

MEMORANDUM

TO: Alison Ashe-Card, Board Liaison

FROM: Valerie Castelo & George Podolin, JDCA Section Co-Chairs

CC: Fred Thrasher

DATE: June 24, 2021

RE: NALP JD Career Advisors Section Quarterly Report

SUMMARY OF ACTIVITIES

On May 4, 2021, we held our first quarterly call and kick-off meeting for 2021-2022. Approximately 66 members attended the Zoom meeting. We informed members that we would continue with the Zoom format for the rest of our quarterly meetings but members should feel free to join by phone if they preferred. After welcome greetings by NALP President Traci Mundy Jenkins and Board Liaison Alison Ashe-Card, we had members join breakout rooms so they could say hello to each other in smaller groups. We introduced this year's vice-chairs who then each presented the charges for their workgroup. We did an additional call for volunteers for open vice-chair positions and workgroup members. We then presented a quick walk through NALP Connect to ensure members understood where to find information and where to sign up for notifications. We also discussed some of the virtual AEC programming that we were finding helpful for JD advising, and then spent the last part of the meeting discussing what schools saw related to the shift in the 2L OCI timeline and the various challenges of the last year.

As noted below, we were able to meet with almost all of the vice-chairs in the weeks after our first quarterly call. We are fortunate to have several returning vice-chairs of workgroups. Their continued service has helped the workgroups seamlessly continue their work on this year's charges. We are excited by the enthusiasm and interest shown by our new vice-chairs as well. We're looking forward to a productive year.

WORKGROUPS

- ***AEC / Bulletin+ / Webinar - Vice Chairs: Hallie Prest (Minnesota) & Angela Cruseturner (Baylor)***

Hallie and Angela conducted a Section-wide Bulletin article and RFP brainstorming session through Zoom on June 2nd. The workgroup established a Google spreadsheet for section members to add article and RFP ideas or to add their names as authors and the workgroup also sent several reminders to the section via NALP Connect.

Hallie and Angela delivered to Andrew Parker at NALP a proposed set of 5 articles/columns and 1 feature for the Bulletin +, and they currently have 12 proposed RFP topics, the majority of which have one or more individuals who have reflected an interest in working up those proposals. The workgroup will continue to communicate with the section about RFP proposals as the August deadline approaches.

The articles that have been proposed on behalf of the section are:

- Discussion of Haben Girma's book "Haben," including some lessons from the book applicable to student advising (Moriah Allen (William & Mary))
 - Employer Assessment Workgroup Findings (Shannon Scott (Hodgson Russ); Samantha Stern (Richards Layton Finger); Fernando Romo (Goodwin); Simona Suen (Minnesota))
 - Employer Assessment Findings and lessons for prepping students (Maureen "Mo" Reilly (Penn))
 - CSO directors directors who also run their law school's externship program (Samantha L. Ciriaco (Case Western Reserve); Michaela Rossettie Azemi (Cornell))
 - Managing Student Expectations about Difficult Career Paths (Meredith Wiggins (Kansas))
 - Article on one or more of the JD Advantage workgroup deliverables: 1) a template for hosting regional JD Advantage career fairs; 2) a template for holding a JD Advantage focus week; and 3) a guide for creating a podcast interview series on JD Advantage careers (Kathy Greenier (Richmond); Quaime Lee (Suffolk))
- ***CSO Employer Outreach - Vice Chairs: Amy Jones Mattock (Georgetown) & Cassandre Stumpe (NYU)***

Valerie met with Amy and Cassandre on May 13, 2021 to discuss this year's charges and answer any questions the vice-chairs had. They identified two members who were interested in joining the workgroup. The workgroup members were primarily from law schools in the Mid-Atlantic and Northeast. Valerie suggested an additional member to provide some geographic diversity. The vice-chairs also posted an additional call for volunteers on NALP Connect in order to encourage members from less represented geographies to join.

Amy and Cassandre held the first CSO Employer Outreach workgroup meeting on Tuesday, June 22. Thirteen (13) people were able to attend. Others expressed interest in joining but were unable to attend the meeting. They discussed this year's charges and brainstormed additional projects for the workgroup. The workgroup plans to meet every few months.

- ***JD Counseling - Vice Chairs: Marti McCausland (Willamette) & Tami Diebel (Iowa)***

George and Valerie met with Marti and Tami on May 14, 2021 to discuss this year's charges and to learn more about Tami's idea for a potential future charge for the creation of a legal internship guide for employers.

