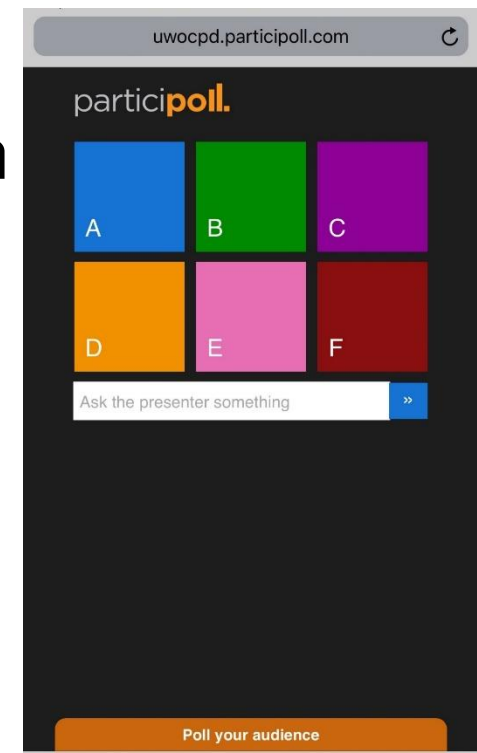


# While you wait for the presentation to start...

1. Please sign-in at the front
2. Pick up handouts
3. Please make sure your phone is connected to the wifi and go to:

<http://uwocpd.participoll.com>

Your screen will look like this!



# SUMMER/FALL 2018 RECRUITING FOR YOUR SECOND SUMMER

**Dates, deadlines and information re: 2L summer  
employment**

# Securing 2L Job Overview



# But First...

- Remember as you enter your summer position that you are part of the legal profession.
- Failure to comply with rules of ethics now could impact your career down the road.
- So, let's learn a bit about ethics & practice

# PROFESSIONALISM

A personal commitment to competence, self-improvement, civility, and respect for our system of justice.



# The Wisconsin Rules of Professional Conduct

- What are they?
- What do they mean to me (as a law student and employee)?



# Quiz Time: Question 1

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Which of the following are true statements of a law student's responsibilities under the Wisconsin Rules of Professional Conduct ("the Rules")?

- A. Only those students who work as law clerks at firms or for non-profit law firms must abide by the Rules.
- B. Only those students enrolled in a U.W. Law School clinic must abide by the Rules.
- C. Both A and B
- D. None of the above



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# Ethics Question 1: The Correct Answer is “D,” None of the above.

As law students you are not bound by the Rules of Professional Conduct. However, your supervising attorneys are bound by the Rules and they must take steps to ensure that everyone who works for them.

**AND....**

The lawyer/firm you are working for does have responsibility for your conduct and your supervising attorney can be held ethically liable for your actions.



## SCR 20:5.3 Responsibilities regarding nonlawyer assistance

With respect to a nonlawyer employed or retained by or associated with a lawyer:

- (a) a partner, and a lawyer who individually or together with other lawyers possesses comparable **managerial authority** in a law firm shall make reasonable efforts to ensure that the firm has in effect measures giving reasonable assurance that the [nonlawyer's] conduct is compatible with the professional obligations of the lawyer;
- (b) a lawyer having direct supervisory authority over the nonlawyer **shall make reasonable efforts to ensure that the person's conduct is compatible with the professional obligations of the lawyer;** and

## SCR 20:5.3 Responsibilities regarding nonlawyer assistance

- (c) a lawyer shall be responsible for conduct of such a person that would be a violation of the Rules of Professional Conduct if engaged in by a lawyer **if:**
  - (1) the lawyer orders or, with the knowledge of the specific conduct, ratifies the conduct involved; or
  - (2) the lawyer is a partner or has comparable managerial authority in the law firm in which the person is employed, or has direct supervisory authority over the person, and knows of the conduct at a time when its consequences can be avoided or mitigated but fails to take reasonable remedial action.

# Ethics Question 2

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You have been working at a firm/non-profit/law school clinic for about a month. You have been assigned a very interesting case and have spent a lot of time interviewing witnesses and attending depositions. There have been a couple of articles in the paper about the case but none of the attorneys in your firm or the firm's name has been included in any of the stories. Now you are working on a brief in response to a motion for summary judgment. Over the July 4 holiday you spend time with your family and they are very excited to hear all about your work. What can you tell them about what you are doing?

