

## **Gain the Competitive Edge in Lateral Recruiting**

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## **Times are a Changing**

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## **Overview of Our Presentation**

- The Need
- Effective Partnership with Agencies
- Successful Interview Strategies
- Making the Offer
- Closing of the Deal
- Integration

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## THE NEED

Bottom Line: Get as much information as possible about the NEED so that you can turn the NEED into an effective job description.

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## Ineffective Postings

- Looking for litigation associate with 3-5 yrs experience
- Looking for general commercial litigation associate from top law school and top firm
- Looking for a corporate associate who likes to work on deals in a fast paced setting
- Seeking a finance attorney with 4 years of experience working on credit agreements
- Capital Markets - associates with 3-7 years of securities experience with native/fluent Spanish language skills
- Corporate Restructuring - Seeking associates with firm experience and/or a clerkship
- Corporate M&A - 2000-2004

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## Effective Descriptions

- Job Title: Associate 3-4 years
- Hiring Group: Labor and Employment
- Job Location: San Francisco
- Job Description: We are looking for an associate with three to four years of traditional labor employment experience. Candidate should have relevant experience on union elections and unfair labor practice matters before the NLRB; collective bargaining negotiations with unions; Grievance and arbitration proceedings; related court litigation on union/management issues. Experience advising clients on substantive employment issues and litigating employment matters as well as having class action experience are a plus. The successful candidate must be an individual who thrives in a team environment. Excellent academic credentials, very strong writing, verbal and interpersonal skills are required. Please include a resume, transcript, and writing sample with your materials.

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## **Effective Descriptions**

- **Job Title:** Associate 3-5 years
- **Hiring Group:** Banking and Leveraged Finance
- **Job Location:** New York
- **Job Description:** We are seeking an associate with three to five years of experience representing lenders (preferably) or equity sponsors in acquisition, recapitalization and other leveraged financings. Our clients include senior and first lien lenders, subordinated and second lien lenders and (to a lesser extent) equity sponsors and borrowers. Our lender clients are typically the "lead arranger" or "lead investor" so experience representing lenders in that role is much preferred. Experience with workouts, restructuring and bankruptcies (including DIP financings and exit financings) is a plus, as is experience with private equity co-investments. The New York Banking and Leveraged Finance practice group is tightly knit, supportive and hard-working, but likes to have some fun, too. Please include a resume, transcript, and writing sample with your materials.

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## **Effective Partnering with Agencies**

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## **Your Pre-Game Strategy**

- Law Firm Perspective
- Agency Perspective

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## **Client Firm Information Sheet**

Client Visit Information Format:  
Historical Overview:

Department Size:  
P's:        A's:        C's:

Reason for Hiring:  
Law Firm Economics:  
Clients:  
Role of the Associates:  
Assignment System:  
Mentorship/Training/Development:  
Review System:  
Partnership Consideration:  
Billable Hours:  
COLA/Relocation Expenses:  
Firm/Department Culture:  
Sell Spots:

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## **Time Kills All Deals**

- Act quickly
- Act efficiently
- Communication is the key

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## **Successful Interview Strategies**

- Investment of team time
- Commitment to process leads to "Happy Campers" all around
- Return on Investment

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**Selection Process:**  
**Who Represents Your Firm?**

- 1<sup>st</sup> Impressions Count
- No "duds" rule
- Consistency
- Diversity
- Applicability
- Happy Lateral Campers

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**The "W" Questions**

- The "Why"
- The "What"
- The "Who"

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**The "Why" Questions**

**GOAL:** To gain insight into an associate's mind-set in order to determine why he/she is looking to leave their present firm

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## The “What” Questions

GOAL: To gain insight into a lateral associate's experience by focusing on his/her work, practice, development, and training

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## The “Who” Questions

GOAL: To ascertain if the potential associate will “fit in” with the culture of the department and the Firm

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## Making The Offer

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**Closing The Deal**

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**“Closing Questions”**

- What will it take to close the deal?
- Who would the candidate like to meet?
- What is the candidate interested in discussing?
- Where is the candidate in the process?
- What does the candidate's time frame look like?

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**Successful Integration**

- Post Acceptance Process
- Starting Day
- On going Integration

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