

2024 NALP Annual Education Conference

Shattering the Cookie Cutter: How to Hire Successful Nontraditional Candidates

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Describe your organization's current recruiting process:

Does your organization have a system or method in place for recruiting and accessing non-traditional candidates? Check “Yes” if your organization already participates or “Strategic Plan” for areas that your organization doesn’t currently participate in but would like to in the future.

Non-traditional candidate Sourcing & Assessing Methods	Yes	Strategic Plan
Recruit outside of the traditional top 20 Law Schools & recruit at HBCU Law Schools		
Recruit candidates who had careers prior to law school		
Recruit lawyers with career breaks		
Recruit Veterans & Military Spouses		
Inclusive Job Postings		
Proactively sourcing candidates using different tech tools such as Leopard list, LinkedIn, etc.		
Use of Assessments to evaluate Candidates		
Behavioral Based Interviews		

Interview Checklist

Directions: Enter +1, -1, or N/A under the “Score” field for each question below

Bias Busting Interview Checklist		
BEFORE INTERVIEW		Score
	Did you...	
1	Review the candidate’s resume in advance of the interview?	
2	Consider which qualities in a candidate are non-negotiable and what can be taught on the job?	
3	Prepare questions based on functional competencies/skills in advance of the interview?	
4	Use a pre-determined question bank with behavioral based questions as a basis for your interview?	
5	Read the writing exercise if applicable prior to the interview?	
6	Confirm with the candidate whether an accommodation would be necessary during the interview (ex. closed captioning)?	
DURING INTERVIEW		Score
	Did you...	
1	Greet the candidate by name and ask their preferred pronouns?	
2	Offer the candidate water/restroom break at the start of the interview?	
3	Introduce yourself and share a bit about what you do?	
4	Ask clarifying questions when unclear about an answer or work history?	
5	Dig into I/we statements in order to understand the candidate’s contribution?	
6	Respond cordially if offered personal information and remind the candidate the information would not be used for evaluation purposes?	
7	Use STAR (Situation-Task-Action-Result) as part of your interview process?	
8	Indicate to the candidate that you read any writing sample/exercise that was requested prior to the interview?	
9	Asked questions based on the writing sample/exercise?	
10	Give the candidate 5 or more minutes to ask questions at the end of the interview?	
11	Thank the candidate for their time at the conclusion of the interview and provide next steps?	
AFTER INTERVIEW		Score
	Did you...	
1	Reflect over a period of time before entering feedback on the candidate?	
2	Refrain from discussing the interview with others?	
3	Include a summary in your written feedback that includes your overall vote, details on the skills you evaluated and how the candidate scored relative to those skills?	
4	Apply must-haves and nice-to-haves consistently across all interviews?	
5	Include examples in your feedback to substantiate your evaluation and not rely on assumptions or gut feelings?	
6	Participate in a post-interview discussion with the interview team to incorporate multiple viewpoints in the deliberation process?	
TOTAL		