

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: October 21, 2021

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

Enclosed please find a report of the NALP Recruiting Section's activities for July – October 2021. The Recruiting Section has 464 total members as of October 15, 2021. Thirteen new members have joined since the last board report on June 24, 2021.

Our second quarter in the NALP fiscal year was quite busy with summer program planning and the second on-campus interview season of the calendar year. As we head into the third quarter of the year, our work groups will refocus our efforts to continue to build on the charges and programming that we planned in the first quarter.

Member Outreach and Section Meetings:

The Recruiting Section held its second quarterly zoom meeting on September 23, 2021. Please reference APPENDIX A for the agenda and presentation slides from the meeting. Approximately forty section members were in attendance.

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

- 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 (Faegre Drinker)

Ten recruiting RFPs were submitted for the 2022 Annual Education Conference. The vice chairs will connect further with NALP as conference planning continues.

Lisa Pachucki and Katie Ivory are drafting a bulletin article tentatively titled “Emerging as a Recruiting Professional & Leveraging Your Network.” Andrew Parker is planning for the article to be included in the December 2021 *Bulletin+*.

In addition, the Lateral Hiring work group has a webinar schedule for Thursday, October 28 at 3pm ET. More information is below.

The vice chairs continue to solicit bulletin article and webinar ideas and submissions.

II. Environmental Scanning

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

The Google Doc tracking [Summer/OCI in-person recruiting, return to office and work from home policies](#) is live. The vice chairs have shared the tracker in NALPConnect and plugged at recruiting section meetings. Updates are ongoing as office updates and guidance evolve.

The group continues to solicit additional requests for environmental scanning that would be helpful for the section.

III. Lateral Hiring

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

Considering the heightened competition in the lateral recruiting market, the work group is organizing a Lateral Recruiting Market Update webinar for section members. Wanda and Michelle plan to moderate the webinar and have confirmed the following panelists: Josh Bilgri, Managing Director, Whistler Partners – West Coast; Tina Cohen Nicol, Managing Director, Major, Lindsey & Africa – Mid-West; Blair Broser, Director, Momentum Search Group – East Coast. The webinar will discuss trends, challenges, and opportunities and is confirmed for **October 28 at 3pm ET**. Further details will be shared on the NALP Events page and NALPConnect.

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.

IV. OCI Forms

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

Member: Nicole Wanzer (Morrison & Foerster)

On July 20, the work group submitted updated OCI forms for the 2021 summer/fall recruiting season. This included:

- Employer interview outcome form
- Student evaluation for employer form
- Travel expense reimbursement forms (PDF fillable and printable)

For firms looking for a template or uniform paperwork, the group has also created a split expense sharing form for optional use.

Updated forms were posted to the NALP website: <https://www.nalp.org/forms>.

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 vice chair attended NALP's virtual summit on Using Data Analytics, Artificial Intelligence, and Assessments October 7. The group is following up with the JD Career Advisor vice chairs, who both presented at the conference, to brainstorm how to proceed with charges.

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), Amanda Leslie (Arnold & Porter), Lauren Marsh (Akin Gump), Natalie Quinn (Fox Rothschild), and Nicole Wanzer (Morrison & Forester)

The vice chairs sent a survey to their six volunteer members to solicit feedback and ideas for the work group. A call is scheduled for November 9 to discuss the survey, plan programming, and carry out charges.

VII. Small/Mid-Sized Firms

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

The work group is soliciting article topics and co-authors for bulletin articles. The vice chair submitted an RFP for the 2022 AEC conference.

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)

The work group has shared the 2022 clerkship recruiting timeline. Applications for the 2023 JD class opens on February 3, 2022. Applications will be released to participating judges on June 13, 2022 and interviews can begin on June 14, 2022. Some judges may revert to in-person interviews, which will impact summer associate programs.

To be proactive and mitigate anxiety among students, the vice chair suggests that firms share their clerkship support and policies to summer associates in advance of the 2022 timeline, as applicable.

IX. Member Relations

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

The work group receives updates of new section members and sends a welcome email each month. The email includes the dates and logistics of section calls and encouragement to new members to join a work group.