The JD Counseling Workgroup is looking at the "Student Tip Videos" on the "Developing the Professional Lawyer" resource in the "For Career Services" section of the "Resources and Initiatives" page to ensure they cover information that is helpful on each of the topics and to make recommendations on additional videos to produce and or any helpful changes. They have made cursory looks at some of the videos and will be approaching each one in a more systematic manner.

Marti and Tami are also planning some informal research into whether NALP members would find it helpful to have a guide targeted to internship employers new to hiring law students. They envision these employers would be smaller firms or in-house counsel where an established internship program does not already exist. If it looks helpful to other NALP members, they then envision making a proposal to the NALP board on the scope of this guide and implement the guide in the future.

- ***First Generation College Students / Professionals - Vice Chairs: Kate Harrison (Detroit Mercy) & Cindy Lopez (LEAP)***

Valerie and George met with Kate and Cindy on May 13, 2021 to get an update on the current status of projects and discuss this year's charges. The vice-chairs identified one member who wanted to join the workgroup.

The workgroup met a few weeks ago to give status updates on their initial survey result outreach. All three members have followed up with the majority of the schools that indicated they offer first-gen programming in the initial survey. Additional follow up with California-based schools is also planned given that many indicated they offer first-gen programming.

The workgroup plans to meet this week in order to go over the answers and information received during their follow-up calls and to discuss a proposed format for the first-gen resource.

- ***JD Advantage - Vice Chairs: Quaime Lee (Suffolk Law) & Kathy Greenier (Richmond)***

On Monday, June 7th, Kathy and Quaime convened a meeting of the JD Advantage Working Group, where they welcomed almost 20 attendees via Zoom. During the meeting, the Vice-Chairs presented the charges for the Working Group for 2021-22:

- A model for JD Advantage regional career fairs (created by Dorothy Commons (Boston College Law School) and Meg Wager (Albany Law School))

- A template for a JD Advantage Week (created by Delanté Spencer Thomas (Case Western Reserve University School of Law) and Steve Grumm (Legal Aid of Western Michigan))
- A guide for creating a podcast interview series (created by Susan Galazen (Mitchell Hamline School of Law) and Quaime V. Lee (Suffolk University School of Law))

The documents were prepared during the 2020-21 academic year by those noted above. The Vice-Chairs made these available in advance of and during the meeting and allowed a one-week comment period for Working Group members to provide feedback. Receiving none, the Workgroup is submitting them as final; they are submitted with this Quarterly Report..

One idea the Workgroup are working toward is to capture the content of the three deliverables as one or two NALP Bulletin articles framed to provide guidance for how to launch a regional JDA fair or week of programs (potentially culminating in a fair), as well as to spotlight what we hope to be a growing library of podcast interviews.

New Business

The following were discussed as ideas for new initiatives for 2021-22:

- Guidance for students regarding Presidential Management Fellows Program (PMF): We would potentially establish a subcommittee to advance an initiative focused on educating students about and preparing them to apply for the PMF, which is an incredibly important opportunity for entering Federal employment in JDA roles. The subcommittee will explore what would be the most helpful deliverable, including potentially a workshop on the program and handout offering guidance. We have at least one volunteer and will solicit others in our next meeting via Zoom on July 14th.
- De-stigmatizing “JD Advantage”: Notwithstanding that the category “JD Advantage” is an official category required by the American Bar Association and NALP in the annual employment outcome reporting, there was a general consensus among attendees that this term carried with it a stigma among law school faculty, administration, staff and students as being an inferior job and career choice. Several members remarked on ways that they have worked to change the cultural perceptions around these opportunities within their law school communities. This led to proposing a potential deliverable or work product that might include a compilation of exemplar efforts at mitigating the stigma across schools. At least three members volunteered to work on this and we plan to ask for others in the July 14th meeting. The goal of this work is to share positive success stories that will help support the efforts of all NALP members responsible for educating their communities about JD Advantage opportunities.
- Career Exploration Resources: There was a proposal to explore and package tools and resources to support career advisors in assisting students with discovering their interests and securing internships related to their career goals. This might include a list of resources already available via NALP, including the JD Advantage Career Guide and the 21st Century Legal Career Series (by Richard Hermann). Again, this topic will be revisited in the July 14th meeting.

