Managing Your Summer Experience

2016 Legal Research Bootcamp

Mary Lynn Wagner, American Financial Group
Jenni Baker, Dinsmore & Shohl

Before We Get Started...
Join us in Kahoot!

1. Visit kahoot.it on your laptop, phone, or tablet.
2. Type the Game Pin shown on the projector screen into the box on your device, and then click Enter.
3. Look and listen for prompts throughout the presentation for chances to interact! The person(s) with the highest score at the end of this presentation wins a prize!
Where Does Your Success Begin?

“If a young associate were to ask me what I thought he/she should do in order to really make it at the firm…

“**MUST be willing to work** with partners and **be of assistance** to partners…
**Go out of your way** to understand the needs of the clients and respond to those needs”

-Don Klekamp

Define Your Reputation...

Before It Defines YOU!

- Don’t pick up DIRT!
- Clients hire in their reflection.
- Be known as a good researcher and a good writer.
How to Make Yourself Stand Out

- KNOW & UNDERSTAND
- DELIVER AS PROMISED
- CONTINUOUS GROWTH & IMPROVEMENT

9 Tips for Managing Assignments
1. Return Calls Promptly

- Calls, emails, instant messaging, notes on your chair.
- Assignments come in many forms.

2. Listen & Clarify

- The #1 cause of mishaps in the office are communication issues.
- Ask questions!
3. Be Aware of Deadlines

- Projects will be easier if you go into them feeling like you have a good understanding of the case file, and what has been done prior to your involvement.

- Make a research plan based on platform/database coverage.

4. Plan Ahead
Research Contracts

Typical Causes for Incurring Excessive Online Research Fees

- Not planning before going online.
- Engaging in a fishing expedition.
- Not employing Boolean logic or synonyms in search queries.
- Not starting broad, then narrowing.
- Not understanding when fees are accrued.
5. No Sloppy Research!

- Refresh your knowledge of the fundamentals.

- Always evaluate your research methods for efficiency!

6. Be Creative
7. Put Your Hard Work Into Writing

- Communicate your answer back to the assigning attorney.
- Be formal and polished in emails.

8. No Project is TOO Small
9. Get Feedback

- ASK for feedback!

Two More Important Items to Remember...
Networking Early is Important

DO THEY KNOW, LIKE AND TRUST YOU?

Be Yourself!

I AM WHO I AM. YOUR APPROVAL IS NOT NEEDED.
Questions?