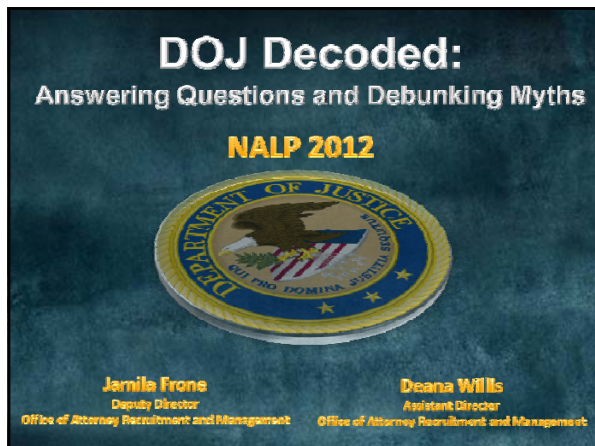
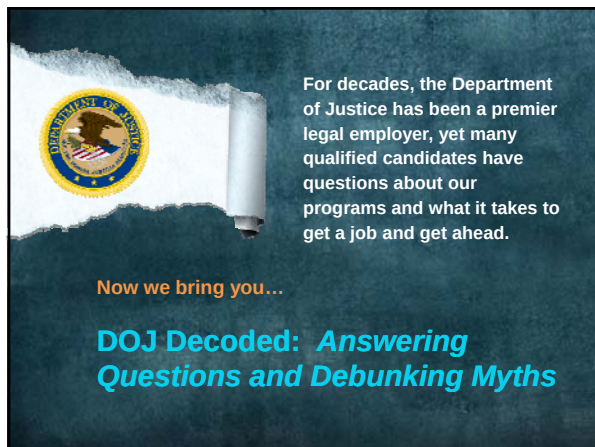
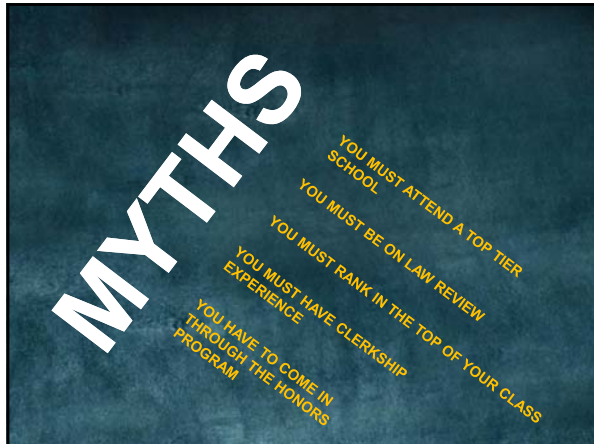






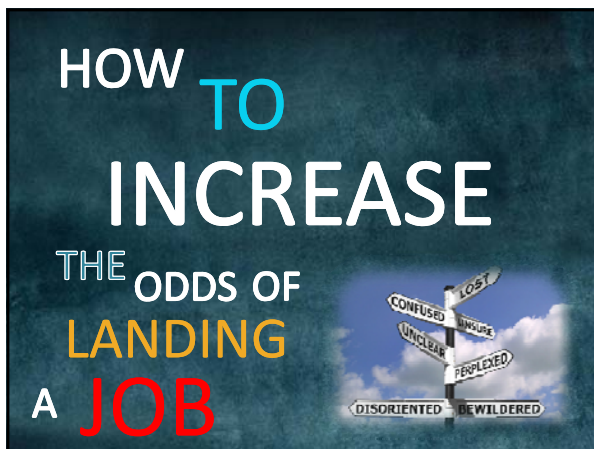




FACTS



- The Honors Program and Summer Law Intern Program are national in scope and hire graduates from law schools all over the country.
- In 2011, we hired 160 HPs & SLIPs from 77 law schools across the U.S.
- Attributes that predict success include outstanding writing skills, prior DOJ experience, and strong analytical abilities.
- There is no automatic "class rank" cutoff.
- Clerkship experience is valued but not required.
- We hire more experienced attorneys annually than Honors Program attorneys.









