

MEMORANDUM

TO: NALP

CC: Rebecca Calman, NALP Board Liaison to the Recruiting Section

FROM: Melissa Meyer (Venable) and Alexandra Gharghoury (Linklaters), 2021-22 NALP Recruiting Section Chairs

DATE: June 24, 2021

RE: **NALP Recruiting Section Board Report – June 2021**

Enclosed please find a report of the NALP Recruiting Section’s activities for May and June 2021. The Recruiting Section has 451 total members as of June 15, 2021. Twenty-four new members have joined since the last board report on April 8, 2021; eleven new members have joined since the fiscal year started on May 1, 2021.

Our first quarter in the NALP fiscal year was spent identifying volunteers to serve in the vice chair and member roles supporting the charges of our ten work groups. We met twice with each of the work group vice chairs to discuss the charges outlined in the Annual Business Plan and to map out programming and initiatives for the upcoming year. A preliminary update of the work group charges is outlined below.

Member Outreach and Section Meetings:

The Recruiting Section held its first quarterly zoom meeting on May 7, 2021. Please reference APPENDIX A for the agenda and presentation slides from the meeting. Approximately thirty-seven section members were in attendance.

In addition, we have calendared the remaining Section Group Zoom Meetings for the fiscal year, including:

- Thursday, September 23, 2021 at 3 pm ET
- Thursday, December 16, 2021 at 2 pm ET
- Thursday, March 24, 2022 at 3 pm ET

2021-22 Work Groups Updates:

Below please find the updates for each of the Recruiting Section Work Groups.

I. Annual Education Conference / Bulletin Article and Webinar Planning

Vice Chairs: Olivia Schmit (Sidley Austin) and Pete Van Name (Selendy & Gay)

Members: Lindsay Howard (Wolf, Greenfield & Sacks) and Katie Ivory (Fox Rothschild)

The work group circulated a survey for input regarding 2022 Annual Education Conference RFPs and programming. Outreach has begun to those who have completed the survey to see if they are interested in taking the topics forward to RFP. The survey is still live and continues to be circulated within the network and to personal networks on LinkedIn.

The group is meeting again in July to discuss additional outreach and next steps. The section is cognizant that we should aim to have our RFPs submitted before the August 15 deadline, due to the upcoming demands of the OCI season.

In addition, we had one article proposal from Lisa Pachucki and Katie Ivory who submitted “Emerging as a Recruiting Professional & Leveraging Your Network.” Andrew Parker advised that the article may fit in the September *Bulletin+*.

II. Environmental Scanning

Vice Chairs: Molly Isken (Loeb & Loeb) and Renee Nilsen (University of North Dakota School of Law)

The work group created a Google Doc tracking [Summer/OCI in-person recruiting, return to office and work from home policies](#). Questions included in the Google Doc are included for reference in APPENDIX B. Rather than a survey, section members will be able to see and add updates in real time. When ready, and with approval, the group will share the tracker on NALPConnect. They will also use NALPConnect to request other scanning topics of interest.

III. Lateral Hiring

Vice Chairs: Wanda Woods (Ropes & Gray) and Michelle Le Biavant (Perkins Coie)

Considering the heightened competition in the lateral recruiting market, this work group is organizing a Lateral Recruiting Market Update Webinar for section members. Wanda and Michelle plan to moderate the webinar and are looking to invite a select group of firm and external headhunter contacts to discuss trends, challenges, and opportunities. **We have a placeholder on the NALP calendar for October 5, 2021 at 3 pm ET for this webinar.**

In addition, the work group leaders are drafting a survey to share with section members to solicit their interest in topics for discussion in networking groups, and for additional webinars throughout the year.

The work group is supporting direct outreach to contacts in the section to solicit topics and presenters to submit RPFs for the 2022 Annual Education Conference.

