



Alison Monahan: Welcome back to the Law School Toolbox podcast. Today we're talking with ex-BigLaw Recruiter Sadie Jones about the people you should try to get to know in any legal job you have. Your Law School Toolbox host today is Alison Monahan, and typically, I'm with Lee Burgess. We're here to demystify the law school and early legal career experience, so that you'll be the best law student and lawyer you can be. Together we're the co-creators of the [Law School Toolbox](#), the [Bar Exam Toolbox](#), and the career-related website [CareerDicta](#). I also run [The Girl's Guide to Law School](#). If you enjoy the show, please leave a review or rating on your favorite listening app. And if you have any questions, don't hesitate to reach out to us. You can always reach us via the [contact form](#) on LawSchoolToolBox.com, and we would love to hear from you. With that, let's get started.

Welcome back to the Law School Toolbox podcast. Today we're talking with ex-BigLaw recruiter Sadie Jones about the people you should try to get to know in any legal job. So welcome, Sadie.

Sadie Jones: Thanks for having me back.

Alison Monahan: My pleasure. Well, we wanted to talk about this topic because it's nearly always the case, at least in any office job, that there are lots of people who help the wheels on the bus, as it were, keep turning. And it's really beneficial to identify and get to know the people that you're going to need to know to get your work done. And of course, there may be other useful opportunities to connect in other ways. So, whether this is a summer position or a longer term job, who do you think people should be looking to get to know when they start working in a law job?

Sadie Jones: I feel like I'd start with the support staff, which I think isn't necessarily where a lot of summers or new associates start. I think they think about the lawyers that they're working with. And so, I would definitely start with your secretary. These days, I think a lot of times it's like a pool of secretaries for a group of people, so get to know all of them because you don't know who you'll need to work with or ask things about. But I think they're super important and a lot of them have been at the firm a long time and they may just know a lot of things. So they could be your go-to.

Alison Monahan: I think that's definitely right. I would also put the paralegals on any case into that category. These are typically career people. And so, particularly if you're coming in as a new associate or working in a new place you haven't been before or even a summer associate type position or an intern, these are the people who know how to do things. One of the most critical things I learned very quickly is these are the people who know how to file things. And that's incredibly important because if you've gone to law school, you don't necessarily know how to use the electronic filing system for a particular court or whatnot,



but there are people who do know that and you need to figure out who those people are, because they're the ones who are going to help you actually file your documents when you're under pressure at the last minute to get this stuff done before the day closes, basically.

Sadie Jones: And I think it's key with them to make it clear that you know that they know more than you do, from the beginning. So when you're asking them things, make it clear that you really respect them and you know that they know how to do all that stuff, and you're very grateful for them to show you.

Alison Monahan: No, I think that's absolutely right. You don't want to go in with an attitude of, "Well, I'm the lawyer and you just get my stuff done." This is an actual area of real expertise and you need to appreciate it.

Sadie Jones: Definitely. And you should know where your place is, if you're supposed to be doing it or if you're supposed to be telling somebody else to do it or how. So, don't just assume that you're supposed to be assigning things out, for sure.

Alison Monahan: Right. And ultimately in the end, if something goes wrong, it's going to be not the problem of the secretary or the paralegal who was doing this. It's going to be your problem or the problem of the lawyers that you work for. So yeah, I think that idea of knowing where you stand in the system is really important, and also taking blame and not assigning blame that other people should not be getting if they screw something up.

Sadie Jones: Absolutely. And also if they're teaching you something that you're going to need to know again, take notes, make sure you're paying attention because you don't want to be asking people the same thing over and over again that you should have been listening to the first time.

Alison Monahan: Right. I think, generally speaking, people understand you've never done this before, they're happy to explain it to you once, maybe one and a half times. But after that you really should only be asking questions about things that are new, not "Wait, what was the URL that we went to for filing in the Northern district of California?" You can Google that.

Sadie Jones: Exactly. And part of this is who you should know, but also you want them to like you.

Alison Monahan: Right.

Sadie Jones: It's kind of the gist of it.

Alison Monahan: Yeah, exactly. Not just know you as, "Oh, that annoying person who always treats me like I don't know anything when I know more than they do now." You



want to be the person who's like, "Oh, that person's always super friendly and respectful. And wasn't it nice that they brought me candy that one time they asked for a favor?"

