation wrap-up phrases are:
- It's been a pleasure speaking with you. I think my mentor is here somewhere and I want a chance to catch her before she leaves.
 - It's been nice talking with you. Do you happen to have a card on you? I'd love to continue our conversation over coffee sometime.
 - It's been a pleasure talking with you. I hope our paths will cross again. If you'll excuse me.

DEBRIEF WITH YOURSELF

Once the event is over, debrief: How did it go? Did you meet your goals? Is there anyone you met that you want to follow up with? If so, plan to email or call them with a day or two. Even if you don't have any reason to follow up with them, most attorneys appreciate a quick email that says how much you enjoyed the conversation and meeting them. Is there anything you will do differently the next time around? Don't be too hard on yourself if things didn't go as planned. Again, networking is a learned skill. Give yourself credit for getting out there and doing your best!

Networking through Professional Organizations

There are as many different approaches to networking as there are to life. Remember, networking really is nothing more than becoming involved with activities and subject areas you enjoy, and talking to others about those areas. Therefore, joining and becoming active in professional organizations can be a great way to make those connections and effortlessly network.

Even if you are not the "schmoozing" type, there are a lot of things you can do when you join a group that do not involve working a room. Activities will often involve attending a board meeting or planning session, where you actually will be working together on projects, and not trying to socialize. What better way for you to get to know people, develop skills, and have people come to know your skills and work habits, than to work with them on a project of mutual interest?

Almost every organization will have a myriad of ongoing projects at any given time. Most groups or associations have committees for Continuing Legal Education (CLE) program planning, pro bono service,

membership or events. These are excellent committees to join, as they often need many people involved.

See the table at the end of this section for local organizations and contact information. Here are some examples of professional organizations you can become involved with as a law student:

BAR SECTIONS

To be an active member of a state bar, one must pay annual dues. In addition, most state bar associations have practice area sections that attorneys can voluntarily join. Sections are organized around different practice areas and are a way to meet others who share your interest in a particular area of practice. Most of the time, law students can join these sections, too. Most sections publish a periodic newsletter, sponsor one CLE program per year, and may be involved in legislative activities. Annual dues are very nominal (\$10 - \$30/year). Most sections also have listservs to communicate with its members. This is a great way to learn more about a practice area and to keep up to date on social and professional events in a particular area of law.

How to get involved: In Oregon, look on the Oregon State Bar website for a list of subject area sections: www.osbar.org. You can join sections (even though you are not an attorney) by filling out an Application for Associate Membership: www.osbar.org/docs/sections/AssocSection.pdf

Contact an Executive Committee member of the section you are interested in (listed under each individual section listing). Tell them you are a law student, interested in their area of practice, and that you are hoping to get involved with the section. Ask what activities the section has going on and where they need help, and find out who is on the CLE committee or newsletter committee, and volunteer to help.

NEW ATTORNEY ORGANIZATIONS

Many professional legal organizations, like state and county bar associations, have new attorney divisions or sections. These sections are usually open to law students, as well as attorneys under a certain age or within the first few years of practice. New attorney division activities usually mirror those offered by the association at large but are geared towards newer attorneys. Activities can involve helping to plan CLEs, organizing social events, or writing newsletters or handbooks. In Oregon, the Oregon State Bar New Lawyers Division (ONLD) and the Multnomah Bar Association Young Lawyers Section (YLS) have many active committees. If you are under 36 years old or have been practicing less than five years, you are automatically a member of the New Lawyers Division of the Oregon State Bar. These guidelines are typical for these types of groups although they may vary from state to state and organization to organization.

How to get involved: Visit the ONLD's website: www.osbar.org/onld/lawstudents.html. The ONLD typically sponsors one or two panel presentations on campus each year – that is a good opportunity to meet active members of the Division and find out what activities are going on. For either of these organizations, you can contact a member of their executive board, or a specific subcommittee chair. Many of these leaders are Lewis & Clark alums so feel free to check with Career Services if you need advice about whom to contact.

