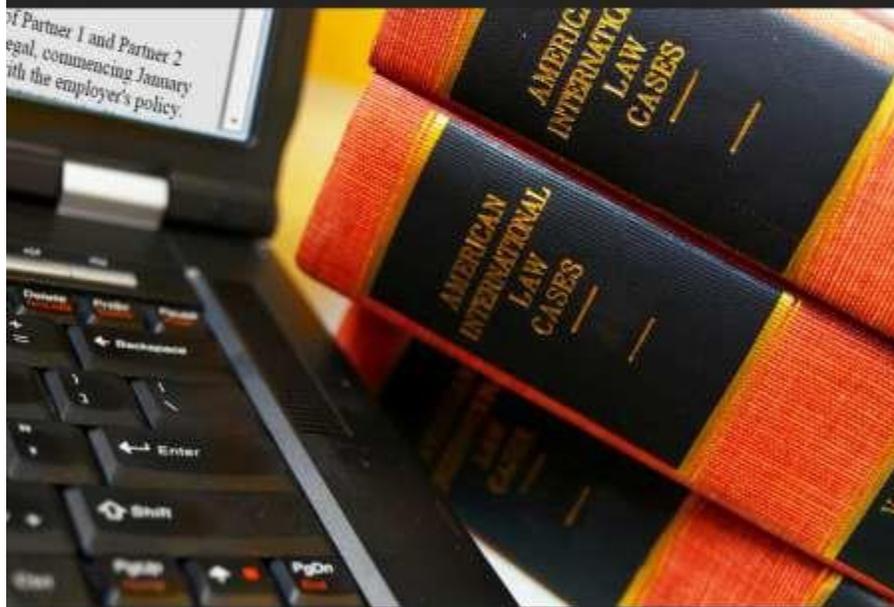


The
Street-Smart Paralegal's
Guide to:
Getting a Job
With a Lawyer or Law Firm



Tina Khera

Supplemental Worksheets

HOW TO USE THE WORKSHEETS

1. TO GET STARTED

What kind of job do you want? Do you have any dreams you want to fulfill? Any responsibilities to consider? Take some time to review and complete the [Figure Out the Basics](#) and [Who Do You Want to Work For?](#) worksheets and define your parameters.

2. DETERMINE YOUR IDENTITY

How do you see yourself? How do others see you? How would you like to present yourself? Answer these questions using the [What Is Your Identity?](#) worksheet.

3. REVIEW YOUR PAST AND IMAGINE YOUR FUTURE

What were things like before? How would you like things to be later? Complete [Your Past and Your Future](#) to help you figure it out.

4. WHAT AREAS OF LAW DO YOU WANT TO EXPLORE?

What activities do you enjoy? Read any good books lately? Who do you admire? Use the [Exploring Areas of Law](#) worksheet to gain some insight.

5. HOW MUCH TIME AND MONEY CAN YOU SPEND?

Do you have kids? Are you involved in something that takes time? How much money can you spare for your job hunt? The [Budget Your Time](#) and [Budget Your Money](#) worksheets should be helpful.

Note: The [Sample Attorney Research Template](#) at the end of these Worksheets is a PDF. Please download the Excel Spreadsheet separately

Figure Out the Basics

1. Are You Single or With Someone? Do you have kids, or other responsibilities (i.e. elderly parents) that need your attention?

2. How much time do you need (or want) to devote to a career?

3. Based on the above answers, do you want something full-time, part-time or on a project-by-project basis? Why?

4. Do you do better when you have a set schedule, or when you can have a flexible schedule (i.e. it doesn't matter when you work as long as you work 40 hours a week). How important is flexibility in scheduling for you?

5. How far are you willing to commute? Across town? Down the Street? Across the country? How flexible can you be with your commute?

6. Are you willing / able to relocate if necessary?

7. Are you more comfortable with a 1-on-1 conversation, or do you enjoy interacting with teams?

8. Do you like to collaborate with others to find solutions, or do you enjoy hunting for answers yourself?

9. How comfortable would you be if you had to deal with an angry client when the attorney is not around? How would you handle the situation?

Exploring Areas of Law

Write down 5-10 Areas of Law You'd Like to Explore. If you're not sure, answer the questions on the next 2 pages to give you some inspiration:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Exploring Areas of Law

2. Who are the people you admire? What industries do they work in? What is their job title? What types of law apply to those people's jobs?

3. List everyone you know who works for a law firm, or might know someone that works in a law firm.

4. What kind of stuff do you like to do? What areas of law relate to these activities?

5. What skills do you have as a result of your hobbies? What areas of law do you think those skills would work in?

Budget Your Time

1. Taking into account all of your responsibilities, like family, education and other jobs, How Many Hours a Week Can You Devote to Your Job Search?
-

Be Sure to Consider:

- How Many Hours Will You Devote to Working on Your Online Portfolio? _____
 - How Many Hours Will You Devote to Working on Your Resume? _____
 - How Many Hours Will You Devote to Working on Your Personal Appearance? _____
 - How Many Informational Interviews Will You Schedule Per Week? _____
 - How Many Job Interviews Will You Schedule Per Week? _____
 - How Many Hours Will You Devote to Following Up on Interviews (Both Job and Informational Interviews)? _____
 - How Many Hours Will You Devote to Finding Law Firms You Want to Work for? _____
 - How Many Hours Will you Devote to Researching Lawyers and Law Firms? _____
 - How Many People Per Week Will You Talk To? _____
 - How Many Referrals Per Week Are You Aiming For? _____
-

Budget Your Time

2. Are there any activities you can cut out to give yourself more time? If so, how much time will you gain?

*** WARNING – Don't forget to schedule a little leisure time for yourself for at least an hour a day so you don't burn out

3. What time of day do you usually work best?

- Early Morning _____
- Late Morning / Early Afternoon _____
- Late Afternoon / Early Evening _____
- Late Night _____

Budget Your Time

4. What times are inflexible? For example, do you have to take the kids to school by 8:00 a.m.?

Budget Your Money

Estimate How Much Money You Can Spend For your Job Search. To Do So, Estimate How Much You Can Afford to Spend On (Feel Free to Customize No. 11-15):

1. Resume Paper and Envelopes _____
2. Clothes for Interviews _____
3. Informational Interviewing _____
4. Domain Name _____
5. Internet Access _____
6. Cell Phone / Virtual Number _____
7. Copies / Faxes _____
8. Transportation Costs (Gas, Bus Pass, etc.) _____
9. Postage / UPS / Fedex _____
10. Miscellaneous Items _____
11. _____
12. _____
13. _____
14. _____
15. _____