The group hosted Connect & Cultivate, a virtual networking event for section members on **October 6**. An invitation was posted on the NALP events page and NALPConnect. The vice chairs hosted a variety of topics, including: OCI recap, onboarding fall associates, return to office/hybrid schedules, and post-OCI vacation plans. Thirty-four members registered and twenty members attended. They had a fantastic free-flowing conversation about the hot topics in our industry.

There is a placeholder in the NALP calendar for another networking session on **January 11, 2022**. An invite will be sent closer to the date.

X. Knowledge Management

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

The work group is in the process of highlighting resources on NALP.org that would be beneficial to members, e.g. “OCI on Call: Ten Timely Resources for OCI Season Success.” At the September section call, the vice chair requested feedback, topics of interest and suggestions for more to highlight.

APPENDIX A

NALP RECRUITING SECTION QUARTERLY CALL September 23, 2021

Agenda

1. Board Update from Rebecca Calman
2. 2021-22 Work Group Updates
 - a. Annual Education Conference / Bulletin Article and Webinar Planning (Olivia Schmit, Sidley Austin)
 - b. Environmental Scanning (Renee Nilsen, University of North Dakota Law)
 - c. Federal Clerk Hiring Plan (Sam Kasmarek, Bousquet Holstein)
 - d. Knowledge Management (Betsy Key, Vanderbilt)
 - e. Lateral Hiring (Michelle Le Biavant, Perkins Coie)
 - f. Member Relations (Laura Chavez, Arnold & Porter)
3. Overview of upcoming NALP programming
4. Request of feedback for content, programming, and next quarterly meeting date



NALP Recruiting Section Quarterly Meeting

September 23, 2021

AGENDA

Board Update – Rebecca Calman, Sullivan & Cromwell

Annual Education Conference / Bulletin Article and Webinar Planning – Olivia Schmit, Sidley & Pete Van Name, Selendy & Gay

Environmental Scanning – Renee Nilsen, U. North Dakota & Molly Isken, Loeb & Loeb

Federal Clerk Hiring Plan – Samantha Kasmarek, Bousquet Holstein

Knowledge Management – Betsy Key, Vanderbilt

Lateral Hiring – Wanda Woods, Ropes & Gray & Michelle Le Biavant, Perkins Coie

Member Relations – Kara Barnachea, Venable & Laura Chavez, Arnold & Porter

Upcoming Programming

Notes from Rebecca Calman, Board Liaison

- Stay tuned for an upcoming **Member Experience Survey** circulated by NALP to solicit feedback for the Board and Traci to review
- The Board last met in July and addressed several items, including:
 - Reviewed and approved the \$4.3MM 2022 FY budget
 - Approved provision to the NALP Governance By-laws (<https://www.nalp.org/bylaws>), notably including the addition of a Vice President of Diversity, Equity and Inclusion role to the NALP Board; in addition, restructuring certain roles to allow for more inclusion of the increased number of Canadian members; and limiting repeat service for certain roles to allow for broader volunteer engagement from members
 - Participated in an advanced Diversity, Equity, Inclusion and Belonging training with Anu Gupta of BeMore (bemorewithanu.com)
 - Discussed the health and well-being of NALP members and brainstormed a variety of ways that NALP can add value to its members in these areas, with a view to continuing to incorporate health and wellness into future programming and resources in advisory group meetings
 - Reviewed the Statement Against Racism, with a particular focus on how we can increase the pipeline of diverse candidates entering our profession, including possibly working with historically diverse colleges and universities and our own law students to promote these opportunities
 - Reviewed the feedback from members provided through Director outreach calls and Regional Resource Council member reports; reviewed several of the documents used by the Nominating Committee to educate the membership about leadership position; reviewed and updated Board policies, including the fiscal policy; and heard an update from the NALP Foundation on current research projects, including the Alumni Study on Employment and Career Satisfaction and the Associate Attrition Study, and upcoming programs and collaborations including a Town Hall with NALP on August 12 with deans and hiring partners and a General Counsel panel in the fall
 - Heard from Board Liaisons about the work of several Sections, Work Groups, Committees, Advisory Groups, and Task Forces

Notes from Work Group Leaders

- **Annual Education Conference (AEC) / Bulletin Article Webinar Planning** – 10 Recruiting Section RFPs for the AEC were submitted in August. The group will keep us posted as RFPs are selected for the AEC. In addition, please reach out to **Pete Van Name** (pvanname@selendygay.com) or **Olivia Schmit** (oschmit@sidley.com) with ideas for webinars and bulleting articles.
- **Environmental Scanning** – **Renee Nilsen** (renee.nilsen@und.edu) and **Molly Isken** (misken@loeb.com) prepared a Google doc to gather information related to OCI, student engagement, and return to office plans. There is a tab for answers from those representing law firms and another tab for those representing law schools. [NALP Recruiting Section Environmental Scanning Google Sheet](#).