COUNTY BAR ASSOCIATIONS

Most counties have active Bar associations that meet regularly and plan social events, publish a newsletter and offer continuing education classes. This is also a great way to connect with local attorneys and to find

out more about local practice, if you are new to the geographic area.

How to get involved: The local, Portland-area bar association is the Multnomah Bar Association (MBA; www.mbabar.org) which offers free membership to current law students, and has many activities open to law students. See the MBA’s website for more information about upcoming activities or ways you could be involved. Most activities list a contact person.

LAW-RELATED PROFESSIONAL ORGANIZATIONS

Other law-related organizations can be found by looking on the state bar website, by asking your mentor or local attorneys, talking to Career Services, or even doing a Google search. Professional organizations are always eager to welcome law students and new attorney members and may offer a reduced cost or even free membership. Some of the larger, active Oregon organizations are listed in the table at the end of this section. Depending upon the focus of the organization, most offer CLE classes, social events, newsletters, and listservs for their members. They may also have specialty subcommittees for membership or topics like legislative activities. Look at their website for specific information.

How to get involved: Contact the staff at the organization you are interested in – most have their contact person for new members listed on their website. Tell them you are a law student, interested in that organization and that you want to get involved. Ask what activities the organization has going on and where they need help.

FINAL WORDS OF ADVICE

It goes without saying that you shouldn’t just join an organization – become an active member! Having a membership listed on your resume is not what it means to network. To truly get the most out of your membership, you will need to take a pro-active approach to getting involved. The types of projects to be involved in can run the gamut, so choose something you are interested in and will stick with – it will backfire on you if you volunteer for something and don’t follow through with your commitment.

Local Professional Organizations and Contact Information

ORG. TYPE	ORG. NAME	MISSION/ DESCRIPTION	WEBSITE
State Bar Association	Oregon State Bar	Students can join practice specific sections. See the Bar website for a list.	www.osbar.org
County Bar Association	Multnomah Bar Association (Portland area)	Presidents for all local bar associations for Oregon are listed in the Oregon State Bar Directory.	www.mbabar.org
New Lawyers Organization	OSB New Lawyers Division	The purposes of the Oregon New Lawyers Division (ONLD) are to encourage new lawyers to participate in Bar activities, conduct programs of value to new lawyers and law students, promote public awareness	www.osbar.org/onld

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		and access to the legal system, and to promote professionalism among new lawyers. Any law student presently attending an ABA accredited law school in Oregon is automatically considered an associate member of the ONLD without payment of dues.	
New Lawyers Organization	Multnomah Bar Association Young Lawyers Section (YLS)	The YLS was created in 1980. Approximately one fourth of the MBA's members are "young lawyers" – members in practice less than six years or under the age of 36. The YLS provides leadership, networking, professional development and service opportunities, in addition to a business development network.	www.mbar.org/yls
Professional Legal Organization	Inns of Court	Inns of Court chapters are designed to improve the skills, professionalism and ethics of the bench and bar. Members of local chapters usually include judges, lawyers and, in some cases, law professors. Each Inn meets approximately once a month and usually features dinner or a happy hour, followed by a more formal program and discussions on matters of ethics, skills and professionalism. The format of these meetings allows you to socialize and learn about issues of professionalism alongside judges and more experienced attorneys. Attorney members may usually bring one guest per monthly meeting.	Gus J. Solomon Inn of Court: www.gusjsolomoninnofcourt.org/
Professional Legal Organization	National Lawyers Guild	The National Lawyers Guild is dedicated to the need for basic and progressive change in the structure of our political and economic system. Through its membersBlawyers, law students, jailhouse lawyers and legal workers united in chapters and committeesBthe Guild works locally, nationally and internationally as an effective political and social force in	www.law.lclark.edu/student_groups/national_lawyers_guild_chapter

