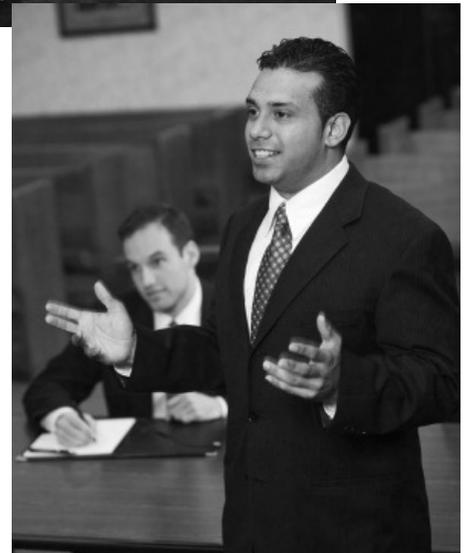


Selecting and Interviewing for Externships

"This externship was one of my best experiences in law school. I can't imagine any other way to get the type of experience I got from this externship."



"I was offered unparalleled access to judges including being able to discuss cases as they were going on and having informal conversations regarding their personal opinions on different legal issues."



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For more information, contact:

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Selecting an externship site

is an important process

"My externship definitely developed my confidence and gave me practical experience in the field."



Which one is right for you?

- ◆ What do I expect to gain from my externship experience?
- ◆ Am I interested in working in a particular substantive area?
- ◆ What type of environment do I want to work in (government office, public interest organization, judicial setting)?
- ◆ What type of skills do I want to improve or develop (research and writing, interviewing and counseling, representing clients in court)?
- ◆ Have I read the surveys or talked to students who previously completed an externship in the placement?
- ◆ What type of placement will help me to achieve my career goals?
- ◆ How will this placement impact any current employment?

You may apply to up to seven externship sites. Career Services Counselors are available to assist you in the selection and application process. Call 413-782-1416 to schedule an appointment with Paula Zimmer or Sam Charron.

Interviewing

The purpose of an interview is to secure an externship that will provide you with valuable "real world" experience and exposure to diverse legal environments.

Here are some suggestions for a successful interview.

1. Treat the process seriously. This is a job interview.

- ◆ Dress and act professionally
- ◆ Use professional communication tools
 - create business like voice mail greetings
 - avoid using a hip, quirky email address
- ◆ Get good directions and arrive 5 or 10 minutes early
- ◆ Know the name of your interviewer
- ◆ Bring copies of application materials
- ◆ If you cannot make the scheduled appointment or will be late, call in advance to reschedule

2. Be prepared and know yourself

- ◆ Research the organization
- ◆ Be able to discuss your expectations, your career interests, and courses you have had to support your interest in this type of law externship

3. Ask thorough questions

- ◆ What projects or tasks do you have in mind for an extern?
- ◆ What would a typical day look like for your extern?
- ◆ What percentage of time would your extern spend in court/doing research and writing/interacting with clients?
- ◆ Who will be supervising the externship?
- ◆ What skills/abilities/attributes are you looking for?
- ◆ How often would the extern meet with their site supervisor?
- ◆ What have made past externships successful?

First impressions matter

Interviewers will be impressed by students who:

- ◆ Are on time
- ◆ Dress and act professionally
- ◆ Demonstrate confidence, interest, and enthusiasm toward the employer
- ◆ Are well-organized and have copies of application materials available
- ◆ Have excellent non-verbal skills (a firm handshake, direct eye contact, and good posture) and avoid distracting mannerisms
- ◆ Give concrete examples about their experiences, courses, achievements, etc.
- ◆ Ask questions clearly and concisely
- ◆ Do not criticize previous employers, professors, fellow students, etc.
- ◆ Follow up with a thank you letter expressing interest in the externship and appreciation for the interview
- ◆ Respond promptly and in an appropriate manner to all communications

Best wishes for a successful externship interview!