- RFP/Bulletin Ideas: We shared the Section Google Sheet of compiled ideas for Annual Education Conference RFPs and NALP Bulletin article topics.

Logistics

The Vice-Chairs have updated their email list of interested members, which is used for communication in conjunction with NALP Connect.

Based on polling of the Workgroup, the Workgroup's next meeting will be on July 14th, followed by monthly meetings starting in September 2021.

- ***Recruitment Tools Evaluation - Vice Chairs: Simona Suen (Minnesota) & Maureen (Mo) Reilly (UPenn)***

Valerie and George met with Simona and Mo on May 17, 2021 to discuss the current status of the workgroup and this year's charges. The vice-chairs identified two members who were interested in joining the workgroup. Valerie provided the names and contact information of the vice-chairs' counterparts in the Recruiting and Diversity, Equity & Inclusion Sections to allow for later collaboration.

Simona and Mo met on June 11th to discuss last year's workgroup goals and strategies for engaging employers and law schools related to assessments. The workgroup will be publishing a NALP article based on last year's employer assessment survey findings later this fall. Additionally, the vice-chairs are thinking of hosting a deeper dive discussion (focus group) for law schools and employers related to assessments and are planning to establish an online workspace to upload relevant resources and work products.

Simona and Mo connected with Valerie for clarifications on collaborations and charges between other sections. The workgroup will be hosting their first meeting on June 24th to brainstorm goals for the upcoming year. The vice-chairs plan to reach out to the DEI and Recruiting Section vice-chairs in early July 2021 to plan out the year.

- ***Member Relations - Vice Chairs: Beth Lee (SMU) & Grace Roede (Campbell)***

Valerie and George met with Beth and Grace on May 18, 2021 to discuss this year's charges and answer any questions. We brainstormed additional approaches to increasing member engagement during the year. Following the meeting, Valerie reached out to Fred Thrasher to have Grace made a community moderator on NALP Connect.

The Member Relations vice-chairs started out their term by reaching out to the JD Career Advisor Section members through NALP Connect. They introduced themselves and let current members know about the opportunity to participate in the Newer Professionals Mentor Program.

Eighteen (18) new members joined the section from March 24, 2021 to May 25, 2021. The vice-chairs sent an email to all new members welcoming them to the group and inviting them to join a Zoom meeting on June 9, 2021. Unfortunately, no one attended the Zoom meeting. Beth and Grace have another group Zoom meeting scheduled for August 11th and plan to invite any new members that have joined since May 25th, as well as the 18 members who did not attend the meeting on June 9th.

Their plan for this year is to run reports quarterly and invite new members to join them for a Zoom meeting. Their hope is to build connections and community within our new member group. They want new members to get to know them, as well as each other in an effort to boost member engagement.

- ***Knowledge Management and Resource Implementation - Vice Chair: Joe Christian (Tennessee)***

Joe reached out to last year's vice-chair for an update on the workgroup's work. He also reached out to the Knowledge Management Task Force and expects to take guidance from them on the workgroup's efforts.

ENVIRONMENTAL SCANNING

During our Section call on May 4, we introduced several topics for discussion. The first topic (and the one which we spent the most time discussing) dealt with the impact of moving 2L BigLaw recruiting to the January/February timeframe on 2Ls who were not able to land a position with BigLaw. Schools overwhelmingly agreed that 2Ls who were unable to get a BigLaw position had more difficulty finding a position for summer because there was less time to do so and because they were faced with increased competition from 1Ls. Many schools chimed in on ways they tried to help these students including organized outreach to alumni to consider hiring their students and outreach to professors to consider hiring and/or to increase their hiring research assistants. Students were also encouraged to consider working remotely in non-ideal geographies or to consider working in their less preferred practices in order to gain work experience this summer.

The next topic we briefly discussed was whether having to prepare the 2L class for OCI in winter had any impact on our ability to engage with the 1L class. This seemed to be the case at some schools, especially where the 1L job application timeline did not change but 2L OCI did. Our members also discussed engagement of 1Ls with CSOs and other units on campus generally due the virtual nature of their 1L year. The final topic that was raised was the difficulty in getting students to engage in career-related discussions when faced with the multitude of challenges this year -- from issues related to the pandemic, racial injustice, the election and threats to democracy. Counselors identified their own difficulty in navigating student outreach and communications amid the chaos of the past year.

