

Passing the Baton from Recruiting to Integration

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Recruiting *first contact through arrival*

Strategically build interview schedules with potential mentors and peer advisors in mind. This is a first step toward successful integration.

Based on interviewer comments, identify key attorney to extend verbal offer, facilitate follow-up meetings, and stay in touch through arrival.

Obtain additional information from candidate as early as possible (client lists, LPQs, financials). Be prepared to share with legal support teams.

Provide post-offer options for additional networking opportunities, including meetings with attorneys outside the practice group.

Invite potential new hire to informal practice group gatherings, bar association events with attorneys, or events hosted by firm.

Coordinate pre-arrival in-person or virtual meeting with firm leaders to introduce new hires to firm values, history, and available resources.

Hand-off to Onboarding *offer accepted through week-2*

Focus on consistent, informative pre-arrival communications to help set a positive, inclusive tone upon arrival.

Provide client services team with information to prepare bio/press release prior to arrival; arrange photo shoot; social media support.

Coordinate orientation; confirm business cards, welcome gift, nameplate, email, phone number are ready prior to arrival.

Prepare welcome announcement, door hangers, or videos about new hires. Ask get-to-know you questions to discover fun facts.

Convey firm values and DEI initiatives; arrange orientation meetings with firm leaders, incl. chief diversity officer, to establish connections.

Plan quarterly welcome gatherings; designate current employees to make introductions of new hires. Serve food, make it fun!

Hand-off to Integration *ongoing*

Designate integration attorney to serve as point of contact and to oversee new hire's integration within practice group and the firm.

Conduct 30-60-90-day check-ins. Set goals for each session; seek suggestions from new hires for improvements to the integration process.

Involve new hire in mentor selection process. Mentor match discussions could occur during the 30-60-90-day check ins.

Offer in-house or external coaching to support ongoing integration. Get input from PGLs or mentors about how the new hire is progressing.

Invite new hires to get involved in affinity groups, committees, summer program, and recruiting events; inform of firm-happenings.

Design small group social opportunities to enhance new hires' networks and to facilitate cross-selling for new partners.