- A. You can tell them the type of case that you are working on but you cannot tell them anything about the facts.
- B. You can tell them the type of case you are working on as well as what you are learning through your witness interviews.
- C. You can tell them the type of case you are working on and share the links to the newspaper articles.
- D. You can't say anything at all about your work.



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**Question 2. The Correct Answer is “A.” You can tell them the type of case that you are working on but you cannot tell them anything about the facts.**

- SCR 20:1.6(a) requires **all** information to be kept confidential, whatever its source.
- The duty of confidentiality continues even if representation is ultimately declined, and even after representation terminates. SCRs 20:1.6, 20:1.18(b).

# The Comments help understand the scope of the rule

[4] Paragraph (a) prohibits a lawyer from revealing information relating to the representation of a client. This prohibition also applies to disclosures by a lawyer that do not in themselves reveal protected information but could reasonably lead to the discovery of such information by a third person. A lawyer's use of a hypothetical to discuss issues relating to the representation is permissible so long as there is no reasonable likelihood that the listener will be able to ascertain the identity of the client or the situation involved.

# Think about confidentiality....

- ❑ In your office work space;
- ❑ When you are working on a client file;
- ❑ When engaging in electronic communications;
- ❑ When you are on your phone (in any capacity);
- ❑ When you are talking with friends/family about your work;
- ❑ When you are submitting a writing sample (for your next job);



# Ethics Question 3

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You made it through three years of law school and landed a plum job with a well-known firm in Chicago. When you speak with the office manager about the logistics for starting your job, she casually mentions that the firm has a conflict of interest form that you must complete, listing all of the clients you represented and cases you worked on during your law school experience.

- A. You politely decline, stating that the information she is requesting is confidential.
- B. You call Emily Kite in a panic and ask how you can pull this list together.
- C. You fill out the form.



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# An Exception to the Confidentiality Rule

You can disclose limited information to future employers to detect and resolve conflicts of interest.

## SCR 20:1.6

**(6)** to detect and resolve conflicts of interest, but only if the revealed information would not compromise the attorney-client privilege or otherwise prejudice the client.

# Important things to remember:

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- Law students: Need to keep track of matters you work on and the clients you represent.
- Firms have an obligation to monitor for conflicts so they need to know matters and clients the law students/clerks worked on.

# Conflicts can occur in all practice settings

- ❑ Current Clients
- ❑ Former Clients
- ❑ Prospective Clients
- ❑ Relationships With Others

Of particular importance is the general rule of imputed disqualification: if one member of a firm cannot represent a client because of a conflict of interest, then no other attorney in the firm may do so either. SCR 20:1.10. This rule is based on the assumption that attorneys in the same firm share and discuss case information.

In many situations, problems can be avoided by an explanation to all parties and obtaining informed consent in writing

# Resources

- ❑ Your supervising attorney will be your primary source of professional guidance.
- ❑ Larger law firms often have a partner designated as the “ethics counsel.” The State Bar also offers ethics opinions on a variety of issues: <https://www.wisbar.org/formembers/ethics/pages/opinions.aspx#memorandum>
- ❑ The State Bar also has two ethics advisors

# Tim Pierce, State Bar Ethics Counsel

(608) 250-6168 or [tpierce@wisbar.org](mailto:tpierce@wisbar.org)

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# Aviva Kaiser, Assistant Ethics Counsel

(608) 250-6158 or (800) 444-9404, Ext. 6158



# In what area/setting do you want to work next summer?

- A. Big Law
- B. Public Interest
- C. Government
- D. Small Firm
- E. Public Defender/Prosecution Project
- F. Undecided



# Geographically, where do you want to work next summer?

- A. Wisconsin
- B. Midwest
- C. East
- D. West
- E. Undecided





# Midwest California Georgia Consortium

- MCGC is an off-campus interview program
- Employers include law firms and government agencies
- Especially for those interested in Chicago, New York, San Francisco, Washington, DC

# Midwest California Georgia Consortium

- ❑ **Bid Deadline = July 5 at 3:00 PM CST**
- ❑ Send application materials to OCPD before June 29
- ❑ Interview Dates by location:

D.C. Interviews	July 24
New York Interviews	July 26
Chicago Interviews	August 6
Bay Area Interviews	August 7

- ❑ Interview days are held IN each city, you travel and budget accordingly

# Midwest California Georgia Consortium

- Registration Instructions
  - ▣ Click the MCGC Symplicity tab on OCPD website
  - ▣ Or go to  
<https://law-midwestcali-csm.symplicity.com/students/>
- Register for an account any time after this presentation **using your wisc.edu e-mail address**
- Once approved you can upload docs
- You can view employers beginning June 1

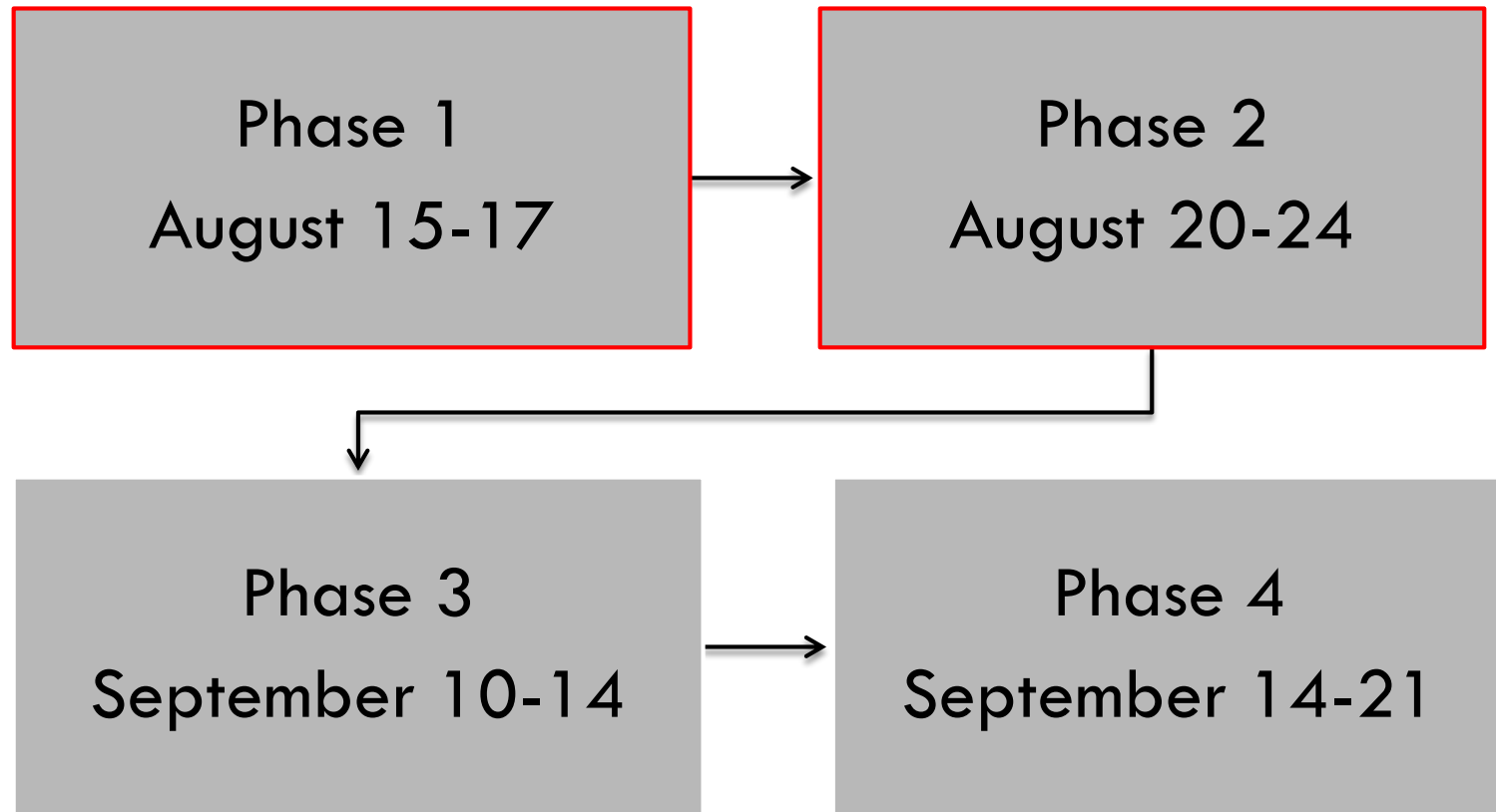


The screenshot shows a web interface for Symplicity - UW. At the top, there are two tabs: 'UW' and 'MCGC'. The 'MCGC' tab is circled in red, and a red arrow points to it from the right. Below the tabs, the text 'Symplicity - UW' is displayed. Underneath, there are two input fields: 'Username' and 'Password'. At the bottom right, there is a 'Log In' button.