- Sadie Jones: Exactly. So, I think you just need to have a good attitude with everybody and make sure that they know that you respect them for what they do. I also think the librarian is a great person to know.
- Alison Monahan: Oh, for sure.
- Sadie Jones: They can tell you all sorts of things.
- Alison Monahan: Yeah. If you're lucky enough to still have a research librarian where you're working, you definitely want to make friends with that person.
- Sadie Jones: I think it's really important. I'm also thinking the IT people. Anyone who knows anything about document management systems or your computer, whatever devices, all of that stuff, particularly if you'll be working remotely. So know who you need to get in touch with and how you get on their good side so they'll maybe put you first.
- Alison Monahan: Right. Or do you a favor when you can't connect to your email for some reason. Yeah, I know we harp on the document management system all the time, people are probably really tired of hearing it. It's really important, you need to figure out how that works. And if you have questions, you need to know who to go to with them, because people will go out of their mind if you screw this up.
- Sadie Jones: I think it's my number one most important thing to know.
- Alison Monahan: Other than basically being on time for things, probably.
- Sadie Jones: Yeah, exactly. That's also something I'm sure we talk about incessantly. Also, who you go to for reimbursements and what the process is, I think is important.
- Alison Monahan: Yes.
- Sadie Jones: I know that I've had weird situations where, let's say, a summer or a new associate drops some receipts on my desk as the recruiter. That's just terrible and not appropriate.
- Alison Monahan: You're like, "What am I supposed to do with this?"
- Sadie Jones: Yeah. I don't want to just take your receipts and figure out how to do it. Normally, it would be through a secretary, probably. You keep your receipts, you say what it was for in detail. And they may need a billing number that you



have, or they may already know. But figure out what the system is, do it in the right way. Maybe you're supposed to do it all at once, once a week, maybe you do it as you go, but figure it out. I just find it disrespectful if you don't know who does what and you ask the wrong person in kind of a rude way.

Alison Monahan: Right. Your job is not to do some summer associates receipts for them.

Sadie Jones: Exactly.

Alison Monahan: But there is somebody whose job it is to help you with that, and you need to know who that person is. It probably, as you said, is your secretary who probably has a form for it, and they know the process and they can tell you, "This is how you do it." So hopefully your secretary likes you.

Sadie Jones: Exactly. And I wouldn't have cared if the person just said, "Oh, I'm not sure what to do with this." And I would've said, "Oh, go to your secretary", or refer them to the summer manual that probably says that. That's different; it's totally fine to ask questions.

Alison Monahan: Right, exactly. If you come in with the attitude of, "Oh, I don't really know how this should be done, but please let me know and I'll follow the correct procedure" – that's very different from, "Hey, here are my receipts from that event we went to."

Sadie Jones: Exactly.

Alison Monahan: You're like, "Great, thanks for sharing. What do you want me to do about it?"

Sadie Jones: And it's stuff at this point in time the person should have known, so I think that made it even worse. I also think there's stuff you can get away with the first week, that you can't on year two.

Alison Monahan: Right, exactly. At some point it's assumed that you will figure this out. Along those lines, I think once you start really working, particularly knowing who does the travel stuff is really critical. I didn't even know we had travel agents until I'd probably been there two years and I was stuck on some case. I'm in the middle of nowhere and I literally couldn't get a flight. And the partner's just like, "Well, why haven't you talked to Bob?" And I'm like, "Who the hell is Bob?" She's like, "Oh my God, you don't have Bob's number? This guy is amazing. He will get you upgraded everywhere. Never book your own travel again, just call Bob." And I'm like, "Why didn't you give me this number?" She's like, "Oh, I don't know."

Sadie Jones: That is definitely something that you should know from the beginning. Hopefully they've told you where all these things are. But I agree, I would locate how it works. And also you should know the firm's system for travel. So some places



you can decide, you can book it on your own or you can book it through them. Maybe there's an airline you want to use because you have miles. There're some places where you can't do that and you may get in trouble or may not get things reimbursed. So you really want to be clear on how you're supposed to do things and who can help you. A lot of times with travel in law firms, things get changed, and so they may have a system for how you need to change things and they may not have change fees and things like that. So just be really clear on that.

