

TOP 10 TIPS FOR INTERVIEWING LEGAL TALENT

Wisnik Career Enterprises, Inc.

Interview Training

1. Prepare for the Interview.
 - ✓ Read the resume and be familiar with the candidate's background.
 - ✓ Highlight 1 or 2 areas of the resume you would like to explore.
2. Begin with positive open-ended questions to get the conversation started.
 - ✓ What was the highlight of your summer internship?
 - ✓ Tell me about a project where you were able to apply your analytical skills.
 - ✓ Which of the internships that you had was the best fit for you and why?
3. Make sure the candidate does the majority of the speaking.
4. Ask probing and specific questions to explore the applicant's ability to explain complex concepts clearly.
 - ✓ Tell me more about the issues in your journal topic.
 - ✓ Describe to me how you went about solving that problem.
 - ✓ Bring me through your thought process on the memo you wrote.
5. Be aware of your tone and the timing of your questions. If you need to explore difficult areas, make sure to ask these questions after rapport has been established.

For Example:

 - ✓ How do you hope to apply your significant work experience to your practice?
 - ✓ Tell me a little about the transition time between your last position and the beginning of law school.
6. Don't ask questions to confirm your first impressions and unconscious biases.

Instead of: I see, from your resume, that you were an undergraduate business major; you must be interested in our corporate department.

Try: How do you hope to combine your business education with the practice of law?
7. Give them anecdotal examples of the kinds of assignments and clients you work with.
8. Be prepared to answer questions knowledgeably by periodically reviewing the Firm's marketing and recruiting information, including your website.
9. On the evaluation form, provide meaningful comments about the candidate that show evidence that the candidate has attributes that are critical to success. Or, what your concerns are about the candidate's ability to do well at the Firm.
10. For top candidates you have interviewed, suggest ways to follow up that are personalized and will show the candidate how interested the Firm is to have them accept. If possible, be a part of this follow up.