

April 9, 2020

TO: Clair Nash

CC: Karl Riehl, Board Liaison to the Recruiting Section

FROM: Michelle Le Biavant, 2019-2020 NALP Recruiting Section Chair

RE: **NALP Recruiting Section Board Report - Q1 2020**

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Please find enclosed a report of the Recruiting Section's activities for January-April 2020.

The Recruiting Section has a total of **436 members**. Eighteen new members have joined since the last report on February 6, 2019.

- **Note for consideration:** consider adding a role for the Section chair 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. This may increase engagement within the section. This of course would require a way for the Chair to get notified when a new member joins the section; are we able to set that up?

## **2019-2020 Work Groups Updates:**

### ❖ Strategic Planning

*Vice Chairs: Laura Dolan - Bass, Berry & Sims and ~~Julietta Stubrin - Fenwick & West~~  
[Julietta left Fenwick and is now with Whistler Partners]*

- Nothing to report since strategic plan was delivered to the Board on September 13.

### ❖ Annual Education Conference/Bulletin Article and Webinar Planning

*Vice Chairs: Kathren Davis - Seyfarth Shaw and Lindsay Badgerow - Fox Rothschild*

- Working on reaching out to those who submitted RFPs for the AEC to turn into Bulletin articles or webinars.
- Article submitted in February NALP Bulletin: "Dealing with Serial Movers" written by Christine Whitehead and Jacki Herzon on behalf of Recruiting Section.

### ❖ Lateral Hiring

*Vice Chairs: Christine Whitehead - Hogan Lovells and Lindsay Howard - Wolf, Greenfield & Sacks*

- Lateral Hiring Best Practices Guide was published in February! The Fourth Edition of the guide offers practical tips for how to navigate all aspects of lateral hiring and recruiting. Topics covered include performing a needs assessment, hiring methods, strategies and

procedures, marketing your firm to laterals, conducting due diligence and integrating laterals into your firm's culture.

❖ OCI Forms

*Vice Chairs: Isabelle Ting - Cooley and Jen Fried - Reed Smith*

- Nothing to report since the group's primary responsibility is to review and edited the OCI forms.

❖ 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 [consider removing from this section in future].

❖ Legal Recruiting Summit Conference Planning

*Vice Chair: Michelle Le Biavant*

- Michelle participated in the planning for the Summit and attended Summit on January 30.

❖ Sexual Harassment & Recruiting Conduct

*Vice Chair: Catherine Clement - K&L Gates*

- The Sexual Harassment and Recruiting Conduct Considerations Guide was published and distributed to the NALP membership on December 19, 2019! We are very proud to have been a part of this incredibly important initiative and great resource for NALP members.

❖ 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 [consider removing from this section in future].

**Member Outreach/Section Calls:**

We held our quarterly call on April 6 and **over 70 participants** joined. The agenda included a board report, updates from the working groups, general NALP updates and reminders, and an open forum on how COVID-19 is impacting recruiting efforts.

One outcome of the conversation around virtual summer programs was the idea of reaching out to other industries where working remotely is more common and getting their input on how to create effective programs and teambuilding/social engagement. Someone referenced Grover Cleveland's recent article about the argument for not cancelling summer programs and considered possibly utilizing him as a resource. We discussed the idea of having him do a Webinar with 1-2 other professionals from other industries who do this. This may also be a good question to post on NALPConnect.

Please see APPENDIX A for the agenda and notes from the call.

RECRUITING SECTION: QUARTERLY CALL

April 6, 2020

Agenda + NOTES

1. Board Report (Karl)

February meeting. Board reviewed and accepted budget. Beth Moeller gave a report on her proposed business plan for the upcoming year. Board adopted strategic plan and will share strategic vision with members later this month. Continuing to fill volunteer positions for upcoming cycle.

2. Working Groups Updates

a. Strategic Planning (Laura) N/A

b. Annual Education Conference/Bulletin Article and Webinar Planning (Kat/Lindsae)

Working on reaching out to those who submitted RFPs for the AEC to turn into Bulletin articles or webinars.