Alison Monahan: Right, yeah. No, this was clearly just information that had not yet been revealed to me because I hadn't earned Bob's personal number. I really felt like I was in the very inner circle once I had that. And I'll tell you, it was life changing. I started only flying business class after that, it was great.

Sadie Jones: That is pretty great. I don't know when we'll get back to travel, but when we do...

Alison Monahan: When we do, aim for business class upgrades with your personal travel agent, if you can.

Sadie Jones: And get Bob's info.

Alison Monahan: Exactly. It just literally had never occurred to me, but it was probably a valid question to ask when I started traveling with a partner, like, "Hey, is there anybody that you use to book this that I should talk to?" I could have asked that question; I just literally didn't think about it.

Sadie Jones: Yeah. So we're giving you the inside scoop.

Alison Monahan: Yeah. And nobody's going to get upset if you ask that. They're going to be like, "Oh yeah, talk to this person" or, "No, just look it yourself." It's totally fine.

Sadie Jones: Exactly. Another area that I think that people don't think about are who does bar dues, or CLE. It's different in every firm how this is handled. Sometimes it's through HR, or professional development team is usually who it is. And it may be a different person that handles bar dues than tells you about trainings and things like that. But you should know who it is, because even though a lot of times the firm is paying for stuff and maybe even sending it in for you, or they may not be, it's ultimately your responsibility. So if something doesn't get paid and something isn't sent into the bar, you are the one responsible for that, no matter what the firm was supposed to do.

Alison Monahan: Right. Yeah, no, I agree. There are definitely people who should be handling this, but ultimately it's your problem. I think the CLE is a great one. You want to find out what the policy is because almost certainly whoever you're working for is



going to have the ability to get you CLE credits that you don't have to pay for them yourself. But it may not be the case that you can just go and do whatever you want. They may have a subscription or something, so you want to make sure that you are covered on that and you're doing what you should be doing.

Sadie Jones: And also a lot of times they'll have trainings, but you need to make sure that you signed in and out, that you were there for X amount of time. So, know what the rules are. Again, they should tell you, but you may need to ask. And I know firms used to have it where the secretary would keep track of everyone's CLE and it's sort of moving away from that, I think, with less secretaries and more personal responsibility. So they may do that for you, they may not, but ultimately you should also have a copy in a file of all your CLE. If it ever came up that you would need to produce it, it's not your secretary's responsibility to keep that file.

Alison Monahan: Right. I think you should literally have a paper file. And so even if you have an electronic version of something that you went to, whatever they provide you as evidence that you were actually attending this, you should just print out, pop in that folder. And then at the end of the year or the end of three years or whatever it is in your state, you just pull that out. It's very easy, it's very clean. If you ever need to document it, there you go. You should probably also scan it and put it online, but I think having that paper version is really useful.

Sadie Jones: But as someone who was responsible for all the bar dues stuff at one point, I can tell you that the two weeks before everything's due and everyone needs to do their CLE, is totally chaotic. Just don't be that person, that's always just scrambling to find stuff.

Alison Monahan: That was the worst. Well, in California, it was every three years. Maybe you've gone to a few things, but you haven't really paid attention to it. And then suddenly, you're two weeks out, you've got to do all these specific ones. I just remember a number of hours cooking in my kitchen with a CLE in the background, where every six minutes you have to touch the screen to say you're still there. Yeah, I did that for weeks basically, to finish this. That's the main reason I went inactive in California, ultimately.

Sadie Jones: And you also can't do all of them online or listen to them. I think there's a requirement you do a certain amount in a different way, or there're certain things you can do that are considered more active. You just need to know what the difference is. And this is way less painful if you're doing it over the three years, I'll just make a plug for that. But you should know who can tell you this stuff, where you can find this information, and where you can find out what you'd already done. So, know who those people are.