IV. OCI Forms

Vice Chair: Jessica (Jessi) Hoffer (Chapman & Cutler)

Member: Nicole Wanzer (Morrison & Foerster)

The work group is reviewing and redlining all applicable OCI Forms on the NALP website, considering the shift back to the typical summer/fall recruiting cycle, and bearing in mind the continued virtual aspect from last cycle in early 2021.

The group is also creating a split cost expense form, for optional use. While some employers have their own form, this would be available to those who may need a starting template, or generally for uniform sharing.

V. Recruitment Tools Evaluation

Vice Chair: Erica Asher (Linklaters)

Members: Liz Mrowiec (Chapman & Cutler), Fernando Romo (Goodwin), Shannon Scott (Hodgson Russ) and Sam Stern (Richards, Layton & Finger)

The work group is meeting with their JD Career Advisors and Diversity, Equity & Inclusion sections counterparts. Following the meetings with both sections, the work group will then meet to advance the charges for the year.

VI. Recruiting Director Forum

Vice Chairs: Alison Ketabchi (Baker Botts) and Caroline Menes (Sherman & Sterling)

Members: Dyana Barninger (Faegre Drinker), Chuck Curtis (Pillsbury Winthrop Shaw Pittman), Lauren Marsh (Akin Gump), Natalie Quinn (Fox Rothschild), Nicole Wanzer (Morrison & Forester) and Amanda Leslie (Arnold & Porter)

Following a debrief with the 2020-2021 Section Chair, our understanding is that the Recruiting Director Forum Work Group was not able to get up and running last year. Working with Rebecca Calman, we were able to identify two experienced directors to lead the work group. To our pleasant surprise, based on our open call for volunteers to section members, we were delighted to have received the most interest in involvement in this work group.

The work group vice chairs met in June to discuss charges and will be meeting with the six member volunteers in the coming months to outline their programming and plans for the year.

VII. Small/Mid-Sized Firms

Vice Chair: Kelly Bahiraei (Bass, Berry & Sims)

The work group is soliciting input and RFPs for the 2022 Annual Education Conference relevant to the group via NALPConnect and sharing the AEC work group's survey. The vice chair has submitted an RFP for the conference as well.

Following the summer associate program and OCI, the group will focus on networking and potential panel presentations. They will also seek to identify an article for interested section members.

VIII. Federal Law Clerk Hiring Plan

Vice Chair: Sam Kasmarek (Bousquet Holstein)

On NALPConnect, the work group shared an overview of The Federal Law Clerk Hiring Plan, and important points relevant to section members who are managing summer programs. The plan is on a two-year extension of the original pilot. Participating judges will reconsider their participation after June 2022.

The Federal Law Clerk Hiring Plan had an applicant deadline of June 14, 2021 with interviews and offers to officially begin starting at 12:00 pm ET on June 15, 2021. After June 2021, participating judges will reconsider the length of time a clerkship offer must remain open.

The vice chair will remain in touch with other NALP Sections to keep the Recruiting Section informed of any additional developments.

IX. Member Relations

Vice Chairs: Kara Barnachea (Venable) and Laura Chavez (Arnold & Porter)

The work group is drafting a welcome email to the section's new members. They have received a new members list as of March 1, 2021 and will receive an update monthly. The email will include the dates and logistics of section calls and encouragement to new members to join a work group.

The group is planning two networking zoom meetings to provide opportunities for meaningful engagement within the section. **We have placeholders on the NALP calendar for September 14, 2021 and January 11, 2022 at 3 pm ET for these networking events.** An open invitation to participate will be circulated to the section via NALPConnect.

X. Knowledge Management

Vice Chair: Elizabeth (Betsy) Key (Vanderbilt Law)

We have introduced Betsy to the Knowledge Management Advisory Group and they are arranging a time to meet to discuss charges for the upcoming year.