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- **Federal Clerk Hiring Plan** – Some judges planning to interview clerk candidates in person. 2023 JDs will have access to Oscar February 3rd. Applications will be released to judges June 13th with interviews likely taking place the following two weeks. Feel free to reach out to **Samantha Kasmarek** (SKasmarek@BHLawPLLC.com) with any questions.
- **Knowledge Management** – in the process of highlighting resources on NALP.org that would be beneficial to members. For example, “OCI on Call: Ten Timely Resources for OCI Season Success.” Going forward, they are looking to identify more topics to highlight. If there are general topics that would be of interest, or if resources are lacking on NALP.org, please feel free to share feedback with **Betsy Key** (Elizabeth.b.key@vanderbilt.edu).
- **Lateral Hiring** – planning a webinar on lateral hiring to provide a market update taking place on **October 28 at 3 pm ET**. Details will be posted on NALP Connect soon.
- **Member Relations** – planning a Recruiting Section Networking Zoom on **October 6 at 4 pm ET**. Stay tuned for more details.

UPCOMING NALP PROGRAMMING

All timings ET

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

September 27 (2 PM) | Q&A with Experienced Professionals

September 29 (2 PM) | Using Short Videos for On-the-job Learning, Training and CLE

October 5 (2 PM) | Solving the Crisis of Associate Attrition with Effective Work Allocation

October 6 (3 PM) | Let's Talk Nonbinary

October 6 (4 PM) | Recruiting Section Networking Zoom

October 7 (3 PM) | Using Data Analytics, AI, and Assessments in the Recruiting Process (\$250 pp)

October 12 (3 PM) | How COVID Has Changed Us – Rethinking the Return to the Office

October 20 (2 PM) | Disparate Outcomes: Another New Look at NALP's Employment and Salary Data

October 21-22 | Mental Health First Aid Certification (\$250 pp)

October 28 (3 PM) | Lateral Hiring Panel

November 4 | DE&I Symposium (\$250 pp)



**VOLUNTEERS AND
FEEDBACK NEEDED**

- Join as a Member of a Work Group
- Share feedback regarding content or programming that would be beneficial to you
- Join us for our next NALP Recruiting Section Quarterly Zoom – **December 16 at 2 PM ET**

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Claire Nash

Subject: FW: Recruiting Meeting Re-Cap - Tuesday, October 12, 2021

From: Soares, Precillia (TPA - X36406)