- Alison Monahan: Right. Because ultimately, almost everyone in the end ends up in some type of a crunch. Best case scenario, you're like five hours short or something.
- Sadie Jones: And there's always a way to take care of it.
- Alison Monahan: I don't know anyone who hasn't been scrambling to do one or two specific things at the very end.
- Sadie Jones: Absolutely. But I will say that most firms have so many opportunities to get CLE.
- Alison Monahan: I know. There's no excuse for it, but we're busy people, we procrastinate. What can you do?
- Sadie Jones: Absolutely. But if those people like you, they're going to help you more.
- Alison Monahan: Right, exactly. They're going to be like, "Oh, you know what? You need to do this one particular required hour of credit. Here's a great seminar you can watch. It's one hour long and it's totally online, go." You're like, "Great."
- Sadie Jones: Exactly.
- Alison Monahan: Versus like, "I don't know. Here's a really big list of stuff you can look at, bye."
- Sadie Jones: Yeah. You want someone who can give you the real scoop of like, "This is the easiest way to get this done."
- Alison Monahan: Exactly. I also think it's really important to know who handles just the nuts and bolts stuff of things like document production and copies and presentations, if you're doing trial work, or really anything. There're certain people who do this stuff. Particularly document production – that's a whole system. It's like an entire world to itself, how you get these Bates numbers on the things and all this stuff. And they may be asking you all these questions you don't really understand. So anything you can do to make friends in those departments is only going to help you.
- Sadie Jones: And even marketing, or sometimes there're practice group people. Maybe if there's any opportunity that you're getting involved with client stuff, so you might need to know who they are too. And that can't hurt.
- Alison Monahan: Right, exactly. I feel like make friends with everybody basically, if you can.
- Sadie Jones: Yeah. And know what they do.
- Alison Monahan: Right, exactly, understand their job. Lawyers tend to be very arrogant about not bothering to understand what other people do. And that can be very frustrating



for people who are like, "I'm 20 years into this career and no one understands what I do all day, nor do they seem to care. That is upsetting to me."

Sadie Jones: So I think you'll really stand out as someone who does. Because I agree, I think law firms are really all about the hierarchy, and if you're not somebody who's a billing person and you're behind the scenes, then you might feel kind of lost and no one really knows what your area is. So, know what people do, know what you'd go to them for, and that you appreciate their knowledge.

Alison Monahan: Yeah. I think every firm I ever worked in, they basically put all the people who do support stuff in the windowless offices in the middle. And so it was always this whole world to itself where you're like, "Wow, this is so different than being on the outside."

Sadie Jones: And you see how many people it takes to keep a law firm going, way more than the lawyers.

Alison Monahan: Yeah, no, and you realize these are really tight knit groups of people, they hang out together all day. So, it's an interesting side world that I took a while to realize was even there.

Sadie Jones: Definitely.

Alison Monahan: Who else? Well, I think one obvious person to figure out, or people, are the people who actually assign the work. Talk a little bit about how that tends to happen because I know it's different in a lot of firms.

Sadie Jones: In my experience, particularly in the summer, a lot of firms just have a free market system where maybe you look on the portal online and you can see the different assignments, but you still probably are going through a lawyer. Maybe it's an associate, maybe it's a partner, maybe the partner's supervising the associate who's really doing all the work. And so you're probably going through them to make sure that you can take it, or maybe it is just completely free market and you can just pick it, but you should know who those people are. You can talk to about how much work you have, if you're taking on new things, how this is going to go. You can also talk to them about what you're interested in, what types of assignments you want to get. Maybe there's a particular partner you want to work with, how would you go about that? So I think being a go-getter and talking to whoever it is that assigns it. And then if you're a new associate, it's usually pretty similar. It may be more by practice group, but there's always, I would say, usually a junior partner in that situation, who's the assignment person. So it's just a good idea to be really open with them. Also, don't hide stuff. Don't pretend you have more work than you do, or the opposite. Just be honest and try to figure it out.





Alison Monahan: Right, because they're going to find out pretty quickly if you're not actually busy. You might be shocked to hear this, but people in law firms particularly, are actually reviewing billing data pretty regularly.

Sadie Jones: But I'm shocked at how many people do that and think that they can get away with it, with sort of hiding under the radar. It might go on for a little bit, but they're definitely going to realize at the end of the month, and especially if it goes on for longer than that. So, if you can't find the work, that's when you talk to them to find more work.

