Effective Career Counseling for Associates in Transition
Handout 1: Checklist for Initial Counseling Meeting

General Guidelines
- Make associates feel at ease
- Explain counseling role and assure confidentiality
- Discuss whether changes may be made to associate's workload or practice area
- Review goals and frequency of meetings
- Explain the need to take notes
- Where does the associate see her/himself in the next role: another firm, in-house, academia, not-for-profit, not practicing?

Associate takeaway tasks
- Prepare resume, significant matters and potential contact lists
- Join law school and undergraduate alumni networks
- Make an appointment with the alumni counselor at the Career Services Office
- Join relevant city or state bar committees

Frequently asked questions of counselors
- Who will know I am looking for a new position?
- How long will it take me to transition from the firm?
- Should I seek partner assistance? If so, at what point in my search?
- When and how should I engage alumni?
- Will I receive a positive reference from the firm?

Advice to associates
- Associate must remain engaged in practice during search
- The initial stage of counseling will be fact finding and research. Patience is required

Counselor provides
- Sample resumes
- Lists of useful websites and networking articles
- Introduction to outplacement consultants
- Names of helpful head hunters

Subsequent meetings will include
- Review of resume and significant matters list
- Discuss cover letters and review drafts
- Preparation for networking meeting
- Honing of narrative for networking
- Interview technique practice
- Assistance with contract negotiation
- Introductions to alumni
- Outreach to partners for assistance