

GOING THE DISTANCE

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Mastering the Rolling Federal Clerkship Process

#1 - Student Engagement

- Use a Judicial Clerkship Listserv
- Clerkship Committee with assigned students
- Targeted programming each year
- Use data to show the importance of applying broadly

#2 Navigating Chamber Preferences

- Advise students on best practices in calling chambers
- Have Law School representative contact local chambers
- Keep chamber preferences on file

#3 - Application Administration

- Have a designated career services point person for detailed administrative questions
- Meet with students one-on-one to set up OSCAR profile
- Send students application tips and deadline reminders on a regular basis

#4 - Leverage Faculty Relationships

- Use a Clerkship Committee and sit at the table
- Teach faculty how to use your resources and how you help students
- Keep faculty in the loop with interviews & outcomes
- Give scripts, phone numbers, and assistance in calling chambers

#5 - Letters of Recommendation

- Offer samples of successful letters to the faculty
- Offer counseling and resources on getting personalized and helpful LORs for applicants
- Engage the faculty to assist other faculty in writing successful letters

Other Ideas