Alison Monahan: Right, exactly. I think it's useful to know people in HR, and also if you're a summer associate, obviously in the summer associate team. You guys are the ones really determining on some level who's going to get an offer and who's not, or at least coordinating that. So, I would think those would be important people to have on your side. Do you think so?

Sadie Jones: Absolutely. I'm a little biased, but I will say that I think sometimes summers don't realize the influence that the recruiting person in charge of the summer program has. And there may be a few of them – you should treat them all the same. I don't care if it's the assistant or the director, but they're the ones who are really supposed to get to know you and be able to talk about you. And ultimately all the attorneys are going to go back to that person and ask them were there any issues or what do they think of you, that kind of thing. So you really should get to know them. I do think summers usually do get to know the recruiting people and spend time in their office; now it may be a Zoom situation. But either way, I would make sure that they know who you are. And I just mean you can chat with them. It doesn't even need to be about some particular work thing, but they're sort of your go-to. And then usually there's a summer associate team that's a group of lawyers that are going to vote on you at the end, and are in charge of organizing events and work and all of this stuff. So you should definitely know who they are and you should make sure that each and every one of them know you are, so that there's no issue at the end where they're like, "I don't remember them" or, "I barely saw them. I don't know who they are."

Alison Monahan: Right. "What does that person look like? Do I remember... What school were they at? No, that was a different person. Okay, yeah, I don't think I know who that person is."

Sadie Jones: I think people really don't want to stand out for doing anything negative, but I also don't think you want to completely disappear. People want to know you.

Alison Monahan: Right. I think a lot of that really goes down to showing up to things that you're invited to and stuff like that. Particularly in a virtual scenario, you don't necessarily need to be dropping by people's office; that's not feasible right now.



But if they invite you to a practice group lunch or something, you should probably attend that, and have your computer on and have your name up on the screen, so they're like, "Oh yeah, Alison, right. She attended that meeting. Okay, cool. Yeah, I know who that is."

Sadie Jones: Yeah. I think just seeing you at things, kind of, "Oh yeah, I've seen her attend all these things."

Alison Monahan: Right, like, "She always came to things we invited her to, I like her." Done.

Sadie Jones: Exactly.

Alison Monahan: Really, it's not much more complicated.

Sadie Jones: I think you just need to make sure that you know who all the people are. Because I think sometimes even if they've introduced themselves at the beginning, maybe they're not in the practice group that you've been dealing with the most. But I would just always go back to like, "Oh, I want to make sure the summer committee knows me."

Alison Monahan: Right. Maybe have a list up at your workstation and if an email comes in from that person who's on the list, inviting you to a lunch thing or whatever, then maybe you're more inclined to accept, versus, "I don't know who this person is. I don't really care."

Sadie Jones: Also, it's really pretty voluntary. So somebody who wanted to be on the summer committee or recruiting committee is actually interested in you and the future of the firm and who they're bringing in. So, I think they're usually pretty approachable and you can also ask questions of them if you're not sure who to go to.

Alison Monahan: Yeah. One thing I could see is bringing a couple of other summers with you and ask for a virtual coffee date or something with someone, like, "Hey, these three people are interested in your topic", or your practice group or whatever, or went to the same school. I don't care – any connection, any interest, "Hey would you mind just meeting with us for 20 minutes and having coffee and sharing some of your story?" People would love that.

Sadie Jones: I also think that's nice because they can see that you're developing a relationship with your fellow summers. That always stood out to me too. If somebody isn't interacting with the other people in their class, it can be a little odd.

Alison Monahan: Yeah. I just think it's a lot less awkward if you have three or four people there, then just you – there's all this pressure, like, "Why did you want me to meet



with you? What do you want to talk about?" If you have three or four people and it's 20 minutes, that's five minutes per person. You can handle that.

Sadie Jones: Yeah, just less pressure.

Alison Monahan: Yeah. And I agree, it looks good to be the leader, like, "Oh yeah, we'd like to do this."

Sadie Jones: Exactly.

Alison Monahan: Alright. Another couple of people I think you should know – a), the pro bono person, whoever is coordinating that. And also I think this often gets overlooked, but anyone who's doing associate development. Particularly at law firms and probably other organizations, they've started to become at least a little bit more active about developing their talent. And so a lot of them actually have people who basically are there to do free coaching for you, and I think that often gets overlooked.

