



Drinking from a Fire Hose – August Interview Trends and Innovative Callback Initiatives

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What we will discuss

- Super Saturdays
- Evening call-backs
- Panel Interviews
- Round robins
- Alternative Interviewing Techniques (Skype, Teleconference, Regional Interview Programs)
- Callbacks during OCI
- Committee Meeting Function and Evaluation/Offer Process
- Open Discussion

Super Saturdays

- A **Super Saturday** program is an interview event where multiple applicants and interviewers meet in a single location on a particular day (**usually a Saturday**)
- **Logistics** –21 candidates are interviewed in 3 shifts. A conference room/hospitality suite is set up with food and drinks throughout the day with a small group of associates to visit with candidates
 - **Alternatively you can set up two different shifts (morning and afternoon session). Morning sessions are followed by a lunch while the afternoon session concludes with a reception**

Pros	Cons
Interview large number of applicants with maximal convenience	Who wants to give up their sacred Saturday?
Basis of comparison for interviewing attorneys	Unrealistic portrayal of office environment
Very successful in getting large amounts of candidates in a condensed time frame	

Sample Super Saturday Schedule

Time	Roger Janke	Herman Mitt	Mary Leeds	Oscar Lindy	Barry Dean	Hailey Ewand (1) Paul Junt (3)	Fanny Merch (1) Matthew Roberts (2&3)
Room	CR1	CR2	CR3	CR4	CR5	CR6	34.08A
9:30-10:00	Candidate Arrival/Meet with Recruiting						
10:00-10:30	Frank Musin	Timothy Wright	Felicia Nelson	Cary Starr	Melissa Poite	Lauren Dean	Ashley Rose
10:30-10:35	5 minute break						
10:35-11:05	Timothy Wright	Melissa Poite	Lauren Dean	Frank Musin	Cary Starr	Ashley Rose	Felicia Nelson
11:05-11:10	5 minute break						
11:10-11:40	Felicia Nelson	Cary Starr	Timothy Wright	Ashley Rose	Frank Musin	Melissa Poite	Lauren Dean
11:40-12:30	LUNCH						
12:15-12:45	Candidate Arrival/Meet with Recruiting						
12:45-1:15	Jesse Ripp	Dena Veppler	Cleo Suh	Alyssa Pave	Elisa Prince		Eric Arinsoni
1:15-1:20	5 minute break						
1:20-1:50	Eric Arinsoni	Cleo Suh	Jesse Ripp	Elisa Prince	Dena Veppler		Alyssa Pave
1:50-1:55	5 minute break						
1:55-2:25	Elisa Prince	Eric Arinsoni	Alyssa Pave	Jesse Ripp	Cleo Suh		Dena Veppler
2:25-2:45	BREAK						
2:30-2:45	Candidate Arrival/Meet with Recruiting						
2:45-3:15	Elena Bell	Yvonne Dursk	Milu Yowne	Alejandro Rich	Matthew Feldman	Rachel Pete	Eric Wrinkler
3:15-3:20	5 minute break						
3:20-3:50	Eric Wrinkler	Milu Yowne	Elena Bell	Yvonne Dursk	Rachel Pete	Matthew Feldman	Alejandro Rich
3:50-3:55	5 minute break						
3:55-4:25	Alejandro Rich	Rachel Pete	Matthew Feldman	Elena Bell	Eric Wrinkler	Milu Yowne	Yvonne Dursk

Candidate Arrival Times	Group	Time
	1	9:30
	2	12:15
	3	2:30

Evening call-backs

Evening call-backs involve a series of interviews done serially where the candidate meets with a single or possibly two interviewers at a time. Everyone who interviewed you will get together and make a decision on all candidates.

- **Logistics:** Interviews go from 4:30-6 and 7-8:30 with a reception in between for the students that just finished interviewing and ones that are going to start interviewing at 7. A rep from recruiting gives a rundown of the evening and the summer program as well as a tour of the office since the interviews take place in conference rooms.
 - **Some programs dedicate each evening for a group of students from 1 school so they can evaluate all students from school against each other.**

Pros	Cons
Lots of candidates in a prescribed period of time	Cannot tailor interview schedules
Evaluate candidates immediately (or very soon after) interviews	Reception can be expensive