Attachments:

JD Advantage Career Fair Template

Emerging Careers Week Template

JD Advantage Interview Series Outline

NALP JD Advantage Working Group

Proposed by:

- Dorothy Commons, Senior Career Advisor, Boston College Law School
- Meg Wager, Associate Director of Employer Partnerships and Outreach, Albany Law School

JD Advantage Career Fair Template

March 2021

Overview

This is a template to consider when creating a law school JD Advantage Career Fair. This template should be used in conjunction with the NALP Spring 2020 JD Advantage Career Guide.

Considerations

1. **Who is this for? All students? 3Ls? New grads?** Consider the audience you want to target.
2. **Join with other law schools or stand alone?** Is your school part of an active larger consortium or does it make more sense to go it alone? If you are doing this as part of a consortium, we suggest adding this to the agenda and identifying a subcommittee during one of your annual meetings. The subcommittee should consist of one person from each school. and schedule a planning participating, to
3. **Job Fair with resume books or Career Fair with information sharing only?** Have you identified employers who are interested in hiring now or in the near future? Or is your invite to practitioners for informational purposes only, to share what they do? Does it make sense to have a hybrid career fair where you offer participants the opportunity to view student resumes.

4. **Live or virtual?** A virtual event may be your only option for now, but in the future, using an online platform like Remo, Zoom, or Symplicity will allow participants from a broader geographic area. Do you have/want a national presence? If your law school is more regional, a live program with face to face conversations may bring more value.
5. **Focus on a specific industry?** Is your geographic area known for a specific industry? Does it make sense to focus on, for instance, the Healthcare industry, or Financial Services, Insurance, or Bio-tech? Many JD Advantage type positions are covered within an industry. For example, within the healthcare industry alone, you will find compliance and ethics, contract management, corporate governance, data privacy, government affairs, human resources (including DEI and benefits), risk management, IP & Tech licensing, and regulatory affairs JD Advantage positions.
6. **Focus on a specific JD Advantage type position?** For example, do you see many compliance positions being posted? Does it make sense to have a compliance careers fair, and cut across industries?
7. **Focus on JD Advantage in general?** Does it make more sense for your program to have a broader focus and invite professionals who work across industries and positions - but who all fall under JD Advantage?
8. **How many professionals? How many students/new grads?** Consider the format. Know your virtual or live space and limit numbers so there are not too many students per professional, or vice versa.
9. Come up with a good name! Albany Law School uses Beyond Legal Practice when discussing JD Advantage positions with students and graduates, so they used it in the title of their Job Fair. The NALP Northeast Consortium had a fair that focused on Compliance positions, and named it, Careers in Compliance - Round Robin. The Northeast Consortium also *presented, THE JD Advantage—Exploring Career Paths You May Never Have Imagined*, another year.

Tips for Success

Once you have decided what the format will be, use these tips to help your JD Advantage Career/Job Fair be successful.

1. Consider forming a sub-committee or working with additional offices

- If you are planning this as part of a consortium, we suggest adding “JD Advantage Career Fair” to the agenda of your next consortium meeting.
- During the meeting, identify a subcommittee consisting of one person from each school, choose a date for the event at the meeting (if possible) and schedule a follow-up meeting with the subcommittee.
- At subcommittee meetings, know what needs to get done, divide up tasks, and set clear goals about how many professionals each school is responsible for inviting.
- If you are planning to do this as a stand alone school, work with your school and office to possibly partner with another office, (Alumni, Advancements, Admissions) or work with a peer on this.

2. Identify professionals to invite

- Refer to job posting history and select specific contacts within organizations previously posting JD advantage opportunities to receive an invitation.
- Flag JD Advantage positions as they come in during the year to be able to run a specific search for them.
- Use NALP Spring 2020 JD Advantage Advantage Guide to identify specific JD Advantage job titles. Then use LinkedIn alumni search, your own school’s alumni networking tool, NACE, NALP, Professors, JD Advantage related professional organizations and other networks to identify alums and other practitioners to invite.
- Has there been an uptick in a specific type of JD Advantage hiring at your school? Research the markets in your area - identify and invite the competitors of the places who have posted with you.
- If you are doing this as part of a consortium, know how many professionals your school needs to invite, and, if appropriate, the type of position or industry your school has been assigned.

