

The Fast & the Furious: Life During August Interviewing

Descriptions of Interview Formats

Presented by Catherine Clement, Rachel Kleiner, Melissa Forshey Schwind, and Trisha Selden

Round Robin Interviews

What are they?

Round Robin interviews involve a group of lawyers interviewing a group of students back-to-back. You can utilize this format during a Super Saturday or Evening Interview Program to increase efficiency. Round Robins are a great way to see a number of candidates in a condensed time frame.

Are they for you?

You should consider this option if you have lawyers who are willing to conduct multiple interviews in a day. Additionally, this format works well if your firm places a premium on having hiring lawyers meet with the same pool of candidates for an “apples to apples” perspective. If you can get a number of lawyers to do multiple interviews in a row, then Round Robins might be for you!

Assessment

- Market Characteristics:
 - Fast
 - Low Yield → High Yield
- Size:
 - High Head Count → Low Head Count
 - Large SA Class → Small SA Class
 - Large Admin Team → Small Admin Team
 - Big Budget → Small Budget
- Office Culture:
 - 24/7 → Balanced
 - Supportive
 - Fun Sociable → Quiet/Reserved
 - Flexible

How do you do them?

The lawyers meet with candidates for their regularly allotted time frame. You can schedule as many interviewers as you would like (typically 4-6), keeping in mind that the number of interviewers must equal the number of candidates in order for it to work.

It is important to give very clear instructions to the interviewers so they understand the importance of staying on track and on time. If you are implementing this program for the first time, it is imperative that your lawyers understand the logistics; consider holding a brief meeting or call beforehand to explain the process.

Some best practices include:

- Consider having shepherds for each student

- Have backup interviewers if someone cancels
- Receptions afterwards are a great way to further showcase your firm and to assess students in a social setting
- Give lawyers **explicit** instructions regarding staying on time

SAMPLE 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

Lawyer interviewers will bring candidates to the same lawyer interviewers in a “perfect” Round Robin.

Pros	Cons
Allows you to accommodate a number of students at one time	Cannot personalize schedules
Interviewers have a point of reference and comparison	Interviewer cancellations will cause upheaval in the schedule without solid backups
Quick turnaround for interviews and offer decisions	Some students are uncomfortable with the format
Can capture a specific group of lawyers for specialized hiring	

Super Days/ Super Saturdays

What are they?

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).

Are they for you?

If you can persuade a number of lawyers to come in to interview on a Saturday and do multiple interviews, Super Saturdays may be for you!

Assessment

- Market Characteristics:
 - Fast
 - Low Yield → High Yield
- Size:
 - High Head Count
 - Large SA Class
 - Large Admin Team → Small Admin Team
 - Big Budget → Small Budget
- Office Culture:
 - 24/7 → Balanced
 - Supportive
 - Fun Sociable → Quiet/Reserved
 - Flexible

How do you do them?

Candidates are interviewed in multiple shifts. Often, a conference room/hospitality suite is set up with food and drinks throughout the day, and a small group of associates might visit with candidates when they are in that room. You can run as many groups during the shifts as you can accommodate. (The schedule below only outlines one group during each shift).

SAMPLE SCHEDULE

AM Shift	Elizabeth Marshall	Olivia Dean	Matt Roberts	Frank Hicks
9:30 – 10:00	Arrival/ Meet with Recruiting			
10:00 – 10:30	Associate A	Partner X	Associate B	Partner Y
10:30 – 10:35	5 minute break			
10:35 – 11:05	Partner Y	Associate A	Partner X	Associate B
11:05 – 11:10	5 minute break			
11:10 – 11:40	Associate B	Partner Y	Associate A	Partner X
11:40 – 11:45	5 minute break			
11:45 – 12:15	Partner X	Associate B	Partner Y	Associate A
12:15	LUNCH			

PM Shift	Amelia Hanks	John Stevens	Caroline Young	Steve Jones
2:00 – 2:30	Arrival/ Meet with Recruiting			
2:30 – 3:00	Associate A	Partner X	Associate B	Partner Y
3:00 – 3:05	5 minute break			
3:05 – 3:35	Partner Y	Associate A	Partner X	Associate B
3:35 – 3:40	5 minute break			
3:40 – 4:10	Associate B	Partner Y	Associate A	Partner X
4:10 – 4:15	5 minute break			
4:15 – 4:45	Partner X	Associate B	Partner Y	Associate A
4:45	RECEPTION			

Pros	Cons
Allows you to interview large number of applicants in one day	Getting people to spend a day at the office on a Saturday!
Lawyers have a basis of comparison for interview evaluations	Offers an unrealistic – or too realistic! – portrayal of the office environment

Evening Callbacks

What are they?

