Great in theory. Even better in practice.

Career and Professional Development
Extended Orientation – Session 1
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Hello again!

Career and Professional Development
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Overview

- Mentoring
- Symplicity
- Professional development
- CPD news and events
- Networking tips
- Reminders
Mitchell Hamline Mentors Program

- Questions, concerns, great experiences to share - please let Sharon Goodyear in our office know!
- sharon.goodyear@mitchellhamline.edu
  (651-290-7508)
Symplicity

• What is Symplicity?
  ▪ Symplicity is an online platform

• Ways to use Symplicity:
  ▪ Upload your resume for review by the CPD team
  ▪ Search job postings – Mitchell Hamline job bank and links to external sites posting jobs
  ▪ Identify your areas of legal interest
Symplicity

• Login Information
  ▪ You received an email this week with your login information
  ▪ You can also login from the CPD webpage under resources for students → browse and apply for jobs then save the URL
  ▪ Forgot your password, need help with Symplicity – please contact our office
    careers@mitchellhamline.edu  651.290.6326
• A couple common questions:
  ▪ Is the MH job bank just on-campus jobs?
    ▪ No – we receive requests to post openings from employers and employers independently post on Symplicity frequently so you’ll want to check new postings on a regular basis
  ▪ Search using keywords or the advanced search function to search by specific criteria – class level, position type, within a certain number of miles of a zip code etc.
Symplicity

• A couple common questions:
  - How much time should I spend completing my profile? Can employers see it?
    - Your profile is not viewable by employers
    - Complete and update your areas of legal interest – this greatly helps our efforts to pass along information about opportunities/events to students interested in specific areas of law
  - Additional time is better spent creating a LinkedIn profile
Professional Development Primer

• For 1Ls, school is the priority
  ▪ Get settled with classes
  ▪ Your support network
    ▪ Study groups
    ▪ Academic Achievement
  ▪ Student Services
  ▪ Professors
  ▪ More – friends, family, etc.
  ▪ Ask for help when you need it!
Professional Development Primer

• Make a positive impression
  ▪ Professional conduct
  ▪ Drink responsibly
  ▪ Honor commitments
  ▪ Be punctual
  ▪ Exercise discretion
  ▪ Business attire

• Polished exit
  ▪ Look in the eyes
  ▪ Politely close the conversation
  ▪ When appropriate, send a thank you email or note!
Professional Development Primer

• Establish your personal brand
  - Social Media
    - Personal Sites – FB, Twitter, etc.
    - Professional Sites – LinkedIn
  - Student business cards
  - Email
  - Voicemail
**CPD News & Events**

- **Finding Job Opportunities**
  - **Symplicity!**
  - Plus many more resources:
    - https://www.linkedin.com
    - http://mnbenchbar.com/classifieds/
    - https://jobs.makeitmsp.org/
    - http://www.pollenmidwest.org/opportunities/
    - https://www.lawcrossing.com/
  - Public Interest:
    - http://www.psjd.org/ (MHSL is a member)
    - http://www.nlada.org/job-board (Legal Aid Jobs)
    - https://www.idealist.org/
    - http://www.minnesotananonprofits.org/jobs
CPD News & Events

• Finding Job Opportunities cont’d
  - Higher Education Jobs
  - Federal Government Jobs
  - MN Judicial Branch
  - MN Public Defender
  - MN County Attorneys
  - Other Jobs with State of MN
  - Health Law
CPD News & Events

- Stay Up to Date on CPD News and Events
  - The Docket (Student News Feed)
  - MHSL Website > Current Students
CPD News & Events

• Stay Up to Date cont’d
  ▪ CPD Website - Career Development News: https://mitchellhamline.edu/careers/
  ▪ CPD Facebook Group: https://www.facebook.com/groups/MitchellHamlineCareers/
  ▪ CPD Off the Record Career Conversations: https://mitchellhamline.edu/careers/off-the-record-a-career-conversation-series/
CPD News & Events

- Upcoming Career & Professional Development Events at MHSL
  - Off the Record with Kim Lowe, Oct. 17, 5pm
    - More info [here](#), RSVP to [careers@mitchellhamline.edu](mailto:careers@mitchellhamline.edu).
  - Annual Careers in Public Interest Panel & Reception, Oct. 24, 4:30pm
    - RSVP to [careers@mitchellhamline.edu](mailto:careers@mitchellhamline.edu).
  - Career & Diversity and Inclusion Panel, presented by APALSA, Oct. 24, 6pm
    - More info [here](#).
  - Off the Record with Brian Toder, Nov. 2, 5pm
    - More info [here](#), RSVP to [careers@mitchellhamline.edu](mailto:careers@mitchellhamline.edu).
CPD News & Events

• Find more news and events through local bar associations
    ▪ [Join the MSBA](http://www.mnbar.org/) (FREE for Law Students)
    ▪ [Join a section](http://www.mnbar.org/) (FREE for Law Students)
      ▪ Sign up for 1-3 sections. Consider at least one substantive law section in addition to "New Lawyers" section.
  ▪ My Account > Communication Preferences
    ▪ Email Electronic Version of "Bench & Bar"
    ▪ Send Section CLE Notices
    ▪ Send Section Newsletters
  ▪ MSBA Facebook Page: [https://www.facebook.com/minnesotabar/](https://www.facebook.com/minnesotabar/)
    ▪ [MN Legal Event Calendar](https://www.facebook.com/minnesotabar/)
CPD News & Events

