

Networking and Informational Interviewing

Top 10 Tips for Networking:

1. Be Yourself
 - a. Most people have problems with networking because they find it as insincere and manipulative
 - b. Networking is not schmoozing
 - c. Networking is building trust and relationships
 - d. People know when you are not being genuine anyway

2. Get Over Your Fears
 - a. Humans are innately social creatures
 - b. People love to talk about themselves
 - c. You will meet people who want to help you and those who do not-don't take it personally
 - d. The person next to you may just as uncomfortable in a social networking setting; take the risk (and it is a small risk) and strike up a conversation

3. Start Small
 - a. Start with who you know (friends and relatives)
 - b. Helps you get over the sense that someone is doing you a favor; stops the apologizing
 - c. Start with people that have a real connection to you

4. Join Career-Related Groups
 - a. Volunteer positions
 - b. Many groups will allow you to visit twice before joining
 - c. Take advantage of student membership fees .

5. Join Groups that Tap Into Your Passion
 - a. Don't have to be career-related
 - b. Easier to engage in conversation
 - c. Greater likelihood you will "pop" or light-up when participating in conversations

6. Ask Open-ended questions
 - a. Who, what, when, where, how
 - b. This is not a cross examination (where you provide the person with the answer) rather think of it as a direct examination
 - c. Shows that you are interested in the speaker

7. Be Prepared
 - a. Ask yourself what your goals are in participating in networking meetings.
 - b. Think office-breaker questions you can ask people you meet beforehand if you fear you will freeze up or get tongue-tied.
 - c. Anticipate questions you have been asked in the past (are you looking for a job?).
 - d. Know the answer to: "How may I help you?"

8. Ask for Introductions

- a. Do you know anyone I could speak with?
- b. When they mention people ask if they would be interested in connecting you with them.

9. Reciprocate

- a. Buy them lunch/cup of coffee.
- b. Flatter them.
- c. Send them an article.
- d. Introduce them to a service provider that you have used.
- e. Offer to be helpful to their family or subordinates.
- f. Demonstrate genuine interest in getting involved in a non-profit cause of theirs.
- g. Introduce them to someone who could be a source of business for them.
- h. Answer a question they have or offer to get the answer for them.

10. Follow-up

- a. Follow through quickly and efficiently on referrals you are given. When people give you referrals, your actions are a reflection on them.
- b. If the person has offered to do something for you (review resume, make a phone call) follow-up with the person in an appropriate amount of time.
- c. Do what you said you were going to do--it gives the other person the impression that you keep your word.
- d. Write a thank-you note.

How to actually strike up a conversation at a networking event:

1. Smile
2. Ask a question
3. Listen
4. Exchange information (lack of business cards-have a resume available)
5. Say the person's name
6. Find a connection

Informational Interviewing:

1. What is an informational interview?
 - a. 20-30 minutes
 - b. Speak with a professional in a career you are interested
 - c. Opportunity to ask specific questions
2. What is the value of an informational interview?
 - a. Make connections
 - b. 70% of jobs are not advertised
 - c. Gather information
3. Preparing for an informational interview?
 - a. Research the individual you will be meeting with
 - b. Make a list of questions
 - i. Do you know someone else I could speak with?
 - ii. Advice on how to enter the field?

- iii. Suggestions to my resume?
- iv. What do you like least / most about your work?
- v. What was your career path to your current job?
- vi. What career paths are possible?
- vii. What professional resources should I be reading?
- viii. Who is hiring for this field and where are jobs advertised?

Online networking sites (Facebook, LinkedIn, MySpace, Plaxo, Classmates.com):

1. Join Groups
2. Provide information
3. Be careful about information you post
4. Social situations-be careful about pictures, in addition, to words
5. Search for more than just law – look for college classmates, high school classmates, the person you took dance class with in third grade

General Job Search Materials & Websites

Reference Books and Publications

- How to Start & Build A Law Practice (5th Ed), by Jay Foonberg
- What Can You Do With a Law Degree, by Deborah Arron
- What Color Is Your Parachute? By Richard Bolles

Bar Information:

- American Bar Association: www.abanet.org
- NY Bar Association: <http://www.nysba.org/>

Message-Boards/Chat Rooms:

- Counsel.net: www.counsel.net
- Greedy Associates: www.greedyassociates.com
- Above the Law: www.abovethelaw.com

Law Firm/Lawyer Locator:

- Martindale: <http://www.martindale.com>
- Expert Lawyers: <http://www.expertguides.com>

Associations and Professional Groups:

- Gay & Lesbian Attorneys of Washington: www.gaylaw.org
- Hispanic National Bar Association: www.hnba.com
- National Asian Pacific American Bar Association: www.napaba.org
- National Association for Law Placement: www.nalp.org
- African American Bar Association: www.nationalbar.org
- Women's Bar Association, New York: <http://www.wbasny.bluestep.net/>

Salary Information:

Find Law: www.infirmation.com

Salary.com: www.salary.com

Legal Job Posting Sites:

www.lawcrossing.com (Fee)

www.attorneyjobs.com (Fee)

www.eattorney.com

www.emplawyernet.com (Fee)

www.greedyassociates.com

www.lawjobs.com

www.vault.com

www.wetfeet.com

Links to Law Related Sites:

www.alllaw.com

www.eattorney.com

www.findlaw.com

www.legalemploy.com

www.greedyassociates.com

www.palidan.com

www.wetfeet.com

Resume Distribution Sites:

www.attorneyjobsite.com

www.lawmatch.com (Resume Matching, Fee)

www.vault.com

Alternative Legal-Job Postings:

www.acca.com (In-house jobs: Business, Corporate Counsel)

www.chronicle.com (Higher Education)

www.higheredjobs.com (Higher Education)

www.opajobs.com (Fee based, Public Affairs)

www.ifcome.com (In-house Entertainment)

Mega Sites:

www.careerbuilder.com

www.ejobstores.com

www.jobbankusa.com

www.jobvertise.com

www.jobvillage.com

www.monster.com

www.vault.com

www.worktree.com

www.hotjobs.com

Government:

www.usajobs.opm.gov

www.fedworld.com

www.ndaa-apri.org (National Disaster Attorneys Association)

www.piperinfo.com (Links to State Websites)

www.prosecutor.info (Links to D.A. websites)

www.uscourts.gov (The Federal Judiciary)

www.usdoj.gov (United States Department of Justice)

www.sec.gov (U.S. Securities and Exchange Commission)

www.ustreas.gov (United States Treasury)

www.cia.gov (Central Intelligence Agency)

www.fcc.gov (Federal Communication Commission)

www.epa.gov (Environmental Protection Agency)

www.uspto.gov (U.S. Patent and Trademark Office)

www.usitc.gov (U.S. International Trade Commission)

Other

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