Evening callbacks involve a series of interviews with staggered start times, typically beginning in the late afternoon (around 4:00 pm). You can pair with a Round Robin format or make customized schedules. Many firms host a reception or dinner after the interviews are completed.

Are they for you?

If your lawyers will stay late to do multiple interviews, and enjoy a social aspect attached to the event, an Evening Callback format might be for you!

Assessment

- Market Characteristics:
 - Fast → Slow
 - Low Yield → High Yield
- Size:
 - High Head Count → Low Head Count
 - Large SA Class → Small SA Class
 - Large Admin Team → Small Admin Team
 - Big Budget → Small Budget
- Office Culture:
 - 24/7 → Balanced
 - Supportive
 - Fun Sociable → Quiet/Reserved
 - Flexible

How do you do them?

Interviews start around 4:00 pm, and run every 15 minutes. Depending on the size of your office, and the number of candidates you interview, you can schedule as many candidates as you can accommodate at each start time.

- Send communication to your lawyers weeks in advance, explaining the concept of evening interviews, and why it is beneficial. You want to drum up interest, buy-in and volunteers.
- As people begin to sign up, make a list of lawyers' availability (see below for example):

INTERVIEWER AVAILABILITY CHART

NAME	TITLE	GRP	8/19	8/26	Notes	Times
Example 1	Partner	Corporate & Securities	YES	NO		
Example 2	Associate	Finance & Real Estate	NO	YES	Unavailable 5-5:30 on 8/26 due to conf. calls!	5:45, 6:45
Example 3	Partner	Financial Services Group	YES	YES		4:15, 6:00, 6:40
Example 4	Associate	Litigation	YES	YES	Must finish by 5:30PM on 8/19	4:25, 5:00

- As you begin scheduling callback interviews, encourage the night as an interview option and start your “callback night schedule sheet” (see below for example).

SAMPLE SCHEDULE

Name, School (Area of Interest, OCI Interviewer)	
4:00	4:00
4:25	4:25
4:50	4:50
5:15	5:15
4:15	4:15
4:40	4:40
5:05	5:05
5:25	5:25

- A few days before the callback night, when you have the *final* list of candidates, you can make the actual schedules. To catch errors, make a list of every lawyer participating with their times next to them, and make sure that times don’t conflict (part of the interviewer availability chart).
- Have extra lawyers available to fill in for any cancellations or cover any mix-ups that arise throughout the event.
- Send a note to participating lawyers a few days before confirming their attendance, and let them know that schedules are forthcoming. Make sure to include EXPLICIT instructions.
- On the day of the interview program:
 - Provide the sheet to building security, the receptionists, the runners who you may choose to escort candidates to their first interview and between offices in the event that an interviewer has a tight turnaround and can’t leave his/her office, and post a Master Schedule near the reception area so that it is always available in case someone has to fill in and shepherd a candidate.
 - Someone should cover the recruiting phones.

- When candidates arrive, Recruiting should meet with candidates for 10 minutes before their first interview, give them to the runner with enough time to get to the first interview, and then proceed until the last candidate is seen.
- Send an enthusiastic email, reminding lawyers that you need their evaluations of the candidates they will see before they leave that evening in order to capitalize on the concept of callback night and possibly make decisions as soon as possible – perhaps deciding on “instant offers” that evening for exceptional candidates.
- Send another note to the rest of office asking for their attendance during the cocktail party portion. You can ensure attendance by inviting the first years to be at the party at the very start, which will avoid awkwardness if one or two students (first arrivers are first to finish their interviews) get to the party before any lawyers arrive.
- The party should be an event that is fun for all. A good party will bring out the best in your lawyers and show your firm in its best light!

Some programs dedicate each evening for a group of students from one or two target schools so that they can evaluate all students from the school against each other. This only works if you are seeing so many students from these schools that you can at most guarantee a full schedule of students from those target schools!

Pros	Cons
Lots of candidates in a prescribed period of time	Lots of logistics to coordinate
Evaluate candidates immediately (or very soon after) interviews and possibly deliver “instant offers”	Can lose the personal touch
Can show the social side of the firm	Offers an unrealistic – or too realistic! – portrayal of the office environment