APPENDIX A

NALP RECRUITING SECTION QUARTERLY CALL May 7, 2021

Agenda

1. Welcome from Traci Jenkins
2. NALP Conference feedback and available/upcoming on-demand programming
3. Board Update from Catherine Clement
4. 2021-22 Work Groups – sharing charges for the business year, introduction of confirmed vice chairs, call for vice chairs and volunteers
5. Reminder and call for 2022 NALP Annual Education Conference proposals
6. Overview of upcoming NALP programming
7. Request of feedback for content, programming, and next quarterly meeting date

NALP Recruiting Section Quarterly Meeting

May 7, 2021

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AGENDA

Welcome Remarks, Traci Jenkins – NALP President

NALP Conference Feedback and Programming On-Demand

Board Update, Catherine Clement – K&L Gates

2021/2022 Working Groups

2022 NALP Conference Proposals

Upcoming NALP Programming

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FREE ON-DEMAND NALP CONFERENCE PROGRAMMING

- NALP is excited to provide **four free educational programs from the 2021 Annual Education Conference** for members to view on-demand
- Click here >> <https://nalpnw.cmail20.com/t/y-l-oyhdrdt-ijuhfdkkk-i/> to see programming featuring NALP members and consultants, sessions include:
 - Embrace the Science and Join the [R]evolution
 - From Road Warrior to Zoom Warrior: Maintaining Relationships On & Off-Site
 - If You See Something, Say Something: Moving from Bystander to Accomplice
 - The I Said/They Said Guide to Getting Buy In
- In addition, members may watch the recording of the **Annual Business Meeting** to learn about NALP activities from the past year and into the future

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2021/2022 WORK GROUPS		
Work Group	Charges	Vice-Chair(s)
Annual Education Conference / Bulletin Article and Webinar Planning	<ul style="list-style-type: none"> • Brainstorm with Section membership to develop ideas and identify speakers for the 2022 Annual Education Conference • Solicit topics for Bulletin articles • Assist members through the completion of the RFP processes for both • Produce educational webinars throughout the year 	<p>Olivia Schmit Oschmit@Sidley.com</p> <p>Pete Van Name Pvanname@Selendygay.com Pronouns: he/him/his</p>
Environmental Scanning	<ul style="list-style-type: none"> • Conduct environmental scanning and compile relevant information regarding any fallout and opportunities that may arise due to the pandemic 	<p>Molly Isken Misken@Loeb.com</p>

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2021/2022 WORK GROUPS

Work Group	Charges	Vice-Chair(s)
Lateral Hiring	<ul style="list-style-type: none"> • Provide opportunities for those who specialize in lateral recruiting to communicate and network with one another through work group conference calls and NALPconnect • Continue to develop resources aimed at lateral recruiting specialists, including programming at the annual education conference, Bulletin articles, results of environmental scanning efforts, and other resources to be made available on NALPconnect and the NALP website • Review and update lateral recruitment guide to account for new recruiting technology; add relevant information regarding partner level recruitment 	Wanda Woods Wanda.Woods@Ropesgray.com

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2021/2022 WORK GROUPS

Work Group	Charges	Vice-Chair(s)
OCI Forms	<ul style="list-style-type: none"> • Annually review and update the various forms/communications used for the OCI process and housed on the NALP website 	
Recruitment Tools Evaluation	<ul style="list-style-type: none"> • In collaboration with the JD Career Advisors and Diversity, Equity & Inclusion Sections, identify and review emerging recruiting tools (i.e. personality assessments, psychometrics, Thine, Pymetrics) • Consider creating an educational guide regarding such tools and spotting issues to be aware of, including implicit bias, ADA issues, privacy concerns, and data ownership 	

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2021/2022 WORK GROUPS

Work Group	Charges	Vice-Chair(s)
Recruiting Director Forum	<ul style="list-style-type: none"> Provide opportunities for those in charge of recruiting efforts (usually recruiting directors) to communicate and network with one another through work group conference calls and NALPconnect Identify common challenges related to recruitment and managing a team nationally or locally and work to provide resources for other NALP members in similar situations 	Caroline Menes Caroline.Menes@Shearman.com Pronouns: she/her/hers
Small/Mid-Sized Firms	<ul style="list-style-type: none"> Provide opportunities for those who work for small/mid-sized firms to communicate and network with one another through work group conference calls and NALPconnect Identify common challenges related to recruitment for small/mid-sized firms and work to provide resources for other NALP members in similar situations 	Kelly Bahiraei Kelly.Bahiraei@Bassberry.com