Sadie Jones: Absolutely. And these coaches, a lot of times it really is confidential. So you can talk to them about whatever, they might actually help you with your career. It doesn't even have to be there; they might give you good tips generally. And you don't just have to talk about what's going on in this exact firm at this exact time; you can talk about bigger picture stuff. So, it's like a free coach.

Alison Monahan: Yeah, I think it's great. And particularly at law firms, they're realistic, they know that most associates leave at some point. And so this is essentially to help you figure out your next move, which maybe ends up benefiting the firm in the end. They're thinking longer term here – maybe you go in-house and then you send business back. It's not just designed to keep you in this job that maybe you don't want to be in.

Sadie Jones: Right. Them even having these coaches, it's not just out of the goodness of their heart. They are able to transition people out over time because that's just the system. So, I really do think it is confidential and you can talk to them. And I totally agree about pro bono. I know that I've said many times about interviews and not talking about pro bono, but once you're there, you absolutely can and you should get involved and do as much as you can. And particularly in the summer actually, you may be able to do more pro bono because a lot of times there aren't billable assignments or maybe there isn't enough work, maybe they can't find things. So summers a lot of times do work on pro bono, and so I think it's a great opportunity to get that started and know what areas there are pro bono, what you might be interested in down the line.



- Alison Monahan: Right, because it's a great opportunity to do something useful and also to develop your own skills. So, at those early stages, firms love it if you want to go and work on a pro bono case. That's fantastic.
- Sadie Jones: And even as a summer, sometimes you get to do really amazing things. You get to go to court, you get to be involved with clients if you do it through pro bono.
- Alison Monahan: Yeah. I remember I was doing some asylum work and I was in the client interview, which was pretty cool. Well, one other person, I think – you don't want to be this person, but you probably want to know who they are and use them accordingly – is the office gossip. What do you think about this?
- Sadie Jones: Completely agree. I think this is key and there always is one. It may not be one person; it's generally someone who's been there a long time. So it may be current things that are going on, also things that have happened in the past about different people that you may want to hear. I would be careful what you say to the person if you know they're already the office gossip. You don't want them sharing your secrets, so probably don't share too much. But it's a good idea to hear what's going on.
- Alison Monahan: Yeah. Keep your ear to the ground, know who to go to if you hear a rumor. Obviously you have to be careful, but it is a useful person to have some communication with sometimes.
- Sadie Jones: I do find the receptionist can often be this person.
- Alison Monahan: True, or a secretary who's been there forever. Those are the most likely candidates. Or a paralegal who's been there, but paralegals usually have other work to do. So yeah, typically it's a combination of reception, because they know who's coming and going and when, and the older secretaries who know that they can basically not be fired because they know where all the bodies are buried.
- Sadie Jones: Absolutely.
- Alison Monahan: Alright. Well, let's switch gears a little bit and talk about how people can really get to know people, whether all these people we've talked about, or your coworkers who were at an equal level, or even mentors or sponsors who are those more experienced attorneys. What can people do, particularly in this virtual environment, to build these relationships?
- Sadie Jones: Well, I would say, I think in a way it may take more effort because you can't just swing by someone's office. I think that can be the easiest thing. So when we're back in person, just swinging by someone's office in a casual way I think helps you get to know people. But I think these days I would reach out. I would try to



make an effort to get to know people at different levels, I agree. So, your fellow summer class if you're a summer, or associates who are at your level. You're part of a team because I think that helps when you're starting out. And I don't think you want to feel like you're in competition with people; I think you want to make it clear that you're a part of this class and you want to get to know people. And so I think whatever virtual way you can do it, like Zoom, coffee or things like that, and I would just reach out. And I like the idea of what you said, if you're a summer, of doing it maybe with another summer, getting to know them. And hopefully you've been assigned a mentor, or if not, you found a mentor or there's somebody on the summer committee that's taken you under their wing, because sometimes it's easier if you have someone to guide you a little bit, and hopefully that person has volunteered to do that.

