



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

Career Development: Recruiters, the Net, and Beyond...

Finding Your Next Job

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It is the rare person who joins a firm or company and remains there until retirement. Our mobile society and the downsizing phenomenon have made workers, including in-house counsel, much more prone to the vagaries of the job search market.

This short paper is designed to provide you with an overview of the resources that are available to the in-house job searcher. Many of the important aspects of the process—resume preparation, development of your networking strategy, and "packaging" of yourself will not be addressed here (although they will be in our presentation). Rather, included below are recommended on-line and published sources that should provide you with a great starting point.

Please remember that any job search is fraught with peril, particularly if you are still employed. In that regard, be quite judicious in handling your resume. Posting a resume on a site, where it can be viewed by prospective employers, is a recipe for disaster. If one of those viewers is your current employer, your search could shortly take on a whole new focus.

Additionally, it is wise **not** to use your company e-mail for transmission of any job search messages. It also is not provident to surf the Web's job sites at work. Both for are prone to company oversight, which could similarly endanger your search. Use a free e-mail account (such as Yahoo or Hotmail) to handle your mail and do your surfing at home.

The same tenets that enabled you to succeed in school and in your career apply here. Namely, develop a plan, be persistent, and execute. You might "catch lightning in a bottle," but the odds are that your search will take several months. Hang in there and good luck!

I. Books/Compendiums

A. Job Search Process

A trip to your favorite bookstore or a click on Amazon.com reveals that there are a plethora of books on job searching. I will recommend one—the tome that many senior executives simply refer to as "the Book." This is John Lucht's *"Rites of Passage at \$100,000 to 1 Million—Your Insider's Lifetime Guide to Executive Job Changes and Faster Career Progress in the 21st Century."*

Rites of Passage does much more than cover the gamut of job searching essentials, such as networking, resume preparation, interacting with recruiters, and direct mailing. *Rites of Passage* provides the reader with a well-reasoned strategy to employ in the job search. It is a must purchase for the serious job hunter.

B. Recruiters

1. All fields (including legal)

There are a number of published and online recruiter directories. The most comprehensive is Kennedy's *"The Directory of Executive Recruiters."* This is especially useful, as it categorizes recruiting firms into specialty areas, in addition to distinguishing between contingent and retained companies. The thousand+ page book is also available in a fully searchable CD-Rom format.

2. Legal Only

The National Law Journal and *The American Lawyer* each publish an annual directory of legal recruiters. Both are provided at no cost to subscribers of the publications. Legal libraries should also have copies that one can use.

II. Internet Resources

A. Legal Only Sites

1. www.acca.com (American Corporate Counsel Association)

(At the risk of being biased, I firmly believe this is one of the best job sites for an in-house lawyer. In-house only listings, inclusion of the names of the companies that are hiring, and advanced searching capabilities are big plusses.)

2. www.attorneyjobs.com (Attorney Jobs)

(Not a free site. Pay plans include \$15 for 30 days and \$75 for 6 months).

3. www.complaw.com (Computer Law)

(As the name suggests, a tech-industry focus for attorneys).

4. www.emplawyernet.com (Emplawyernet.com)

(Has a free and premium offering).

5. infirmation.findlaw.com (Find Law)

(Very good site. Requires registration and submission of resume. Nothing is forwarded to the prospective employer without the candidate's permission).

6. www.ihirelegal.com (Ihirelegal.com)

7. www.interactive-lawyer.com (The Interactive Lawyer)

8. www.lawforum.net (LawForum.net)

9. www.lawguru.com (LawGuru.com)

10. www.lawinfo.com (LawInfo.com)

11. www.lawjobs.com (Law.com)

(Another excellent site, includes *National Law Journal* ads. Allows searching for in-house positions only. Also includes positions posted by recruiters).

12. www.lawmatch.com (LawMatch.com)

(Cannot freely search the site—must first submit a personal profile).

13. www.lawyersweeklyjobs.com (Lawyers Weekly)

(Comprehensive source, with an emphasis on Massachusetts employers).

14. www.legalhire.com (LegalHire.com)

15. www.legalreport.com (LegalReport.com)

(California only site).

16. www.legalsearchnetwork.com (Legal Search Network)

(Must first submit a profile).

17. www.legalstaff.com (LegalStaff.com)

18. www.martindale.com (Martindale Hubbell)

19. www.thecounselnetwork.com (CounselNetwork.com)

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B General Job Boards

The number of job sites seem to multiply daily. The following are some of the most highly rated sites.

1. www.6figurejobs.com (6FigureJobs.com)

2. www.bestjobs.usa.com (Best Jobs USA)

3. www.careerbuilder.com (Career Builder)

4. www.careermosaic.com (Career Mosaic)

(Has combined with the popular Headhunter.net site).

5. www.careerpath.com (Career Path)

6. www.careerjournal.com (Wall Street Journal)

(Emphasis on senior executive positions. Excellent, timely articles on the job market).

7. www.careersite.com (Career Site)

8. www.flipdog.com (FlipDog.com)

(Uses a search agent that retrieves information directly from employers' sites).

9. www.hotjobs.com (Hotjobs.com)

10. www.jobbankusa.com (Job Bank)

11. www.joboptions.com (Joboptions.com)

12. www.monster.com (Monster.com)

(The "Big Daddy" of the job sites. Reputed to contain the largest number of job openings).

13. www.nationjob.com (Nation's Job Network)

(Uses the "PJ Scout" agent to send positions directly to your e-mail account).

14. www.netshare.com (NetShare)

(Very well-regarded site, that is billed as posting "Jobs for the \$100,000+ Executive." Not a free site. A menu of plans, including 90 days/\$125 and one year/\$325).

15. www.vault.com (The Vault Reports)

(Job board site and repository of background information on many major companies).

16. www.yahoo.com (Yahoo)

C. Legal Recruiters' Sites

1. www.barristerreferrals.com (Barrister)

2. www.bellon.com (Bellon & Associates)
3. www.bickertongordon.com (Bickerton & Gordon)
4. www.cocounselor.com (Co-Counselor)
5. www.colemanlegal.com (Coleman Legal Staffing)
6. www.mhasearch.com (Major, Hagen & Africa)

(Premier legal search firm, with national and international presence. Good repository of live openings posted on the site).

7. www.spherion.com (Spherion)

(Major, publicly-traded human capital firm with strong legal search capabilities. Worldwide scope).

D. National Recruiters' Sites (All fields)

1. www.dhr-intl.com (DHR)
2. www.divsearch.com (Diversified Search)
3. www.futurestep.com (Korn Ferry International)

(Very good site, with many listed positions. Must first complete a lengthy candidate profile and assessment).

4. www.leadersonline.com (Heidrick & Struggles)
5. www.kenzer.com (Kenzer Corporation)
6. www.russreyn.com (Russell Reynolds)
7. www.spencerstuart.com (Spencer Stuart)

E. Due Diligence on Prospective Employers

The following sites provide good background information on a wide range of prospective employers.

1. www.companysleuth.com (Company Sleuth)

(Provides links to message boards and other 'Net based information. Also will deliver updates on companies you select directly to your e-mail account).

2. www.hoovers.com (Hoovers)

(Excellent company capsules, news stories, and links to publicly filed materials).

3. www.vault.com (Vault Reports)

(In-depth company reports, including separately published books on major employers).

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