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2021/2022 WORK GROUPS

Work Group	Charges	Vice-Chair(s)
Federal Law Clerk Hiring Plan	<ul style="list-style-type: none"> In collaboration with the Judicial Clerkship Section, gather information on the impact of the revised hiring plan 	Samantha Kasmarek SKasmarek@BHLawPLLC.com
Member Relations	<ul style="list-style-type: none"> Reach out to new and/or continuing members on a periodic basis to welcome them to the section and educate them about ways to get involved Consider reaching out to additional members encouraging them to join the section Develop plan for informal networking opportunities 	Kara Barnachea Kara.Barnachea@Venable.com Laura Chavez Laura.Chavez@Arnoldporter.com
Knowledge Management	<ul style="list-style-type: none"> Collaborate with the KM Advisory Group in helping to identify, review, and classify NALP information relevant to recruiting to assist in more effective data searches 	Betsey Key Elizabeth.B.Key@Vanderbilt.edu Pronouns: she/her/hers

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2022 NALP Conference

New Orleans
April 5-8, 2022

- NALP's Annual Education Conference offers innovative and timely information through sophisticated educational programs presented by knowledgeable speakers
- This is an excellent opportunity to share your expertise and tap your creativity by developing an original program for presentation at the conference
- For more information about submitting a proposal, visit the 2022 Annual Education Conference RFP page at >> <https://www.nalp.org/conferenceproposals>
- **The deadline for proposal submissions is August 15**

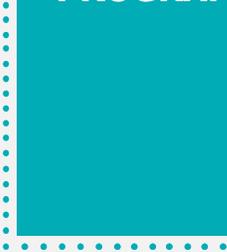
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UPCOMING NALP PROGRAMMING

- May 13 (2 PM) | Solving Lateral Lawyer Integration, Remote Summer Programs, and Remote Call-Back Interviews with Technology
- May 14 (2 PM) | Big Law Parental Leave Survey Findings
- May 17 (4 PM) | Help Along the Way: A New Approach to Workplace Conduct in Federal Courts
- May 18 (2 PM) | Cultivating Mental Health Inclusion by Preventing Burnout in Legal Professionals
- May 21 (2 PM) | Hallmarks of Effective E-learning
- May 27 (2 PM) | Solving Equitable Work Distribution to Associates, and Engaging Remote Lawyers with Real-Time Feedback Technology
- June 1 (3 PM) | Considering a Consulting Career
- June 3 (2 PM) | Return to Office Volume 1: Shifting Sands
- June 29 (12-3 PM) | 2021 Legal Recruiting Summit

All timings ET
To sign up visit >> <https://www.nalp.org/events>



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**VOLUNTEERS AND
FEEDBACK NEEDED**

- Serve as Vice Chair of a Work Group
- Join as a Member of a Work Group
- Share feedback regarding content or programming that would be beneficial to you

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APPENDIX B

ENVIRONMENTAL SCANNING WORK GROUP GOOGLE DOC SURVEY QUESTIONS

Law Firm Name

Location

On-Campus Interviews: Do you plan to hold in-person events for students to get to know your firm during OCI?

Callback Interviews (OCI): Do you plan to hold callback interviews virtually, in person, or a hybrid of the two?

Return to Office: Are you planning any in person events for your summer program this year?

Return to Office: Through the remainder of the year, are you required to be in the office?

Incoming Associates: Are you requiring new or first year associates to be in the office?

Incoming Associates: If allowing for a remote or flexible schedule, do you have any new mentorship or onboarding plans this year?

Student Engagement: Do you plan to return to law school campuses this year in an effort to connect with students?