

To: Fred Thrasher, NALP Deputy Director  
Janet Hutchinson, Board Liaison  
NALP Board of Directors  
From: Tony Waller, Chair, JD Career Advisors Section  
Date: January 23, 2018  
Re: JD Career Advisors Section Quarterly Report

Below, please find information about the JD Career Advisor Section's activities since our last report, including section communication and updates from work groups.

### **Section Communication**

The Section held a quarterly conference call on January 22, 2018.

### **Board Report**

Janet Hutchinson, with input from Heather DiFranco, called attention to David Montoya's recent letter on sexual harassment and encouraging members to thoughtfully consider the points raised in the letter as we plan events for this calendar year and beyond. Janet also discussed the November Board meeting and the joint project envisioned by the Board on student professionalism that arose from the fall recruiting outreach calls.

Student Professionalism Project – Bridging off Janet Hutchinson's discussion of the project, Tony Waller discussed the project and the timeline with the Section, as well as thanking section members for their input and assistance with the project.

### **Work Group Reports**

**Bar Exam Resources Work Group** – Leslie Becker Wilson, University of Massachusetts School of Law, discussed the progress they are making on developing a 'one sheet' comparison guide on the Universal Bar Exam for JD career counselor use. The work group anticipates completing work by the annual education conference.

**Student and Employer Contact Management Technology Work Group** – Lisa Key, University of Missouri School of Law, discussed the work she and Lisa Terrasi, Harvard Law School, are doing to develop a resource to help school members objectively compare the major contact management software technologies. They anticipate a spreadsheet comparing the features delivered by the annual education conference.

The other work groups added information on future work group leadership, this year's AEC programming and pre-planning for 2019's AEC RFP process.

### **Announcements and Comments**

Leslie Becker Wilson, brought up the recent ABA data collection meeting and had general thoughts on how we collect data from students that engage in part time work post-graduation. Her thought, echoed by Jayne Schreiber, Chicago-Kent College of Law Illinois Institute of

Technology, is that there is an opportunity for NALP and other organizations that collect data on new lawyer hiring to consider how best to capture the reasons why lawyers chose to engage in the part time practice of law, as well as a more nuanced method to capture those that chose to not work at all and the reasons why, allowing us to better understand these trends in the legal labor market.

#### **Other Announcements**

- Reminded members to register for the Annual Education Conference
- Reminded members to start thinking about 2019 Annual Education Conference proposals and possible co-presenters
- Encouraged members to volunteer for Section leadership in 2018-19
- Encouraged members to thoughtfully consider possible projects or work groups the Section should propose for next year.
- Reminded members to consider volunteering for NALP leadership as Melissa Lennon prepares her business plan for 2018-19, as well as gave information on how to do so

To: Fred Thrasher, NALP Deputy Director  
Dyana Barninger, Recruiting Section Board Liaison  
Janet Hutchinson, JD Advisors Board Liaison  
Heather DiFranco, Law Student Professionalism Board Liaison  
NALP Board of Directors

From: Tony Waller, Chair, JD Career Advisors Section

Date: February 6, 2018

Re: Law Student Professionalism Toolkit Project Work Group Report

Below, please find information the Law Student Professionalism Toolkit Project work group.

### **History and Purpose**

At the November 2017 NALP Board meeting, the results of Fall 2017 recruiting season wrap up calls were discussed. Several common concerns arose out of those calls, generally related to law student behavior during the recruiting process. The Board liaisons listed above engaged the section leaders of their respective sections with the task of developing a resource for school members to use during pre-OCI programming.

### **Activities and Topics**

The Board's suggested approach was to develop short video vignettes for use by school members with the goal of having these ready by late-March. We met via conference call organized by the three board liaisons to set up the charge for our group, outline the general thoughts of the board, and to help establish board and staff's vision for the videos. Each section leader identified members to work on the project. The work group then met via conference call on December 5<sup>th</sup>. Thanks to the thoughtful work of Eric Bono (Denver-Strum College of Law), Law Student Professionalism Section Chair, we were able to establish the following list of topics for the videos during that call.

1. Understanding the rationale behind the 28 day rule (with 14-day affirmation) *Due to this heading being the underpinning of the following topics, our group decided we needed a standalone video for it.*
  - a. Offer acceptance and acceptance timing
  - b. How to handle multiple offers
    - i. Strategies on letting offers go
    - ii. Need to affirmatively release offers
2. Email and telephone best practices
  - a. General communication
    - i. Mirroring communication modes
    - ii. Rejecting offers
    - iii. Leaving voice mails
    - iv. Email etiquette
  - b. Follow up

We then set about writing talking points for each topic to help guide our presenters, completed in mid- January. Jacki Hertzog (Clark Hill) was instrumental in ensuring the talking point authors had the Recruiting Section's updated Student Professionalism resource available. After the talking points were completed, ESAG and NALP staff provided input. Our board liaisons were

instrumental in lining up video presenters. As of this date, we are finalizing our list of presenters and working on getting their videos completed.

### **Work Group Participants**

#### **Script writing team**

Eric Bono (Denver-Strum), Tamara Fairhurst (McGuire Woods), Shawn McKenna (University of North Carolina), Andrea Hilton (Washington and Lee), Ginny Mueller (Michael Best), Jamie Botter (Goodwin Proctor), Laura Woodson (University of Georgia), Tony Waller (University of Georgia)

#### **Video presenters (to date)**

- Understanding the rationale behind the 28 day rule (with 14-day affirmation) - Mike Gotham (Perkins Coie)
- Offer acceptance and acceptance timing - Patrice Hayden (Hogan Lovells)
- How to handle multiple offers - Georgia Emery Gray (Cleary Gottlieb Steen & Hamilton)
- General communication- Vanessa Russell (Ogletree Deakins)
- Leaving voice mails - Jasmine McCall (Troutman Sanders)
- Email etiquette - Brad Sprayberry (Gunster)
- Follow up - Daniel Vatanaviggun (Shearman and Sterling)

### **Next Steps**

We are working on finalizing the other presenters with the goal of having finished videos by the end of March for school members to use in pre-OCI student education programing.