



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



Employer Outreach...Talking Points

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?

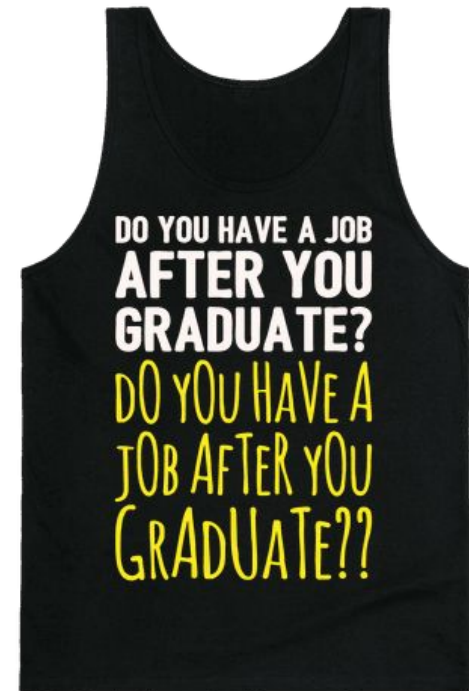
How is the school preparing students for corporate careers?



Employer Outreach...Opportunities

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

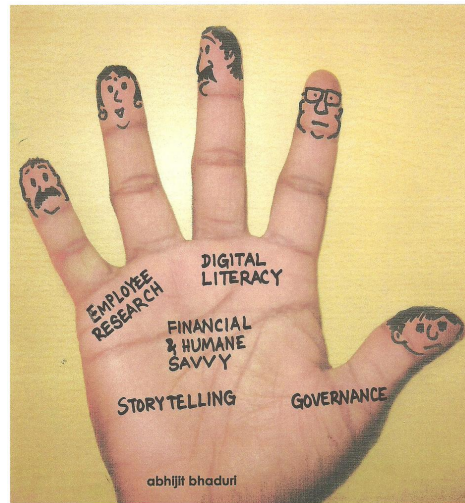
Working With Students...Skills

Transferable legal skills:

- Research
- Problem-solving
- Writing
- Advocacy

...into these industries:

- Social work
- Publishing
- Finance/Financial Services
- Insurance



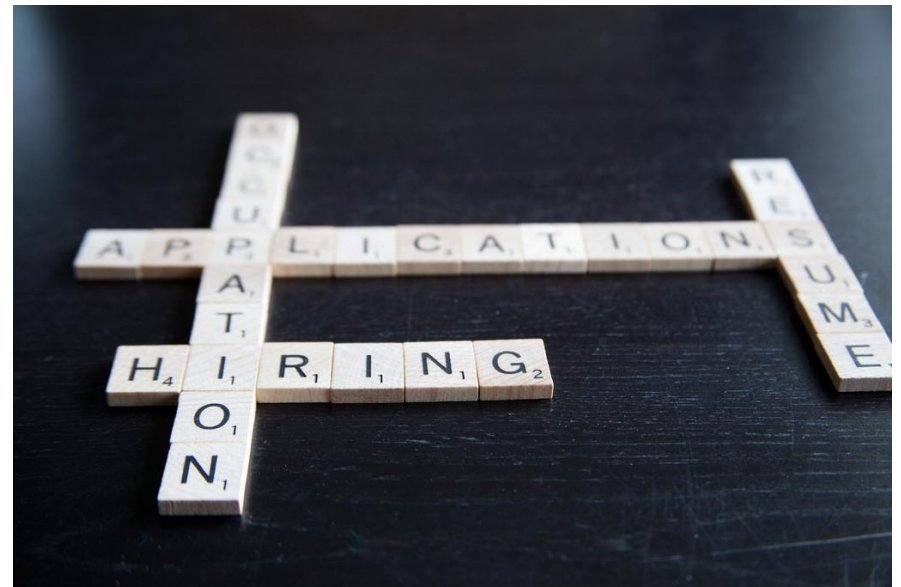
Working with students...non-legal resumes

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 intern program
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Northrop Grumman, Staffing Representative

AFTER (non-legal)

- **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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