HOT TOPIC

J.D. Advantage Careers: Engaging Employers, Finding Opportunities, and Preparing Applicants

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Introduction of Speakers

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AGENDA

• Employer Outreach (20 minutes)
  – How to Make Entry
  – Talking Points
  – Opportunities to Promote

• Work With Students (20 minutes)
  – How to Identify Interests Early
  – Resumes and Applications
  – Networking and Job Resources

• Audience Q&A (10 minutes)

• Wrap-Up (5 minutes)
Employer Outreach...Making Entry

How to Make Entry into Corporations and Businesses:

• Create Strategy of Need

• Identify Contact List

• Utilize data, examples, relationships
Talking Points to Answer FAQs from Employers:

- How would a corporation use young talent?
- Are we getting bottom of class?
- Is this a OCI failure career?
- How is the school preparing students for corporate careers?
Examples of Employment Opportunities to Promote:

1) Law Clerk

2) Externships – Summer and School Year

3) Post Graduate Permanent – Big 4, Finance, Healthcare, Compliance

4) Post Graduate Fellowships ("Corporate Clerkships")
Working With Students...Coaching

• Start early
• Identify alums to share/mentor
• Does not mean OCI failure
Working with students...knowing what business employers want.

- Leadership (of people)
- Management (of processes, numbers, data)
- Teamwork
- Communication (mostly verbal)
- Project Management
Working With Students...Skills

Transferable legal skills:
• Research
• Problem-solving
• Writing
• Advocacy

...into these industries:
• Social work
• Publishing
• Finance/Financial Services
• Insurance
Working with students...non-legal resumes

What’s “out”:
• KSA’s
• Research, writing & advocacy

What’s “in”:
• Action verbs with quantifiable outcomes
Working with students...non-legal resumes (examples)

EXPERIENCE:

Northrop Grumman, Staffing Representative

BEFORE (legal)
- Co-wrote the Recruiter Handbook for new recruiters to use as a training guide
- Created and maintained monthly, weekly and ad hoc reports for the sector
- Assisted with the implementation of the applicant tracking system Taleo
- Served as the System Administrator for the applicant tracking systems
- Attended career fairs to acquire new talent for the company
- Managed the sector intern program as well as the minority internship program

AFTER (non-legal)

Northrop Grumman, Staffing Representative
- Leadership Development Training Department
  - Created information guides and brochures for the department
  - Assisted with the implementation of the Train the Trainer course for the Employment Leadership Program
  - Assisted with data assembly for orientation courses
  - Participated in the testing and updating of the online Learning Exchange system
- Compensation Department
  - Assisted with an engineering and human resources research study
  - Assisted with the One Job Code project by collecting and compiling data from all Northrop Grumman sectors
  - Collected data for a salary analysis process for internal and external employees entering new positions
  - Responsible for compiling salary survey data
  - Provided administrative support for the compensation department
  - Assisted with updating the salary files of all Northrop Grumman Newport News employees
- Employment Department
  - Assisted with the implementation of the new applicant tracking system VURV by coordinating work meetings, compiling and editing data to be loaded and creating letter templates
  - Created weekly status reports that were used throughout the sector, and provided general administrative support to the department.
Working with students… interviewing differences

Behavioral
Situational
Case

Not:
...strengths & weaknesses
...so much on “Tell me about yourself…”
...interested in geography
...anything non-work-related
Group Conversation
Contact Information

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