Sample Evening Interview Schedule

		<u>Interviewed on Campus</u>					
<u>Name</u>		<u>Time</u>	<u>with</u>	<u>Practice Groups</u>	<u>4:30</u>	<u>5:00</u>	<u>5:30</u>
Ann Bean	Harvard	4:30	Paul Junt	Lit	Reece Loom (3149)	Randy Mennis(3156)	Paul Junt (3150)
Tina Ray	Georgetown	4:30	Ron Geeves	Corp	Randy Mennis(3156)	Herman Mitt (3153)	Samuel Atty 3154)
Isabel Loire	Georgetown	4:30	Fanny Merch	Lit/Corp	Herman Mitt (3153)	Paul Junt (3150)	George Harry (3155)
Tim Mann	Fordham	4:30	Matthew Roberts	Lit	Herman Toon (3155)	Cameron Jerly(3106)	Randy Mennis(3156)
Jordan Hall	Georgetown	4:30	Ron Geeves	IA/Lit/Finance	Samuel Atty 3154)	George Harry (3155)	Cameron Jerly(3106)
Erica Bavis	Northwestern	4:30	Will Trune	Corp/Finance	Cameron Jerly(3106)	Samuel Atty 3154)	Reece Loom (3149)
Tania Nimm	Northwestern	4:30	Will Trune	Corp	Paul Junt (3150)	Reece Loom (3149)	Herman Mitt (3153)
					7:00	7:30	8:00
Rebecca Talis	Columbia	7:00	Robert Berns	IA/Lit	Randy Mennis(3156)	Herman Mitt (3153)	Paul Junt (3150)
Jonathan Mack	Georgetown	7:00	Ron Geeves	IA/Lit	Barry Dean (3106)	Paul Junt (3150)	Herman Mitt (3153)
Barry White	Yale	7:00	Zooey Kurk	Corp	Fanny Merch (3149)	Samuel Atty 3154)	Matthew Roberts (3161)
Elizabeth Celes	Georgetown	7:00	Roger Janke	Lit/open	Samuel Atty 3154)	Fanny Merch (3149)	Frank Edward (3149)
Michael Greene	Fordham	7:00	Matthew Roberts	Lit	Paul Junt (3150)	Randy Mennis(3156)	Samuel Atty 3154)
Hiliary Harris	Georgetown	7:00	Roger Janke	Open	Herman Mitt (3153)	Matthew Roberts (3161)	Randy Mennis(3156)

ROOM INFO

3106 Cameron Jerly 4:30 - 6:00; Barry Dean 7:00
 3149 Reece Loom 4:30 - 6:00, Fanny Merch 7:00 - 8:00; Frank Edward 8:00 - 8:30
 3150 Paul Junt 4:30 - 6:00, 7:00 - 8:30
 3153 Herman Mitt 4:30 - 6:00, 7:00 - 8:30
 3154 Samuel Atty 4:30 - 6:00, 7:00 - 8:30
 3155 Herman Toon 4:30, George Harry 5:00 - 6:00
 3156 Randy Mennis 4:30 - 6:00, 7:00 - 8:30
 3147 Reception
 Matthew Roberts 7:30 -
 3161 8:30

Round Robin Interviews

- **Basic concept:** the same attorneys interview a group of students back to back.
 - Similar to the Evening Interview Program

Pros	Cons
Schedule a number of students at one time	Cannot personalize schedules
Interviewers have a point of reference and comparison	Threat of interviewer cancellations even scarier
Quick turnaround for interviews and decisions	Some students are uncomfortable with the format
Can capture a specific group of attorneys for specialized hiring	

Round Robin Interview Schedule

Candidate:	John Brown	Sally Smith	Dan Connolly	Liz Simpson	Mike McConnell	Kate Johnson
3:00 PM	Partner X	Associate C	Partner Z	Associate B	Partner Y	Associate A
3:30 PM	Associate A	Partner X	Associate C	Partner Z	Associate B	Partner Y
4:00 PM	Partner Y	Associate A	Partner X	Associate C	Partner Z	Associate B
4:30 PM	Associate B	Partner Y	Associate A	Partner X	Associate C	Partner Z
5:00 PM	Partner Z	Associate B	Partner Y	Associate A	Partner X	Associate C
5:30 PM	Associate C	Partner Z	Associate B	Partner Y	Associate A	Partner X
6:00 PM	Reception	Reception	Reception	Reception	Reception	Reception

- Consider having shepherds for each student
 - Have attorney backups available
- Receptions afterwards are a great way to further evaluate and showcase your firm
 - Give attorneys **EXPLICIT** instructions

Alternative Interviewing Techniques



Skype:

Upside	Downside
Less time-consuming	Potentially gives the wrong impression about financial health of firm
Less nerve-wracking	

Regional Interview Programs:

Upside	Downside
Get to see employers who don't come on campus	Expensive for students

Employer Benefit: no travel costs, pick of the litter, can do a half-day program. But need internal champion!

Law School Perspective

- **Firms: Don't forget to let schools know if you are doing alternate interviewing programs.**
- Student preparation: schools provide general announcement, but.... wary of information overload
- Are told not to go “on vacation” and to make themselves available at any time: evening, weekends, etc.
- Communication and transparency: helps with planning and improves student counseling. If counselors are informed about reasoning, can relay that info to the student! Be wary of judgments based on structure of callback. Possible misconceptions!
- **Collaboration! Don't make law schools an afterthought: make them a partner!**

Don't call us, we'll call you...

