



Timeline for

PROFESSIONAL DEVELOPMENT

**Use this
Timeline as a
checklist**

Using the Timeline for Professional Development below, you will develop your professional identity, assess your strongest competencies, and identify the employment options that interest you most. Each semester should provide opportunities to gain experience that tests your employment options and to create evidence supporting your professional development.

In your second and third years, access opportunities in student organizations, pro bono work, paid and unpaid clerkships, externships, and so forth to help you with your career goals.

Starting in your second year, you should also consider courses in which you will have significant writing that helps you demonstrate competencies for the area of employment you seek, such as a class for which you produce a paper or an Upper Division Writing Requirement (UDWR) class. Producing an upper-level paper early is both useful as a basis for discussion with potential employers and gives you a tangible example of your writing ability to share with others.

Use this Timeline as a checklist to help you navigate your way through law school and to create evidence of your commitment to professional development. At each transition, revisit your top options and skills, as well as your progress on achieving your goals.

2L FALL SEMESTER

- ❑ RESEARCH and begin applying for summer positions. Use Idaho Law Careers, other job search engines, and the CDO to find opportunities.
- ❑ CREATE a one-minute elevator speech to discuss your strengths and aptitude for legal employment, with examples that demonstrate the competencies you have been developing. Show, don't just tell, your skills and abilities.
- ❑ CREATE a list of the main points you will make in a twenty-minute screening interview, and how you will make them, so that an employer understands your value and experience in specific competencies.
- ❑ PARTICIPATE in fall programming (e.g., mock interview, resume review, networking events).
- ❑ SCHEDULE a meeting with a CDO professional by the end of September for 2L summer job search, post-graduate judicial clerkships, and/or advice on requesting letters of recommendation.
- ❑ IF you are working on your UDWR, keep in mind that you are working with a potential source for a letter of recommendation, as your professor will know your writing skills and project management skills well. Work to impress.

2L SPRING SEMESTER

- UPDATE your resume to reflect first-semester grades, GPA, awards, experiences with competencies, and class rankings.
- CHECK IN with your CDO professional. Update them on your professional goals, if they have changed. If you are considering a state or federal judicial clerkship after graduation, check for the application due dates beginning in January.
- PLAN for ways in your third year to enhance your practical skills in your area of interest.
- CONTINUE applying for summer positions, and routinely check Idaho Law Careers and other job search engines for new opportunities.

2L SUMMER

- UPDATE your resume to reflect second semester grades, GPA, award, experiences in the competencies you are trying to emphasize, and class rankings.
- UPDATE your writing sample.
- SEEK out volunteer, networking, and research opportunities for the summer that will help you both explore your most promising employment options and develop the competencies that you want to focus on.
- REACH OUT to attorneys in areas of law that interest you to schedule informational interviews. Find more attorneys in your preferred region and field, such as alumni from your undergraduate institution and the College of Law, using Martindale Hubbell.
- IDENTIFY one supervisor in your summer work who really knows your work and strongest competencies, who could be a reference.
- REVIEW Idaho Law Careers for fall experience opportunities.

3L YEAR AND BEYOND

- APPLY for the bar examination in the state where you plan to practice.
- SCHEDULE a meeting with a CDO professional to talk about your post-graduation plans.
- RESEARCH and plan your bar examination preparation, including reviewing the Bar Exam Success Toolkit resources and taking Applied Legal Reasoning.
- CHECK Idaho Law Careers and online resources for post-graduation job postings. Also, reach out to smaller law firms and attorney contacts to inquire about employment opportunities.
- ATTEND post-graduate job search workshops. Apply for post-graduation jobs that interest you.
- CONSIDER if you want to pursue trial court judicial clerkships. Trial court judges often begin accepting applications for postgraduate clerkships during the fall semester of the 3L year.
- APPLY to graduate.
- AFTER you graduate, remain in touch with a CDO professional about your post-graduation job search needs. Remember that professional development is an ongoing project that will continue after you have finished law school.

CONTACT US!

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