

Time Table of Current Hiring Practices for Summer Law Clerk Employment*

EMPLOYERS	WHEN TO APPLY	QUALIFICATIONS	HOW TO APPLY**
<p>Private Law Firms: Large firms and mid-size which emulate larger firms. Clients are primarily institutional and corporate.</p>	<p>Fall Recruitment: usually begin interviewing in September and complete by early November. Some hiring done in the spring for unanticipated needs (rare). For first year students, applications should be sent any time after Oct 15; interviews start December</p>	<p>Strong GPA, law review or moot court, or other distinguishing honors/awards preferred. Particularly true of very large and national firms in metro areas. Hire few first year students.</p>	<p>Fall On-Campus Interviewing, job postings, Recruit by Mail, NALP Directory of Legal Employers. 2D/E; 3D participate in Fall Recruiting, 1D/E send requested materials to other firms using NALP 1st Year Hiring Index.</p>
<p>Private Law Firms: Small and mid-size. Clients may be individuals, small businesses.</p>	<p>Anytime, especially spring. Most hire as needs arise. May not be able to predict their needs to accommodate earlier hiring.</p>	<p>Moot court helpful. May have specific course preferences. Legal & other experience may count more than grades. Often want a clerk year round.</p>	<p>Some participate in Fall and/or Spring on-campus season; some rely on job postings; some hire through contacts, word-of-mouth, etc. Send requested materials.</p>
<p>Government: Federal, State, Local</p>	<p>Practices vary widely for law clerks and externs depending on needs and budget. Most federal hiring for attorneys and summer law clerks is done in the fall; state and local hire clerks throughout the year, usually in the Spring. Research each agency; see Government Honors Program information.</p>	<p>Most government possibilities, but not all, like top ½ of class. Federal honors program often require strong academic credentials. State and local in particular may require work-study eligibility.</p>	<p>Federal: Recruitment for attorneys and clerk positions mainly in fall through Honors Program. OF-162 is an optional federal application. State and local agencies may hire clerks late fall/early spring – see agency websites. Employers may recruit clerks through the NW Public Service Job Fair in Feb. Send requested materials.</p>
<p>Public Interest Organizations and Fellowships:</p>	<p>Anytime, especially spring. Some agencies hire in the fall. Timing varies: many hire as needed or when budget allows. Students may need to bring their own stipend funding, be willing to extern or be eligible for work-study. Fellowships for following year for grads or summer for 2D's hire in fall.</p>	<p>Related experience and demonstrated commitment may outweigh academic consideration. May require work-study eligibility or self-funding.</p>	<p>Some on-campus recruitment; some job fairs; some rely on job postings. Send requested materials.</p>
<p>Corporations:</p>	<p>Fall/Spring</p>	<p>Usually hire only experienced attorneys. Strong GPA; some may require specialized coursework, or expertise like engineering, especially for patent positions.</p>	<p>Some on-campus recruitment; some postings. Send requested materials.</p>

* This table represents a general overview of hiring practices for second and third year students. Individual employers may vary. Employers should not interview first year students until after December 1st.

** For unsolicited applications, generally send cover letter and resume (and possibly reference list); otherwise send requested information.

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