ORG. TYPE	ORG. NAME	MISSION/ DESCRIPTION	WEBSITE
		the service of the people.	
Professional Legal Organization	Oregon Asian Pacific American Bar Association	The Oregon Asian Pacific American Bar Association (OAPABA) represents Oregon's fast-growing community of APA attorneys, and serves as Oregon's affiliate of the National Asian Pacific American Bar Association, which represents the interests of over 40,000 attorneys worldwide. Membership is open to lawyers, judges, law students, and paralegals throughout Oregon.	www.oapaba.org/
Professional Legal Organization	Oregon Association of Defense Counsel	The Oregon Association of Defense Counsel is a nonprofit organization for defense oriented civil litigators whose goals are to provide a unified voice for defense concerns in Oregon, offer networking opportunities and sponsor continuing legal education.	www.oadc.com/
Professional Legal Organization	Oregon Criminal Defense Lawyers Association	<p>OCDLA guards against the erosion of all citizens' rights, protecting and strengthening the constitution, improving the administration of justice, and promoting public awareness of the function and duties of criminal defense practitioners.</p> <p>OCDLA also provides continuing legal education, formal and informal networking, legislative action, and produces manuals, publications, including the <i>Oregon Defense Attorney</i> newsletter, and email lists.</p>	www.ocdla.org/
Professional Legal Organization	Oregon Gay & Lesbian Law Association	The Oregon Gay and Lesbian Law Association is an association of lesbian, gay, bisexual and transgender lawyers, judges, legal workers, law students and others who support the association's purposes.	www.ogalla.org/
Professional Legal	Oregon Hispanic Bar Association	The Oregon Hispanic Bar Association (OHBA) represents the voice of	www.oregonhispanicbar.org/

ORG. TYPE	ORG. NAME	MISSION/ DESCRIPTION	WEBSITE
Organization		Latinos in Oregon's legal community. The OHBA operates in Oregon to encourage Latinos to become attorneys, retain Latino legal professionals, raise the awareness of Latino legal issues, and support Latino law students and legal professionals.	
Professional Legal Organization	Oregon Minority Lawyers Association	OMLA is a 501(c)(3) organization committed to making the legal community of Oregon a welcoming environment where people of all colors, races, and ethnic backgrounds can excel academically, professionally, and personally.	omla.homestead.com/
Professional Legal Organization	Oregon Trial Lawyers Association	The Oregon Trial Lawyers Association is an organization of 900 attorneys and 300 other professionals who represent individuals and businesses in civil court. The organization promotes juries and jury service, and the civil justice rights of all Oregonians.	www.oregontriallawyers.org
Professional Legal Organization	Oregon Women Lawyers	The Oregon Women Lawyers' mission is to transform the practice of law and ensure justice and equality by advancing women and minorities in the legal profession.	www.oregonwomenlawyers.org/

Volunteering

Volunteering is a great way to get practical hands-on experience, bolster your resume, and make new contacts. Starting in your first year of law school, there are many ways to gain relevant legal experience and make valuable contacts in the legal community.

PRO BONO AND COMMUNITY SERVICE PROGRAMS

Started in 1998, Lewis & Clark Law School's Pro Bono & Community Service Programs help students connect to volunteer opportunities at courts, non-profits, and government offices. Interested students register to receive information and alerts, attend the program orientation, and meet volunteer coordinators at pro bono panels early in fall semester.

Students who contribute 30 or more hours during the school year receive an Honors Award for their efforts and have that honor reflected on their transcript. Volunteer hours are counted from April 1 of one year to March 31 of the next year with hours reported by the first Monday in April. Qualifying work must be done without pay or credit and must have a significant off-campus effect. Lewis & Clark's Executive Director for Public Interest Law works with students to discuss volunteering and works with employers to develop volunteer opportunities. An awards lunch and ceremony is held in mid April honoring those students who have contributed 30 or more hours.

There are typically several pro bono employers who regularly accept student volunteers and hold trainings on campus.

THE PACIFIC NORTHWEST DIRECTORY OF PUBLIC SERVICE & ENVIRONMENTAL ORGANIZATIONS

The Career Services publishes an annual directory of Oregon and Washington non-profit and governmental organizations. The Green Book lists a brief description of each organization, along with contact information and details about how the organization accepts volunteers. You can pick up a copy of this resource from Career Services.