Acquiring Experience

- ❖ Clinics, externships, specialty classes, CLE
- ❖ Volunteering
- ❖ Advanced education or training
- ❖ Fellowships

Networking

- ❖ Bar Association Specialty Groups
- ❖ Public Service / Public Interest Career Events
- ❖ Volunteering
- ❖ Through mentors



APPLY EFFECTIVELY

3 WATCH OUT FOR COMMON JOB APPLICATION MISTAKES

IN THE APPLICATION PACKET

DO:

- ✓ Become more than a resume
 - ✓ Experience, background
- ✓ Highlight your strengths
- ✓ Illustrate how you are a good fit
- ✓ Tell us why you are interested in working for us
 - ✓ Avoid clichés – draw a connection
- ✓ Include extra-curricular activities

AVOID:

- TMI and horror stories
 - When explaining why you want to work for DOJ or telling us about yourself, avoid inappropriately graphic anecdotes and profanity.
- Inaccurate information
- Poor grammar
- Flippancy
- Unprofessionalism (e.g., too casual, too familiar, too sloppy).

NEW REALITIES

ADDRESSING FALLOUT FROM RECENT JOB MARKET DYNAMICS



- Employment gaps
- Contract work
- Temporary jobs
- Non-traditional employment
- Short-term fellowships

You may need to think outside the box!

QUESTIONS

- ARE U.S. ATTORNEY'S OFFICES HIRING?
- WILL VOLUNTEER OPPORTUNITIES INCREASE?
- WHAT IS THE HIRING FORECAST FOR 2013?
- WILL VOLUNTEER HIRING TIMELINES CHANGE?
- HOW DO COMPONENTS THAT DO NOT PARTICIPATE IN THE HONORS PROGRAM HIRE ENTRY-LEVEL ATTORNEYS?
- WHAT IS THE SECURITY CLEARANCES PROCESS AND TIMELINE?
- WHAT CAUSES PROBLEMS IN THE SECURITY & SUITABILITY PROCESS

SHORT ANSWERS

HIRING

- Budget, budget, budget ...
 - Hiring based on allocation of resources & approved exemptions to the hiring freeze
 - USAO's are hiring HP's and laterals
- Volunteer opportunities for students likely to increase; timelines at component discretion
- Unpaid SAUSA positions
- HP is the only way DOJ hires entry-level attorneys

SHORT ANSWERS

SECURITY & SUITABILITY

- **Two separate reviews**
 - Suitability, where OARM assesses the person's reliability, trustworthiness, conduct and character
 - Security (for access to confidential or classified information) is only for attorney hiring and in cases of dual citizenship
- **Most common suitability issues:**
 - Illegal use of controlled substances
 - Failure to fulfill tax obligations
 - Failure to comply with just financial obligations
 - Misrepresentation or lack of candor on the security form
- **Timing:**
 - Students: 2 - 3 months
 - Attorneys: 7 months

WHAT'S NEXT?



POTENTIAL DOJ CHANGES



- **INCREASED INFORMAL PARTICIPATION IN HP HIRING**
- **MORE USAO PARTICIPATION IN THE HP & SLIP**
- **TEMPORARY HP/SLIP SHIFT FROM LITIGATING COMPONENTS**
 - Focus on clerkships
 - Fellowships designed to meet immediate needs

Some things never change...



Values

Integrity

DOJ has certain core values:

INTEGRITY –

- In statements on the application or résumé
- In reporting employment history
- In representing accomplishments
- In stating class rank, standing, and GPA
- In comments on the cover letter
- During the interview

DIVERSITY –

- Our greatest asset is our dynamic and diverse workforce
- We welcome applications from all qualified candidates whose backgrounds reflect the Nation's rich diversity
- Our goal is to eliminate barriers and make new opportunities available for people with disabilities to contribute to and thrive at Justice

Three Key Take-Aways

FIRST
Justice has an inclusive approach to hiring.

SECOND
Hiring patterns are adapting in response to changes in the legal and economic landscape.

THIRD
Be flexible and persistent – and keep your skills honed!



For more information on DOJ legal hiring, visit
www.justice.gov/legalcareers

QUESTIONS?

**Thank you for your interest in
the U.S. Department of Justice**