Alison Monahan: Right. In terms of getting to know your other summers, I completely agree. The people who are the most competitive about it, everyone just ends up kind of hating them. So it's not really the best way forward, it's not really a long-term strategy either because you might end up working with this group of people again. So I think there, looking at building those relationships, whether it's a Slack channel or a WhatsApp group or something that you guys can talk. I do think you want to be a little careful and not too much gossip about partners in the office and things like that because you never know what's going to show up on [Above the Law](#). But within reason, I think you can talk about all kinds of things.

Sadie Jones: I know that I've seen some summer classes volunteer to do something together; maybe they organize an event. And sometimes they'll tell you, "You can do this, here's the budget", that kind of thing. But you can do it on your own. Just something that you're doing together for the office, or maybe it's a volunteer thing, whatever it is. I always thought it was really nice when the summers took the initiative together to do something; it just sends a good message.

Alison Monahan: I agree. I think any of these organizations are looking for people who get along with other people, and also looking for some leadership qualities and things like that. So I agree, if there's something you're interested in doing and you're like, "Oh, this would be cool. Why don't we do this as a group?" – I think most legal employers would probably be pretty receptive to that.

Sadie Jones: And also, just a reminder that it's not a competition. There's not, at least usually, X number of spots and more people than that or anything like this. Ultimately everyone hopefully will be your colleague down the line, and you don't need to compete with them for work or whatever. You're in this together, you're a class.

Alison Monahan: Right. I think that's a good way of looking at it. Well, we're about out of time here. Any final thoughts on this topic?



- Sadie Jones: My final thought is just a reminder about appreciating other people's knowledge at the firm, who have been there longer than you. And if you're a summer associate, that's everybody. Unless there was someone that started after you during the summer, everyone knows more than you. So I would say, learn from them and be humble.
- Alison Monahan: I completely agree. I think there's nothing more obnoxious than some summer from Harvard coming in and being like, "You have to do this, this, this, this." Everyone's like, "Okay, you're going to be here three months, or two months or whatever, goodbye."
- Sadie Jones: Yeah. And they will talk about that at the end, when they're deciding about giving you an offer. It's not all about the work you do or what school you went to or what your grades are.
- Alison Monahan: Right, pretty much anyone can blackball you. So if you're rude to your secretary or your paralegal, it's not going to fly because those people are valuable.
- Sadie Jones: Absolutely. And you really are going to learn something from them.
- Alison Monahan: Yeah, exactly. You actually don't know what you're doing, that's the key here. That's one of the reasons you're in this job, is to learn something. So try to learn something.
- Sadie Jones: Exactly.
- Alison Monahan: Well, thank you so much for joining us.
- Sadie Jones: Thanks for having me back.
- Alison Monahan: My pleasure. With that, we are unfortunately out of time. For more career help and the opportunity to work one-on-one with us, you can check out [CareerDicta.com](https://www.careerdicta.com). If you enjoyed this episode of the Law School Toolbox podcast, please take a second to leave a review or rating on your favorite listening app, because we'd really appreciate it. And be sure to subscribe so you don't miss anything. If you have any questions or comments, please don't hesitate to reach out to Lee or Alison at [lee@lawschooltoolbox.com](mailto:lee@lawschooltoolbox.com) or [alison@lawschooltoolbox.com](mailto:alison@lawschooltoolbox.com). Or you can always contact us via our website [contact form](https://www.lawschooltoolbox.com/contact-form) at LawSchoolToolbox.com. Thanks for listening, and we'll talk soon! Good luck with your summer job!

## **RESOURCES:**



[CareerDicta](#)

[Above the Law](#)

[Podcast Episode 54: How to Evaluate Your Summer Legal Job Experience](#)

[Podcast Episode 85: Surviving as a Summer Associate and New Firm Lawyer \(with Grover Cleveland\)](#)

[Podcast Episode 94: How to Succeed at Your Summer Legal Job \(with Sara O'Connor\)](#)

[Podcast Episode 147: Top Summer Associate Mistakes and How to Fix Them \(w/Sadie Jones\)](#)

[Podcast Episode 251: Best Practices for Virtual Summer Jobs \(w/Sadie Jones\)](#)

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[Podcast Episode 253: Networking in Quarantine \(w/Sadie Jones\)](#)

[Podcast Episode 287: Learning from a Non-Ideal Summer Job Experience \(w/Sadie Jones\)](#)