# On Campus Interviews

- On Campus Interviews = “OCI”
- This is when most of the biggest firms will come to campus.
- OCI includes local, regional, and national firms as well as other employers
- Especially for those interested in Wisconsin, Chicago, Minneapolis, or any major market

# OCI Interview Dates



Interviews take place at the law school

# OCI Important Information

- Bidding opens **Friday, July 6**
- Deadline to have Phase 1 and 2 materials reviewed by OCPD is **Tuesday, July 24\***
- All student bids for Phases 1 and 2 must be made by **Monday, July 30** at 10:59 PM - No exceptions!
- For Phase 1, you are allowed to bid on up to 16 employers

\*OCPD is open over the summer – prior to uploading your application materials, have your materials reviewed. Typos, poor organization, or incomplete descriptions of your experiences will sink your application.

# OCI Bidding

	<b>Phase 1</b> <b>Aug. 15-17</b>	<b>Phase 2</b> <b>Aug. 20-24</b>	<b>Phase 3</b> <b>Sep. 10-14</b>	<b>Phase 4</b> <b>Sep. 17-21</b>
<b>Bidding opens</b>	July 6	July 6	July 6	July 6
<b>Bid deadline</b>	July 30 10:59 PM	July 30 10:59 PM	August 27 10:59 PM	September 3 10:59 PM

# Resume Collects

- Employers that are not coming to campus, but want to collect resumes from UW students may participate in resume collects.
- There will be four resume collects:
  - July 18
  - August 1
  - August 15
  - August 29
- Make sure you check each session (and often) so you do not miss employer deadlines!



# OCI and MCGC Symplicity

- ❑ MCGC and OCI have **separate Symplicity websites**
- ❑ You will upload resumes, cover letters, and any other required documents to each website
- ❑ You will download your unofficial transcript from UW Symplicity and upload it to MCGC Symplicity
- ❑ Employers for MCGC, OCI, and Resume Collects may be added after bidding opens, so check often

# Off-Campus Fairs

## Cook County Minority Law Student Job Fair

- Registration is open! Has it's own Symplicity!
- Must register and upload resume before April 30
- Interviews take place in Chicago on July 24
- Law firms, corporations, and government agencies from over 10 states participate

## Lavender Law Conference and Career Fair

- Early bird registration ends May 1
- Interviews take place in New York August 10
- Lunch prior to interviews for students and recruiters
- Law firms, nonprofits, and government agencies participate

# Equal Justice Works Conference and Career Fair

- Equal Justice Works = “EJW”
- Largest national public interest legal career fair in the country
- Takes place on October 26 & 27, 2018 in Arlington, VA
- **Deadline September 14**
- Sign up for the public interest listserv to stay informed (email [megan.heneke@wisc.edu](mailto:megan.heneke@wisc.edu))
- EJW Travel stipend

# Other Off-Campus Fairs

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**Many more recruiting conferences  
available at:**

<http://law.wisc.edu/career/jobfairs.html>

# How to Apply to other...

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- Law firms
- Government agencies
- Public Interest positions

# Independent Contact – Law Firms

- Do you want to work at a firm that is not participating in MCGC or OCI?
  - Be proactive: email your applications to the recruiting contact by the end of June!!
  - Use the NALP Directory
  - Let the recruiter know if you will be in the area
  - Talk to your OCPD advisor about how to find contacts and best approach them

