

Introduction to Resources for Newer Professionals

Start Here



We advance law careers

About NALP

- Information about NALP: Purpose, Organization, Structure

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- Key Resources for all NALP Members

Student Advising

- Resources for Law Student Advising

Recruiting

- Resources for Legal Recruiting

PD

- Resources for Lawyer and Law Student Professional Development (PD)

Diversity

- Resources for Diversity, Equity and Inclusion

Welcome to NALP!

Talk to almost any NALP member and you will soon discover that the NALP community of people and resources can be one of the most influential factors in the success of a legal career professional. For newcomers – whether new to the association, new to the industry, or new to the role of legal recruiting, professional development (PD), or law student advising – the universe of content can be overwhelming. This binder is your starting point. The links in this digital handbook will orient you with the terminology, trends, and best practices for legal career professionals. It will orient you to the structure of our association and encourage you to get involved. It will give you a preview of many of the resources available through sections, conferences, events, and publications. It will guide you toward the most important and relevant resources as you begin this new chapter of your career.

As Vice President of Member Services and Education, it is my privilege to welcome you to NALP. See you in the community!



Gwen Ferrell

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(2022-2024)
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About This Binder

We suggest you begin by learning about the association and how it is structured (About NALP). Then, orient yourself with resources for all NALP members (General Resources) followed by specific resources for individual job roles and areas of interest.



1. **About NALP**
2. **General Resources** for all newer professionals
3. **Student Advising** resources for law school career services members
4. **Recruiting** resources for employer members
5. **PD** resources for members involved in lawyer and law student professional development (PD)
6. **Diversity, Equity & Inclusion** resources for all members

Because our community is so collaborative, we encourage you to browse each of the roles. **Click any tab to begin. >>**

What Is NALP?

NALP is an association of over 2,700 legal career professionals who advise law students, lawyers, law offices, and law schools in North America and beyond.

What brings NALP members together is a common belief in three fundamental things.

- First, all law students and lawyers should benefit from a fair and ethical hiring process.
- Second, law students and lawyers are more successful when supported by professional development and legal career professionals.
- Third, a diverse, equitable, and inclusive legal profession best serves clients and our communities.

That's why NALP members work together every day to collect and publish accurate legal employment data and information and to champion education and standards for recruiting, professional and career development, and diversity, equity, and inclusion. For more than 50 years, NALP has played an essential role in the success of our members and the lawyers and law students they serve.

NALP believes in fairness, facts and the power of a diverse community. We work every day to be the best career services, recruitment, and professional development organization in the world because we want the lawyers and law students we serve to have an ethical recruiting system, employment data they can trust, and expert advisers to guide and support them in every stage of their careers.

[NALP Leadership](#)

[NALP Staff](#)

[Sections, Groups, and Committees](#)

[City Groups and Consortia](#)

[NALP's Organizational Structure](#)



General
Resources

Student
Advising

Recruiting

PD

Diversity

Key Resources for all Newer Professionals

Where do I start?

- First, check out the [Newcomers](#) page for a list of suggested resources;
- Second, engage with the [NALPconnect](#) community, and join a section or two to communicate, collaborate, and learn from other members;
- Third, read your [Weekly News Digest](#) to stay up-to-date on trends and industry highlights and the twice-monthly [NALPnow!](#) for news and updates from NALP.

Ongoing Learning Opportunities

There are ample opportunities for your own professional development and the development of your students and lawyers. Find [Upcoming Webinars & Conferences](#). Visit the [Webinar Archives](#) for on-demand viewing. Read the monthly [NALP Bulletin+](#) e-magazine, as well as the +PD and +DEI newsletters.

Learn to speak
"NALP" in the
[Working Glossary](#)



The "Go-To"
conference for
people new to the
profession is the
[Newer Professionals'
Forum](#)

Ready for a Deeper Dive?

Whether for your own ongoing growth or for a special project that requires in-depth research, check out NALP's [Research & Statistics](#).

Additional NALP Resources

There are four additional website resources that members and students use to learn about and compare law schools and employers.

- [NALP Directory of Legal Employers](#)
- [NALP Directory of Law Schools](#)
- [NALP Canadian Directory of Legal Employers](#)
- [PSJD](#) – for public service employers

Read advice from
Experienced
Professionals in
this [FAQ](#)

Law Student Advising and Counseling

A core tenet of NALP is the shared belief that law students and lawyers should benefit from a fair and ethical hiring process. For that to happen, members follow best practices designed to ensure the highest standards of professionalism, fairness, transparency, and non-discrimination. An important foundation for all career services and employer professionals is understanding NALP's [Principles for a Fair & Ethical Recruitment Process](#).

Resources to Help Your Law Students

NALP has resources you can use to counsel students through the hiring process with confidence and professionalism. First is a [series of interactive e-learning modules](#) on "Developing the Professional Lawyer," containing tips for law students as they start their job search and prepare for their careers. Second is a collection of [E-Guides on E-Professionalism](#) designed to provide helpful information on using electronic communication and social media.



The "Go-To" conferences for law school members are the **Public Service Mini Conference** and **Summit on Emerging Careers for Law Grads**.

Advising LLM students?
Browse the [LLM Advisor Manual](#)

In-depth Research

As a career services professional, others will expect you to understand (or know where to find) research on law student employment, salaries, and other related data. A few helpful bookmarks include:

- [Research on Recent Graduates](#) by year of graduation
- [Jobs & J.D.'s: Employment and Salaries of New Law Graduates](#) (book for purchase)
- [Salary Distribution Curves](#)

You may also be called on to assist with compiling employment data for your law school. NALP's resources around [Employment Report & Salary Survey \(ERSS\) Information](#) will be helpful.