Sent: Friday, October 15, 2021 2:33 PM

To: 'abisland@wickersmith.com' <abisland@wickersmith.com>; 'jbacker@avemarialaw.edu' <jbacker@avemarialaw.edu>; 'acbierma@fiu.edu' <acbierma@fiu.edu>; 'jgrages@law.stetson.edu' <jgrages@law.stetson.edu>; 'Rochelle.Chiocca@csklegal.com' <Rochelle.Chiocca@csklegal.com>; 'clark@law.ufl.edu' <clark@law.ufl.edu>; 'mdain@law.stetson.edu' <mdain@law.stetson.edu>; 'susan.delahoussaye@phelps.com' <susan.delahoussaye@phelps.com>; 'denis@law.ufl.edu' <denis@law.ufl.edu>; 'depasqualem@gtlaw.com' <depasqualem@gtlaw.com>; 'aduke@law.fsu.edu' <aduke@law.fsu.edu>; 'hemmett@gunster.com' <hemmett@gunster.com>; 'jlf@kubickidraper.com' <jlf@kubickidraper.com>; 'lbfernandez@stu.edu' <lbfernandez@stu.edu>; 'dhenley@law.fsu.edu' <dhenley@law.fsu.edu>; 'khenson@law.stetson.edu' <khenson@law.stetson.edu>; 'nijones@barry.edu' <nijones@barry.edu>; 'courtney.jones2@famuedu' <courtney.jones2@famuedu>; 'skastelic@foley.com' <skastelic@foley.com>; 'michelle.keon@akerman.com' <michelle.keon@akerman.com>; 'carolynlitschert@beckerlawyers.com' <carolynlitschert@beckerlawyers.com>; 'wsmartin@shumaker.com' <wsmartin@shumaker.com>; 'cmartin@law.stetson.edu' <cmartin@law.stetson.edu>; 'mccafferyr@gtlaw.com' <mccafferyr@gtlaw.com>; 'McKeeganJ@gtlaw.com' <McKeeganJ@gtlaw.com>; 'stephanie.noel@akerman.com' <stephanie.noel@akerman.com>; 'painsonj@gtlaw.com' <painsonj@gtlaw.com>; 'Jeanie.Poley@hwhlaw.com' <Jeanie.Poley@hwhlaw.com>; 'taylor.pollock@hwhlaw.com' <taylor.pollock@hwhlaw.com>; 'RPollock@Trenam.com' <RPollock@Trenam.com>; 'dquick@law.miami.edu' <dquick@law.miami.edu>; 'AQuintana@shutts.com' <AQuintana@shutts.com>; Rodriguez, Esther G (MIA - X27496) <esther.rodriquez@hklaw.com>; 'Danielle.shannon@akerman.com' <Danielle.shannon@akerman.com>; 'shaw@law.ufl.edu' <shaw@law.ufl.edu>; Soares, Precillia (TPA - X36406) <Precillia.Soaers@hklaw.com>; 'BSprayberry@gunster.com' <BSprayberry@gunster.com>; 'Asterley@rumberger.com' <Asterley@rumberger.com>; Valdes, Elba (MIA - X27458) <Elba.Valdes@hklaw.com>; 'vivesa@gtlaw.com' <vivesa@gtlaw.com>; 'hzangara@shumaker.com' <hzangara@shumaker.com>

Subject: Recruiting Meeting Re-Cap - Tuesday, October 12, 2021

Happy Friday to all. Below are the notes from this week and a list of our upcoming meetings. If you would like to suggest a headhunter for the November 8th meeting, please let me know. Have a great weekend!

Upcoming Meetings

- **Monday, November 8, 2021** (2 PM EST – 3 PM EST) – State of the lateral market
- **Monday, December 13, 2021** (2 PM EST – 3 PM EST) – Holiday gathering and end-of-year recap

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Notes from our 10-12-21 Meeting

What associates should know and how career services and law firm recruiters can be educating them

Responses are not attributed to any one person or organization

- 1) If you were in charge of a class in law school called “Practical Skills You Need When you Start your new Job” what are the two things you would make sure to include in the curriculum?
 - a. Importance of communication and communicating effectively with each other and opposing counsel.

- b. Meet deadlines and manage entering time.
 - c. Get to know your client's business and the things that are important to them.
 - d. Communication and time management are two important skills and professionalism is the overarching theme above them.
 - e. Practice proofreading before entering the practice of law, since this can vary by person.
- 2) When pursuing big law, how important is it for students to understand law firm economics ahead of time? Is this something they can learn after working at a law firm?
- a. Firms sell time.
 - b. Associates should understand there is overhead and several departments such as human resources, marketing, etc.
 - c. They should understand how economics impacts their compensation.
 - d. While an understanding of law firm economics is helpful, new associates should be encouraged to initially focus on their craft.
- 3) Do you think law schools can and/or should be teaching law students about billable hours?
- a. Every law firm does billing differently.
 - b. It would be helpful to teach students about general billing models and concepts.
- 4) What skill would you rate most important: responsiveness, empathy, or leadership?
- a. Responsiveness is at the top of this list. Confirm that you have received an email.
- 5) What issues have you seen regarding communication by new attorneys with more senior attorneys and/or clients? This applies to phone communication, emails, or other written communication.
- a. Be cognizant of email responses. When applicable, draft the email, walk away and come back to it. Reread before hitting send.
- 6) Have you had any new attorneys talk to you about being "first gen"?
- a. First gen students may feel they are at a disadvantage.
 - b. Firms are supportive of hiring first gen candidates.
- 7) Technological Skills
- a. With respect to eDiscovery, an understanding on the collection of documents, the metadata, and broad principles of how information is transferred and collected is helpful.

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