- **Callbacks on campus**

- Automatic callbacks
- Know target number beforehand
- Maintain waitlist
- 1L outreach is key to make contact and establish relationships



- **Offers**

- Pros & cons of making offers at the end of the day
- Second looks and sell dinners more important than ever
- Bi-weekly offer meetings; identify offer caller before meeting
- Committee Meeting function in ViRecruit

Decision making process

- Getting the students in for interviews is only half the battle

– Best Practices:

- Committee Meeting Function
- Identify who should extend the offer before the meeting
- Follow up with offer letter electronically ASAP
- Include information on scheduling second visits and offer dinners upfront
- Targeted follow up



Committee Meeting in ViRecruit

Associate and Summer Associate Process

Welcome
 Welcome to the Associate & Summer Associate Interview Process
 Click Here to Complete Summer Associate Interview Evaluations
 http://APN/DC02/nc/DesktopDefault.aspx?Page=Login.aspx?Open=8482
 *Note - Clicking the link will take you to a new page. To get back to this page click the blue "Recruiting" tab.

SEARCH FOR APPLICANTS IN 'ASSOCIATE AND SUMMER ASSOCIATE PROCESS'

Last Name:

UPCOMING INTERVIEWS

Interviews scheduled between Apr 02, 2014 and Jul 01, 2014

Interview Date	Time	Type	Duration	Location	Applicant	Details	School/Degree/ Grad. Year	Office	Year	Comments
Apr 03, 2014	04:00 PM ET	Associate	30 min			View	University of Virginia School of Law / J.D. / 2016	Washington	2014	

MY INTERVIEWS

Only members of the recruitment committee can see the evaluations

Applicant	Details	School/Degree/ Grad. Year	Office	Year	Position	Department	Source	Status	Comments
	View	University of Virginia School of Law / J.D. / 2016	Washington	2014	Summer Associate II	OCL		Scheduled for Interview	9:30am
	View	Harvard Law School / J.D. / 2016	Washington	2014	Summer Associate II	OCL		Offer Accepted	
	View	New York University School of Law / LL.M. / 2012	Sao Paulo	2014	Lateral Associate	Corporate	Write-In	Interviewed	Interviewing for the Sao Paulo office
	View	Harvard Law School / J.D. / 2016	Washington	2014	Summer Associate II	OCL		Offer Accepted	
	View	Duke University School of Law / J.D. / 2016	Washington	2014	Summer Associate II	OCL		Scheduled for Interview	9:30am
	View	Georgetown University Law Center / J.D. / 2016	Washington	2014	Summer Associate II	OCL		Offer Accepted	1:00pm

COMMITTEE MEETINGS

No.	Meeting	Date	Time Zone	Duration	Location	Office	Description	Comments	Action
1	Committee Meeting	Apr 03, 2014 09:00 AM ET		1 h	Conference Room	Washington	Description of Meeting		<input type="button" value="View"/>

REPORTS

2011 Summer Associates Past Summer (Office Status - DC Office)
 2012 Summer Associates Past Summer (Office Status - DC Office)
 2013 Summer Associates Past Summer (Office Status - DC Office)
 Office Status Report - 2013 Recruitment Search - DC
 UVA-DCU - Carlebach Status Report - Fall 2013 - DC Office

Reports access granted on a person by person basis. Every time they click they will see the current status and contact information for the candidates in the reports

Applicants **Committee Members**

Filter by school

Meeting	Date	Time Zone	Duration	Location	Office	Description	Comments
2012 Recruitment Committee Meeting - Sept 6, 2012	Sep 06, 2012 04:00 PM ET		1 h 30 min	Fulbright East	Washington		View View Edit

Applicant: <All> Status: <All> Sort By: School, GPA, Applicant

No.	Applicant	School/Degree/Grad. Year	GPA	Rating	Status	Edit	Remove	Info
1		Details Columbia Law School / J.D. / 2014				Edit	Remove	Info
2		Details Columbia Law School / J.D. / 2014			Regret After In-House Interview	Edit	Remove	Info
3		Details Columbia Law School / J.D. / 2014			Offer Accepted	Edit	Remove	Info
4		Details Duke University School of Law / J.D. / 2014			Offer Declined	Edit	Remove	Info
5		Details Duke University School of Law / J.D. / 2014			Offer Accepted	Edit	Remove	Info
6		Details Duke University School of Law / J.D. / 2014			Regret After In-House Interview	Edit	Remove	Info
7		Details Duke University School of Law / J.D. / 2014			Offer Accepted	Edit	Remove	Info
8		Details Duke University School of Law / J.D. / 2014			Regret After In-House Interview	Edit	Remove	Info
9		Details Duke University School of Law / J.D. / 2014			Offer Declined	Edit	Remove	Info
10		Details Georgetown University Law Center / J.D. / 2014			Regret After In-House Interview	Edit	Remove	Info

Change candidate status in real time during the meeting

Conclusion

This is our new reality. When evaluating these programs, it's important to weigh the pros and the cons to see if these will benefit your organization, while making sure to maintain the integrity of the process.



Questions/Comments



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