PSJD

For opportunities outside of Oregon, look at the PSLawNet database available online at www.psjd.org. PSJD (the Public Service Job Database) is the online clearinghouse for law students and lawyers to connect with public interest opportunities and information on public interest careers. Lewis & Clark Law School is a subscriber school so this is a free service to our students.

VOLUNTEER JOB POSTINGS

Employers sometimes contact specifically looking for volunteers. The Career Services posts these opportunities in Career Connect.

ON CAMPUS VOLUNTEER OPPORTUNITIES

Consider volunteering as a moot court bailiff or for another on campus activity. These events usually involve local attorneys and, again, offer a great avenue for meeting people as well as volunteering your time and building your skills. Opportunities are usually announced through the pro bono listserv or the

daily campus-wide “announce” emails.

FINAL WORDS OF ADVICE

Remember, however, that your volunteer commitment is a job, and you have to treat it as such. If you treat it lightly, your purpose for making the effort will be in vain. If you treat it seriously, it is a very valuable resource.

Social Networking Etiquette

Social media tools (such as LinkedIn, Facebook or Twitter) can be useful networking tools and an additional way to connect with people. However, use of social media can also backfire on you. You should always treat these sources as if a prospective employer were viewing them (which they probably will). Prospective networking contacts may check you out before you meet. Some basic guidelines:

- Many people use Facebook for more personal (friends and family) connections and LinkedIn for professional acquaintances. Decide if you will make such a distinction. If not, make sure to choose appropriate security settings for your account(s).
- Don't put anything out there that you wouldn't want a potential employer to view.
- Choose an appropriate picture for your home page(s). It doesn't have to be a professional head shot, but shouldn't be too casual (or show you in your Halloween costume from last year, beer in hand).
- The whole purpose of these sites is to connect – invite colleagues, friends, and peers to connect with you, especially through LinkedIn. LinkedIn allows you to make a warm call-- as opposed to a “cold call”: you can search for people you'd like to meet, or see who is connected to your connections. Ideally a connection is just one degree away, or in other words, you know someone who knows the person you are looking to connect with directly. Then you can ask them for an introduction to the person you want to ultimately talk to.
- Keep your profile(s) relevant and up-to-date. If you started your LinkedIn account as a first year student and haven't updated it since, what does that say to a potential contact?
- Use the News Feed on Facebook, Network Activity on LinkedIn, or your Twitter account to give positive, meaningful and work related updates. Don't send messages like “I'm so depressed about my job search – decided to stay in pajama land today.” Instead, send messages like “Just returned from my first day of volunteering with the Legal Aid Domestic Violence project. I can tell I'm really going to enjoy this – it's a chance to help people and get back into court (two of my favorite things).”
- Join relevant groups. Follow discussions and contribute appropriately, or start a new discussion that might be of interest to a group. Again, you never know who might also be a member of this group – don't rant.
- There are many webinars and resources on the Web to teach you how to use these resources professionally, and to get the most from them.

Conclusion

Remember that the job search process, and networking in particular, takes time, care and energy. You are investing in your job satisfaction and fulfillment. Very, very rarely does something fall in your lap; rather it is like anything else in life, you must work for it, and there are as many methods to doing it as there are individuals. The most important thing for everyone to do is to create a plan, make self-research and networking a part of that plan, and then DO it. Most of all, make it interesting and challenging, and not a chore. You won't always feel up, and often you will get discouraged. However, if you set small, achievable goals for yourself each week, you will become more comfortable with the networking process and will find that you are moving ahead with your job search.

In addition, take time to reward yourself when you achieve your goals for the week: take a long bike ride, go see a movie, get together with a friend for coffee. Keep in mind that Career Services is here to provide you with moral support in addition to job search tips and leads. By utilizing a combination of approaches to the networking process, you will give yourself the best chance at finding a satisfying job and will develop the skills you will need to make future job changes later on in your career.

SAMPLE CONTACTS LIST

You can set up a spreadsheet through Excel, or a table through Word, that will help you keep track of your contacts and what your next steps should be. Below is a sample of this type of Contacts List.

Name	Referred by or basis of connection	Title	Employer	Phone	Email	Purpose of contact	Date of contact	Follow up needed	Date for follow up