3. Invitation to participants

- Be clear. Use technology well.
- Use clear marketing. You may want to include language in the invitation to educate employers as to “why a JD candidate” for a JD Advantage opening - highlight skills a JD candidate possesses that would make them ideal for a JD advantage position.
- If you are allowing participants to attend for informational purposes with an option to post positions/recruit now or in the future, build the option to feature/highlight current job openings into the registration process.
- Allow for postings to be forwarded with registration and posted in conjunction with the event, and include language that posting will be included to market to the audience.
- If an organization may have a future job, allow them to list that in registration.
- Use a google form or equivalent that will allow you to track, collect, and record all responses easily.

4. Invitation to students/new graduates

- Allow candidates to register with a resume so that employers have the resume for a reference and/or to download a resume book. Build in time to review the resumes before sending them to participating professionals.
- Provide students with bios of who is attending at least 2 days before the event with clear instructions and ideas as to “how to work the room” and which employers may be looking to hire.
- If you are working as part of a consortium, know how many students from each school may attend and share that information and registration deadlines with students clearly.

5. Prep for Success

- Be sure your participating professionals and students know what to expect, including the format, timing, and all other details they need to know.

6. Follow-up Survey

- Conduct a survey of students and employers to obtain feedback on content, structure, logistics, etc.



NATIONAL/REGIONAL

**EMERGING CAREERS
WEEK**

PROPOSAL



PREPARED BY
JD ADVANTAGE
WORK GROUP

WHY EMERGING CAREERS WEEK

NALP describes Emerging Careers/JD Advantage jobs as "those for which the employer sought an individual with a JD, and perhaps even required a JD, or for which the JD provided a demonstrable advantage in obtaining or performing the job, but are jobs that do not require bar passage, an active law license, or involve practicing law."

These JD Advantage jobs are becoming increasingly popular among law students who may find the traditional practice of law undesirable.

The JD Advantage Work Group came together to work on several initiatives during the 2020-2021 academic year to continue the exposure of our law students to non-traditional legal careers.

One idea is the creation of an "Emerging Careers Week" - a uniform week of programming where law schools highlight non-traditional careers. This proposal offers a blueprint for what that week would look like if rolled out at law schools around the country.



The proposed Emerging Careers Week would include various information sessions and panels designed to 1) introduce and expose law students to JD Advantage Careers, 2) Connect students with law school grads who work in non-traditional spaces, and 3) provide opportunities to meet other students also interested in exploring the JD Advantage market.

Below is a draft outline of each day of the Emerging Careers Week. The goal is for as many law schools as possible to host similar programming, during the same calendar week at their respective law schools, in recognition of emerging legal careers.



INFO SESSION

Goal: Introduce students to JD Advantage/Emerging Careers

Conversation Topics

- What does JD Advantage mean?
- Is this a growing area? (highlight stats)
- Provide examples of jobs - Guess the JDA/Bar Job activity
- How do I find JDA jobs/internships?
- What if I'm not sure?
- Introduce resources e.g. NALP JDA Career Guide

Speaker(s): Internal - Career Services

External - JDA Workgroup rotation



ATTORNEY PANEL

Goal: Highlight lawyers/law school grads working in JDA roles

Conversation Topics

- What was your path to your current role?
- How was/is law school or a license helpful?
- Benefits/challenges of your role?
- How do you balance being a lawyer in a non-traditional role?
- Would you consider still practicing?
- Can you still earn a good living (\$) in JDA market?
- Advice for students thinking about non-traditional paths?

Speakers: Alumni of your law school and/or non-traditional practitioners in various areas from JDA Guide (3-4 panelists)



STUDENT PANEL

Goal: Highlight law students/peers who have or are currently interning in a JDA role

Conversation Topics

- What interested you in your non-traditional internship?
- How did you find it?
- What has your experience been like? What types of responsibilities did/do you have?
- How is being a law student and having legal training helpful?
- Are you considering a non-traditional path after law school? If so, what are your interests?
- Advice for other students

Speaker(s): Current students who have or are currently in non-traditional legal internships (3-4 panelists)



ATTORNEY PANEL 2

Goal: Highlight lawyers/law school grads working in JDA roles in different areas/industries from the first panel.

Conversation Topics

- What was your path to your current role?
- How was/is law school or a license helpful?
- Benefits/challenges of your role?
- How do you balance being a lawyer in a non-traditional role?
- Would you consider still practicing?
- Can you still earn a good living (\$) in JDA market?
- Advice for students thinking about non-traditional paths?