# Independent Contact – Government

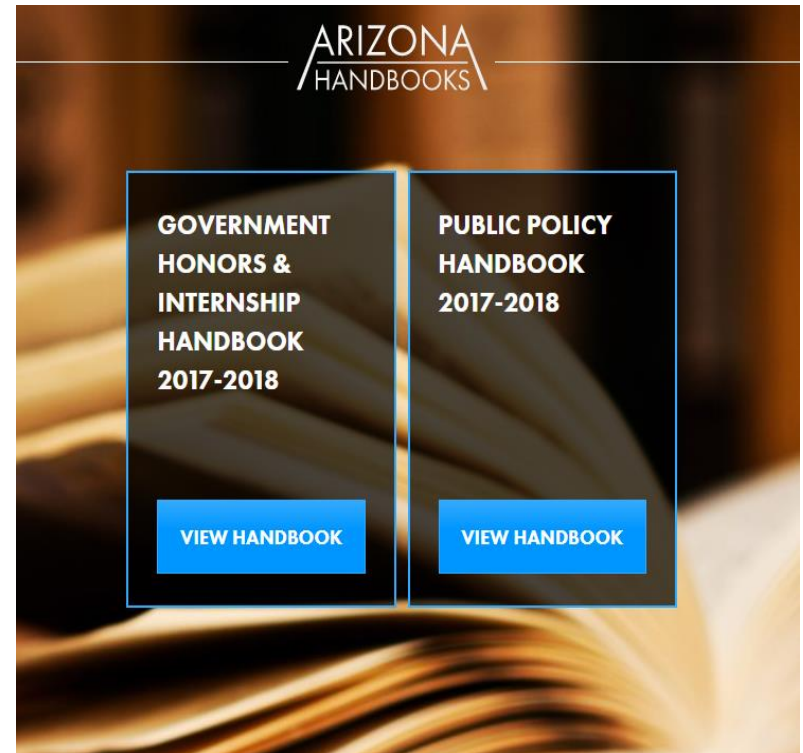
Two helpful resources:

## The Arizona Handbook

- ❑ Great resource for those seeking government internships or post-graduate honors programs.
- ❑ Handbook provides deadlines and position qualifications
- ❑ Updated throughout the year

## The Public Interest Listserv

- ❑ Sign up for the public interest listserv to stay informed  
(email [megan.heneke@wisc.edu](mailto:megan.heneke@wisc.edu))



# Independent Contact – Public Interest

- Public Interest hiring for summer tends to happen later in the school year (December-April)
- WIPIIP is in February
- Keep in mind that a number of non-profits/NGOs fill their internship spots on a rolling basis, so applying early is encouraged
- Geographical and interest-area options are numerous, so discuss your options with OCPD
- Travel stipends are available for public interest and government interviews
- **Set up PSJD.org email alerts now!**



# Application Materials

## Resume

- Format
  - This is not the place to be creative!
- Content
  - Journals and summer employment – Update with info you have
  - Highlight directly relevant experience and transferable skills

## Cover Letter

- Connect your skills and academic performance with the employer
- Explain why employer is of particular interest (geography, types of work, reputation, summer/new associate opportunities)

**Biggest tip: PROOF READ!!!**

# Application Requirements

## Transcripts

- Unofficial is usually okay
- Sign electronic transcript release form if you have not

## Writing Sample

- Usually use LRW memo or brief
- Do additional proof read and edit. Do not have to use it “as is”.
- Some need it as part of the application, many will ask you to bring it to interview
- OCPD will not edit your writing sample

# Preselect Etiquette

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If you accept a pre-select for an interview and schedule your interview, you **must attend that interview** absent an emergency or accepting another job offer.

# Interview Bootcamp

- OCPD Interview Bootcamp is **August 13 - 14**
  - Substance & Style Presentation
  - Speed Interviews
  - Mock Interviews
  - You can come if you're doing OCI or not!



# Accepting and Rejecting Offers

- Review the Statement of Professional Obligation that you signed in the fall
- If you are up against a deadline and you have not heard from another employer, **CALL THAT EMPLOYER!**
- Acceptance of an offer will be viewed by the employer as a promise to cancel other interviews and **end your search!**
- Do not rescind an accepted offer
- Before you accept or reject an offer, talk to your OCPD advisor

# Final Thoughts



- This presentation highlights major opportunities to find a Summer 2018 position, but there are plenty of other resources and means of securing employment
- Students receive 2L summer offers in a variety of ways
- Use the OCPD staff - don't hesitate to reach out
- These dates are critical – don't lose track of them over the summer!
- Fill out the summer employment survey!
- Read your emails!

