

October 22, 2019

TO: Clair Nash  
CC: Karl Riehl  
FROM: Michelle Le Biavant, 2019-2020 NALP Recruiting Section Chair  
RE: **NALP Recruiting Section Board Report - Q3 2019**

---

---

Please find enclosed a report of the Recruiting Section's activities during the second quarter (July-September) of the 2019-2020 NALP year.

The Recruiting Section has a total of **418 members** as of October 22, 2019. Sixteen new members have joined since June 22, 2019.

- **Note for consideration:** would it be prudent to reach out to welcome new members when they join the section, to inform them of what the recruiting section does, resources it has to offer, and let them know of any volunteer opportunities? Maybe this is a new work group for the section, like a welcoming committee? Not something we're currently doing but something to consider.

### **2019-2020 Work Groups: and Vice Chairs and updates:**

I'm sorry to say that things have been relatively quiet this quarter due to a busy summer and fall recruiting season. Updates from the work groups that have been active is noted below.

#### ❖ Strategic Planning Work Group

*Vice Chairs: Laura Dolan - Bass, Berry & Sims and Julieta Stubrin - Fenwick & West*

- Laura, Julieta and I worked incredibly hard to pull together (what I think was) a robust strategic plan report, which we delivered to the board on September 13. We attempted to gather feedback for the report through several different means - mentioning it on our section calls, holding a focus group dedicated to the topic, outreach to city group members in the Bay Area and Tennessee, and individual outreach via email and phone. We received no responses from the multiple NALPConnect postings or solicitation for volunteers on section calls. Only 10 members joined the focus group call, and only one person on that call offered input. Despite our multi-pronged approach, feedback ultimately came through only a handful of individuals - typically those with whom the vice chairs or I have a direct personal or professional relationship. This lack of engagement is concerning and should be an area of focus for NALP if we want to keep pace with the rapidly evolving legal and talent industries, as outlined in our report.

- ❖ Annual Education Conference/Bulletin Article and Webinar Planning  
*Vice Chairs: Kathren Davis - Seyfarth Shaw and Lindsay Badgerow - Fox Rothschild*
  - The recruiting section submitted 11 RFPs and 5 were selected. We are currently working to turn some of the remaining RFPs that were not selected into bulletin articles.
    - Note: I completely missed the mark on the bulletin article submission process and timeline. I think it was because there was such a focus on getting RFPs submitted that it was nigh impossible to simultaneously work on the bulletin article process, since the deadlines are so close together. While I understand the reason for this, I do think we could consider revising the processes so that they are not happening at the same time. I would also recommend having a separate Bulletin Article & Webinar work group and vice chairs as the AEC RFP work group vice chairs simply could not do both at the same time.
  
- ❖ Lateral Hiring  
*Vice Chairs: Christine Whitehead - Hogan Lovells and Lindsay Howard - Wolf, Greenfield & Sacks*
  - Lateral Hiring Best Practices Guide still in progress. No update.
  
- ❖ OCI Forms  
*Vice Chairs: Isabelle Ting - Cooley and Jen Fried - Reed Smith*
  - The OCI working group reviewed and edited three OCI forms:
    - Travel Expense Reimbursement Form & Instructions
    - Employer's Interview Outcome Form
    - Student Evaluation of OCI Employer
  - We did not update the Open Letter this year because the Board had asked ESAG to review and update in light of the changes in the Principles. The Student Professionalism document was temporarily retired as it was 95% about the timing guidelines.
  
- ❖ Small/Mid-Sized Firms  
*Vice Chair: Melissa Forshey Schwind - Ward and Smith*
  - No update to date. Not entirely sure of the purpose of this work group...
  
- ❖ Summit Conference Planning  
*Vice Chair: Michelle Le Biavant*
  - Michelle joined the initial planning call on June 25 to brainstorm ideas for session topics and speakers. Now working on soliciting ideas for roundtable topics.
  
- ❖ Sexual Harassment & Recruiting Conduct  
*Vice Chair: Catherine Clement - K&L Gates*
  - The recruiting section and JD advisors section vice chairs had a collaboration call in May. The report was sent to the work groups' board liaisons in June to share at the next board meeting, which they did. The board came back and asked that we revise the document to make it more user friendly by providing hyperlinks to the various resources.

This has been done, and the next phase is to have the document reviewed by a legal employment counsel.

❖ Federal Law Clerk Hiring Plan

*Vice Chair: N/A*

- No vice chair for this group. Not entirely sure the purpose or what we're supposed to be doing with this.

**Member Outreach/Section Calls:**

We held our **second quarterly call on October 16, 2019**. I will include the feedback from that call in the Q4 board report.

**Areas of Focus/Goals for Q4**

- Annual Education Conference/Bulletin Article and Webinar Planning
  - Submit at least 4 bulletin article proposals; plan one Webinar for Q1 2020.
- Lateral Hiring
  - Review/revise draft of lateral hiring best practices guide.
- Sexual Harassment & Recruiting Conduct
  - Continue to follow up on the guide and work with the board on dispersing it to members. Perhaps we can use this for a bulletin article or webinar?