Speakers: Alumni of your law school and/or non-traditional practitioners in various areas from JDA Guide (3-4 panelists)



JDA CAREER FAIR/NETWORKING EVENT

Goal: To combine Emerging Careers Week with other initiatives of the NALP JDA Workgroup. Friday of the week would be reserved for either students attending a regional JDA career fair or hosting a career expo at your respective law school.

Alternatively, schools could host a networking event or reception as a culminating activity.

CLOSING THOUGHTS

The design of Emerging Careers Week is not meant to be exhaustive. Schools should feel free adjust programming as necessary to fit their needs and capacity. For example, perhaps one school only does one (1) attorney panel instead of two. Maybe another school puts themes to the panels - a sports/entertainment/media careers panel? How about non-traditional careers in Higher Education (Title IX, Diversity, Administration, Career Services)? The possibilities are endless.

The overarching goal here is to join together - law schools and CSOs around the country, during the same week (fall and/or spring), to highlight and bring awareness to emerging legal careers. This will give students more options and a broader outlook on job opportunities when they graduate and enter the workforce.

JDA Workgroup Emerging Careers Week Subcommittee

Delanté Spencer Thomas, Esq.
Case Western Reserve University School of Law

Steve Grumm, Esq.
Legal Aid of Western Michigan



MEMORANDUM

To: NALP JD Advantage Working Group Members
From: Susan Morrow, Assistant Director, Career and Professional Development, Mitchell Hamline School of Law
Quaime V. Lee, Associate Director for Emerging Careers and JD Advising, Office of Professional and Career Development, Suffolk University Law School
Date: April 6, 2021
RE: NALP JD Advantage Working Group Audiocast Project

This collaborative initiative aims to build on the work of this Working Group in assembling the [NALP JD Advantage Career Guide](#) (“the Guide”), published in 2020. The Audiocast Project (“the Project”) will be an ongoing effort to build a library of recorded audio interviews with attorneys working in JD-Advantage careers in a variety of industries. These interviews, running 15-20 minutes, will provide students, alumni, and career services professionals from NALP member organizations, with a brief window into the day-to-day work and career paths for a given JD Advantage role.

As a starting place, we will be utilizing the 10 JD Advantage career areas listed in the Guide. We ask that members select an area and submit one recorded interview to [insert portal for submission]. To facilitate that, we have provided a step-by-step outline for how one might complete an interview.

A. Preparation

1. Identify an industry or role for conducting an audiocast interview.
2. Decide on a format for saving an audio recording of the interview (please do not submit video). Possible options include Zoom and Freeconferencecall.com, but you should consult with your institution’s information technology/media services professionals on the best option.
3. Review existing contacts. Consider also joining your school’s alumni/ae group in LinkedIn and use that to expand your search pool. Identify a potential contact.
4. Prepare an outreach e-mail to the contact. Below is a sample:

Dear [],

I am writing on behalf of [INSERT ORGANIZATION] with the hope that you will participate our JD Advantage Careers Interview Series. This program consists of recorded interviews with professionals working in careers in which holding a Juris Doctor is either required or particularly beneficial, outside of traditional law practice. Recordings are then saved and made available to students and alumni as well as career services professionals, as educational resources about a particular JD Advantage role and/or industry.

The recording should take no longer than 20 minutes of your time.

If you are interested in participating, please let me know your availability in the next two weeks and I will follow up with additional details.

B. The Interview

1. Once you secure a “yes,” follow up with an outline of the format and the questions. Below is a sample follow-up communication:

[],

Thanks for your willingness to participate in our JD Advantage Careers Interview Series. As agreed previously, the interview will take place on [Date] via [insert medium and link or phone number, with appropriate access ID numbers]. The interview itself will be no longer than 20 minutes, but I have allocated a 45-minute block in case one of us is delayed or any technological issues arise. Please send me a brief biography by [Date], as I will use it in the introduction.

Below is the format:

I. Check-In

Once we are both on, we will take a few minutes to address any questions you may have and go over the format.

II. Record interview

I will start the recording. Then I will read an introduction that includes your biography and proceed through the following question prompts. We will stay fairly close to topics noted in the questions, though I may ask follow up questions to gain further clarity on a point you raised. Depending on the flow of the conversation, I may ask a question out of order.