• Find more news and events through local bar associations
  ▪ County/District Bar Associations (FREE)
    ▪ Hennepin County Bar Association (HCBA): [www.hcba.org/](http://www.hcba.org/)
      ▪ Join a section (FREE for Law Students)
      ▪ Calendar of CLEs and Events
    ▪ Ramsey County Bar Association (RCBA): [www.ramseybar.org/](http://www.ramseybar.org/)
      ▪ Join a section or committee (FREE)
  ▪ Other District Bar Associations
CPD News & Events

• Find more news and events through local bar associations

  ▪ **Upcoming Bar Association Events:**
    ▪ **Justice Jeopardy**, Oct. 19, 5pm, Kieran's Irish Pub, Downtown Minneapolis (register [here](#))
    ▪ **Beyond Status: Meeting the Legal Needs of Today's Immigrants CLE**, Oct. 24, 11:45am, Stinson Leonard Street, Downtown Minneapolis (Register [here](#))
    ▪ **HCBA Judges' Social**, Oct. 26, 5-7:30pm, BANK Restaurant, Downtown Minneapolis (Register [here](#))
    ▪ **RCBA Bench & Bar Benefit**, Nov. 4, 5:30pm, Intercontinental, Downtown St. Paul (Register [here](#))
    ▪ **HCBA 1L Minority Clerkship Program Info Session**, Nov. 6, 11am, MHSL
    ▪ **RCBA Happy Hour with the New Lawyers Section**, Nov. 16, Sweeney's Saloon (Register [here](#))
CPD News & Events

• Other useful resources for news and events
  ▪ American Bar Association for Law Students
    ▪ https://abaforlawstudents.com/
    ▪ https://www.facebook.com/ABAforLawStudents/
  ▪ Twin Cities Diversity in Practice
    ▪ http://diversityinpractice.org/
    ▪ https://www.facebook.com/MN.Diversity/
  ▪ MN Women Lawyers
    ▪ http://www.mwlawyers.org/
    ▪ https://www.facebook.com/MinnesotaWomenLawyers/
  ▪ More local affinity bar associations:
    http://diversityinpractice.org/affinity-bars/
Creating Social Capital

f.k.a. “Networking”

- Traditional Networking
  - What is it?
  - How do You Do It?
  - What Result(s) Does it Produce?
Traditional Networking

• Mindset - Intention
  ▪ Going to an Event - Not Sure What to Do
  ▪ Going to Trade Business Cards, Not Sure What to Do Next
  ▪ Going to Meet People, But Not Sure How to Do It, What to Say or What To Do Next

• Confusion…

• A Confused Mind Will Not Take Action
• An Alternative Strategy

• Creating and Growing Social Capital
  ▪ Not a Transaction Mindset
  ▪ Not a Positional Mindset
  ▪ H2H Mindset

• Establishing Human Relationships

• Nurturing Human Relationships
• Creating Social Capital

• Human Relationships
  - Dr. Desmond Morris’ Twelve Stages of Intimacy
• Creating Social Capital

• 12 Stages of Intimacy

1. **Eye to body.** You notice the person. You are interested.

2. **Eye to eye.** Your eyes meet. You notice each other. You are interested in each other.

3. **Voice to voice.** You talk. You call. You text. You email. This should be a somewhat significant stage. You start emotionally bonding as two human beings.

4. **Hand to hand.** You hold hands. It may be accidental touch that is kept in contact or deliberate. You are special.

5. **Hand to shoulder.** You put your arm around their shoulder. This publicizes your relationship.

6. **Hand to waist.** Your arms around each other’s waist. You know this person about as well as you know a good friend, and you like what you know.
• Creating Social Capital

• 12 Stages of Intimacy (continued)

7. Face to face. You hug and kiss. You start physically bonding which is an extension of the emotional bond you have taken time to establish.

8. Hand to head. You run your fingers through their hair. They cradle your face. You stroke their face. This shows a deepening trust.

9. Hand to body. You touch another part of their body not previously touched.

10. Mouth to body.
11. Touching below the waist.
12. Intense Intimacy
• Creating Social Capital

• Awareness

  1. Eye to Body - You notice the person. You are interested.

  2. Eye to Eye – Your eyes meet, you notice each other and are interested in meeting each other.

  3. Voice to Voice – You Introduce Yourself and Start a Conversation
• Creating Social Capital

• Engagement
  ▪ 4. Hand to Hand – You Shake Hands and Continue the Conversation
  ▪ 5. Hand to Shoulder – You Exchange Contact Information and Agree to Follow Up
• Growing Social Capital

• Following Up

  ▪ 6. Hand to Waist – You Actually Follow Up with the Person – Call, text, email, etc.

  ▪ 7. Face to Face – You Get Back Together (Second Date)

  ▪ 8. Hand to Head – You continue the conversation and engage on a deeper level
• Growing Social Capital

• The Relationship Deepens
  
  ▪ 9. Hand to Body – They now know, like and trust you. You’ve Become Friends and/or Colleagues.
  ▪ 10 - 12 The relationships deepens, they become a raving fan and tell their colleagues and friends about you!!!!
  ▪ You have now earned the right to … Ask about Opportunities and Referrals
Reminders

• **Assigned counselors**
  - After October 15th - you’ll be contacted by your counselor
  - Don’t hesitate to schedule a meeting or reach out with questions!

• **Next session – October 26th**
  - Resumes – presentation followed by time to work on your resume (we’ll be here to answer questions)
  - Bring your laptop with access to your resume
  - Sample resumes can be found on the CPD page under Resources for Students