

CAREER & PROFESSIONAL DEVELOPMENT PLAN

SELF-ASSESSMENT	ENHANCE LEGAL EXPERIENCE / SKILLS
<ul style="list-style-type: none"> <input type="checkbox"/> Myer-Briggs Type Indicator (MBTI) <input type="checkbox"/> StrengthsFinder 2.0 <input type="checkbox"/> Kimm Walton's Life Resume Grid <input type="checkbox"/> Develop a personal brand <input type="checkbox"/> Ensure your Facebook page and other social media/blogs reflect who you are <input type="checkbox"/> Create, polish, and practice your "Elevator Speech" 	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteer/do Pro Bono <input type="checkbox"/> Enroll in a clinic, externship, or semester-in-practice/residency <input type="checkbox"/> Obtain a clerkship/internship <input type="checkbox"/> Moot Court or Mock Trial <input type="checkbox"/> Law Review or Journal <input type="checkbox"/> Writing Competitions <input type="checkbox"/> Become a research assistant <input type="checkbox"/> Assist a professor or attorney in planning a seminar <input type="checkbox"/> Observe a trial or a hearing <input type="checkbox"/> Job shadow
RESEARCH / NETWORKING	JOB SEARCH
<ul style="list-style-type: none"> <input type="checkbox"/> Order student business cards <input type="checkbox"/> Create/update LinkedIn profile <input type="checkbox"/> Conduct organizational and area-of-practice research <input type="checkbox"/> Attend career related programs <input type="checkbox"/> Attend "networking" functions <input type="checkbox"/> Find a mentor/build your "Board of Advisors" (faculty, alumni, etc.) <input type="checkbox"/> Build your "Sales Force"/informational interview <input type="checkbox"/> Join student organizations <input type="checkbox"/> Join a Bar Association (and section(s)) or other professional organizations and attend meetings <input type="checkbox"/> Attend CLEs <input type="checkbox"/> Attend alumni events <input type="checkbox"/> Organize and actively manage your contacts/network/sales force 	<ul style="list-style-type: none"> <input type="checkbox"/> Set goals & take action! <input type="checkbox"/> Attend Career & Prof. Dev. job search programs <input type="checkbox"/> Review Guerrilla Tactics and other job search resources <input type="checkbox"/> Utilize tip sheets and guides in the Symplicity "Document Library" and online <input type="checkbox"/> Check Symplicity & other job posting sites <input type="checkbox"/> Engage in self-initiated contact <input type="checkbox"/> Seek and utilize referrals <input type="checkbox"/> Polish resume(s), references, and writing samples. Submit documents to the Career & Prof. Dev. Office for review. <input type="checkbox"/> Write tailored cover letters (each time) for specific opportunities; submit to the Career & Prof. Dev. Office for review <input type="checkbox"/> Mock interview (generally and for specific opportunities)

LONG-TERM GOALS:

SHORT-TERM GOALS:

NEXT STEPS:

TO ACHIEVE:

26 LAWYERING EFFECTIVENESS FACTORS

INTELLECTUAL & COGNITIVE

- Analysis and Reasoning
- Creativity/Innovation
- Problem-solving
- Practical judgment

RESEARCH AND GATHERING

- Researching the Law
- Fact-finding
- Questioning and Interviewing

COMMUNICATIONS

- Influencing and advocating
- Writing
- Speaking
- Listening

PLANNING AND ORGANIZING

- Strategic planning
- Organizing and managing one's own work
- Organizing and managing others (staff/colleagues)

CONFLICT RESOLUTION

- Negotiation Skills
- Able to see the world through the eyes of others

CLIENT & BUSINESS RELATIONS – ENTREPRENEURSHIP

- Networking and business development
- Providing advice and counsel, and building relationships with clients

WORKING WITH OTHERS

- Developing relationships within the legal profession
- Evaluation, development and mentoring

CHARACTER

- Passion and Engagement
- Diligence
- Integrity/Honesty
- Stress management
- Community involvement and service
- Self-development

Source: Professors Marjorie Shultz and Sheldon Zedeck at the University of California Berkeley