Building Connections

"It takes a village," as they say. NALP has us covered. Many law schools, for example, provide reasonable access to their career resources for students and graduates from other law schools that agree to provide similar services. Check out NALP's [Reciprocity Policies](#) for more information.

Strong relationships with employers are also key. Get insight and learn tips from the [CSO Employer Outreach Best Practices Guide](#) and appreciate the unique perspectives of [How Small Firms Hire](#).

Recruiting

A core tenet of NALP is the shared belief that law students and lawyers should benefit from a fair and ethical hiring process. For that to happen, members follow best practices designed to ensure the highest standards of professionalism, fairness, transparency, and non-discrimination. An important foundation for all career services and employer professionals is understanding NALP's [Principles for a Fair & Ethical Recruitment Process](#).

Every year, NALP's [Perspectives on Law Student Recruiting](#) report details recruitment activity on campus and at job fairs; provides information on summer program characteristics; and provides information on the outcomes of summer programs and recruiting.

If you're from a smaller firm and just getting started, check out [What to Do When It's Time to Hire a New Attorney](#), where you'll find foundational information on the hiring process, making an offer, and a hiring checklist.

For Canadian members, you'll find similar foundational resources about articling in [It's Time to Hire an Articling Student, What Next?](#)

When you're looking for information about lawyer salaries, reviewing NALP's research on [private sector salaries](#) and [public sector salaries](#) is a great place to start.

For those recruiting international students, find tips in the [LL.M. Toolkit](#). The toolkit addresses the shorter hiring timeline, as well as important considerations such as communication skills, bar admission, visa status, credentials, grades, and suitability for both temporary and permanent positions. This resource is great for U.S. firms who hire international students and firms with overseas offices.

When hiring lateral lawyers, the [Lateral Hiring Best Practices Guide](#) provides practical information on how to navigate all aspects of lateral hiring and recruiting, including needs assessment, methods for hiring laterals, strategy and procedures, marketing your firm, carrying out due diligence, and integrating a new lateral.

Additional NALP Resources
[NALP Directory of Legal Employers](#)

[NALP Directory of Law Schools](#)

[NALP Canadian Directory of Legal Employers](#)

[PSJD](#) – (public service employers)



The "Go-To" conferences for recruiting members are the **Legal Recruiting Summit** and the **Lateral Recruiting Summit**.

Lawyer Professional Development

Did you know? Continuing education and professional development for lawyers began more than 100 years ago. We've come a long way. Read about the history of lawyer PD, from its early roots to the modern programs we have today, by reading about [The Evolution of Lawyer Professional Development](#).

Understanding the skills, behaviors and competencies for effective lawyering is also a good place to start. For an overview of the competencies important for lawyer development, we recommend you read this [executive summary](#) of the recent study on [Law Firm Competency Expectations for Associate Development](#).

When you're tasked with developing programs, you'll find plenty of best practices and inspiration by browsing [handouts from past Annual Education Conferences](#), as well as resources in the [NALP Bookstore](#).

Are you responsible
for Onboarding?
NALP has resource
collections for
[lateral onboarding](#)
and [student
onboarding](#).

Law Student Professional Development

Learn more about the state of law school professional development programming by reviewing [Professional Development in Law Schools: The Who, What, How, And Why of Law School PD Featuring 40 Case Studies from 40 Law Schools](#).

When you're advising students on building their professional skills and navigating the legal profession, NALP has resources you can share with students directly, including:

- [Developing the Professional Lawyer Videos](#)
- [E-Guides on E-Professionalism](#)

And just like your colleagues in lawyer development, you too will find materials and inspiration for developing law students in some of the [handouts from past Annual Education Conferences](#), and in the [NALP Bookstore](#).



The "Go-To" conference for PD is the **Professional Development Institute**.

Diversity, Equity & Inclusion (DEI)

NALP has a longstanding commitment to be an advocate for diversity, equity, and inclusion in the legal profession and in our membership. In support of that, NALP is a go-to source for reliable DEI research and valuable tools and best practices to make our industry, our membership, and NALP leadership more diverse, more inclusive, and more effective.

First, every NALP member should read the [NALP Report on Diversity in U.S. Law Firms](#), which provides up-to-date research and analysis on the diversity of summer associates, associates, counsel, and partners in law firms.

[The Diversity Best Practices Guide](#) is a compilation of best diversity and inclusion practices derived from industry research and interviews of law firm and law school professionals. For employers, it covers tips and best practices around leadership; retention, culture and inclusion; professional development; mentorship; and recruiting. For law schools, it addresses strategic planning for career services offices; DEI champions; DEI training; and guidelines related to harassment and misconduct.

The Diversity Best Practices Guide also has a list of additional resources including articles, books, studies, podcasts, associations, job fairs, and more.



The “Go-To” conference for diversity is the **Diversity, Equity & Inclusion Summit**.

NALP has a growing collection of [LGBTQ+ Resources](#) including LGBTQ+ organizations and groups, career fairs, and best practices for recruiting, hiring, and retaining lesbian, gay, bisexual, transgender, and queer lawyers.

NALP also has [Non-Binary Resources](#) including articles, a conference recording from the Annual Education Conference, and a resource with [key concepts and terms](#).

Recommended Reading:
“[Don’t Hire Me as a Token...](#)” Thoughtful perspectives and 28 guiding principles for recruiting and supporting diverse summers hires and lawyers.