[Note: The question prompts are simply suggestions. As a 20-minute interview will not be enough time to address each of these items. Aim to ask 5-6 questions, leaving time for clarification follow-ups as needed.]

I will then offer closing comments and end the recording.

III. Debrief

I will circle back to you to answer any questions you may have.

Attached is a release form. Please review it and return it to me before the interview.

Please let me know if you have any questions.

Warm regards,

[]

2. Either the evening before or morning of the interview, send a follow-up e-mail reminder, with the date, time and connection information for the call.
3. Prepare a script, which has an outline of the format, your introduction, questions and closing.

C. Follow-up and Sharing

1. Once the interview has been completed, review the recording to make sure that the interview was recorded correctly and clearly and download it as an audio file for transmission.
2. When following up with a “thank you” note, consider sharing the recording with the interviewee. If you have not already confirmed this, ask the interviewee if you can share their contact information with interested listeners.
3. Submit your recording to [Insert appropriate recipient], along with the release form and brief 2-4 sentence biography of your interviewee.

NALP MODEL RELEASE FORM

Event/Audio-Video Project: NALP JD Advantage Careers Audio Project

Title of Program: _____

Date Recorded: _____

The undersigned enters into this Agreement with NALP ("Producer"). I have been informed and understand that Producer is producing an audio and/or video program and that my name, likeness, image, voice, appearance and/or performance is being recorded and made a part of that production ("Product").

1. I grant Producer and its designees the right to use my name, likeness, image, voice, appearance, and performance as embodied in the Product whether recorded on or transferred to videotape, film, slides, photographs, audio tapes, electronic/online channels, social media channels, or other media, now known or later developed. This grant includes without limitation the right to edit, mix or duplicate and to use or re-use the Product in whole or part as Producer may elect. Producer or its designee shall have complete ownership of the Product in which I appear, including copyright interests, and I acknowledge that I have no interest or ownership in the Product or its copyright.

2. I also grant Producer and its designees the right to broadcast, exhibit, market, sell and otherwise distribute the Product, either in whole or in parts, and either alone or with other products, for commercial or non-commercial television or theater, closed-circuit exhibition, home video distribution or any other purpose that Producer or its designees in their sole discretion may determine. This grant includes the right to use the Product for promoting or publicizing any of the uses.

3. I confirm that I have the right to enter into this Agreement, that I am not restricted by any commitments to their parties, and that Producer has no financial commitment or obligations to me as a result of this Agreement. I confirm that I have informed and obtained all necessary permission from my supervisor, employer, and/or other necessary approval body to participate in this production. I hereby give all clearances, copyright and otherwise, for use of my name likeness, image, voice, appearance and performance embodied in the Product. I expressly release and indemnify Producer and its officers, employees, agents and designees from any and all claims known and unknown arising out of or in any way connected with the above granted uses and representations. The rights granted Producer herein are perpetual and worldwide.

4. In consideration of all the above, I hereby acknowledge receipt of reasonable and fair consideration from the Producer.

I have read the foregoing and understand its terms and stipulations and agree to all of them:

Model's Name (Please Print) _____

Signature of Model _____ Date _____

(If the person signing is under age 18, a parent or legal guardian must sign below.)

I hereby certify that I am the parent or legal guardian of the model named above and I give my consent without reservation to the foregoing on behalf of him or her.

NALP JD Advantage Audio Interview Series Sample Questions

The following are possible questions to include in your interviews with attorneys and other professionals in JD Advantage roles and industries. Aim to ask 5-6 questions, leaving time for clarification follow-ups as needed.

§ Please briefly describe your career path. How did you come to your current position?

§ Provide an overview of your role. Please use layperson's terms for the benefit of students or graduates with no prior experience in this area.

§ How did your JD degree prepare you for this position (if at all)? What courses or internship opportunities would you recommend to someone interested in this field?

§ Describe a recent or interesting matter or initiative you worked on.

§ How has the COVID-19 pandemic impacted your work? What has changed?

§ Are there any specific qualities or personality types that you look for when hiring a candidate who wants to pursue this type of work?

§ What other sectors have your work colleagues worked in previously? If someone in your role at some point decides to leave the company what types of positions do they typically transition to?

§ What professional certifications are required for your role? Are they usually obtained before one comes into this role?

§ What professional networks do you participate in? What groups would you recommend that a student join?

§ What are one or two parting words of advice that you have for listeners?