- Article on “Dealing with Serial Movers” written by Christine Whitehead and Jacki Herzon on behalf of Recruiting Section - February NALP Bulletin - page 20 (can also be found on NALP.org under News & Journals > NALP Bulletin Homepage > NALP Bulletin - Current Issue > NALP Bulletin - Archives
- RFP process open for 2021 Scottsdale - NALP invites you to submit a proposal for the 2021 Annual Education Conference, which will be held April 27-30 in Scottsdale, Arizona, where we will be celebrating NALP's 50th anniversary! 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 2021 Annual Education Conference RFP web page. **The deadline for proposal submissions is May 22.**
- Continue to be thinking of Webinars this section can host, especially in light of everything happening as a result of COVID-19. Some ideas: best practices for remote work; virtual summer programs; law firm engagement with students/law schools; lateral recruiting/how to prospect candidates in a virtual world; PD topics such as how to remain visible and relevant and make best use of our time while working remotely (consider writing a bulletin article if you find yourself with downtime!); how to juggle work, homeschooling, other demands while also managing your own anxiety/tips for self-care.

- c. Lateral Hiring (Christine/Lindsay):
  - *Lateral Hiring Best Practices Guide* was published in February! The Fourth Edition of the guide offers practical tips for how to navigate all aspects of lateral hiring and recruiting. Topics covered include performing a needs assessment, hiring methods, strategies and procedures, marketing your firm to laterals, conducting due diligence and integrating laterals into your firm's culture. You can find the Guide on NALP.org under Resources & Initiatives > For Recruitment > Lateral Hiring Best Practices Guide
- d. OCI Forms (Issi/Jen) N/A
- e. Small/Mid-Sized Firm (Melissa) N/A
- f. Sexual Harassment & Recruiting Conduct (Catherine - Michelle to give report)
  - The JD Career Advisors and Recruiting Sections have created this new free resource, **Sexual Harassment and Recruiting Conduct: Considerations for Legal Employers and Law Schools**, to assist school and employer members in fostering safe and open recruitment environments. The Guide can be found on NALP.org under Community > Sections, Groups, and Committees > Sexual Harassment and Recruiting Conduct Work Group.

### 3. General NALP updates:

- a. Regional Town Halls - check NALPConnect or email from Mary with dates and be sure to pre-register.
- b. Annual Business Meeting via LIVE webinar - Friday, May 1 @ 12noon ET
- c. Lots of webinars coming up included some of the content that would have been presented at the AEC. See full list and register on NALP.org, Education & Conferences > Upcoming Webinars & Conferences
  - How to Be an Inclusive Leader While Managing Remotely - Tuesday, April 7 at 2:00 pm ET
  - AEC Content: The Upside of Trust and Civility in the Workplace - Wednesday, April 15 at 2:00 pm ET
  - AEC Content: Managing and Leading Great Staff and Team Meetings - Thursday, April 16 at 2:00 pm ET
  - AEC Content: Allyship: The “How” of Inclusive Leadership, Friday, April 17 at 2:00 pm ET
  - Creating Inclusive Interviewing Practices - Tuesday, May 12 at 2:00 pm ET
  - AEC Content: Transgender and Nonbinary Inclusion for Legal Professionals - Wednesday, May 13 at 2:00 pm ET

#### 4. Open Forum:

##### a. COVID-19 impact on recruiting:

- remote summer programs? Moving dates?

Some firms have a plan A, B, C, and D for multiple different scenarios given how things are changing.

Some are pushing start dates to early or mid-June in the hopes of being able to get summers physically in the office. Possibly shortening the program to 8 weeks. Some are considering a hybrid - start remote, then finish in office. Cancel in person events, including kickoff orientation week. Most are still finalizing their plan.

\*Virtual programs - reaching out to other industries where working remotely is much more common and effective. Post on NALPConnect - possibly find a contact who could possibly host a webinar. Grover Cleveland?

- communication/messaging to summer associates

The more communication, the better. Even if no definitive answers, just hearing from firms puts them at ease.

- thoughts about moving OCI to winter? Preference for Jan or Feb?

Firms have a better sense of needs for 2021; students have an extra semester of grades. May run into partner comp season. Conflict w/ interviewing 2Ls at the same time as 1Ls; how does that impact diversity pipeline programs? Virtual “one way” screening interviews - students answered scripted questions and students record answers; what about Saturday interviews so that it doesn’t conflict with classes.

- ideas for remote/virtual law student engagement
- best practices for collaboration between law firms and schools during this time
- law schools - what are you hearing from students? how are you keeping engaged with your students?

Law school OCS reaching out to employers to have them send electronic marketing pieces for them to send to students. E.g culture, practice groups, tips for remote working. Wait until Fall to engage with prospecting students as most are focused right now on adapting to remote learning and figuring out their summer situation.

- Fall Associates: delayed start dates or deferrals?

Too early to decide especially without knowing what is happening with all the bar exams in various jurisdictions.

- how is lateral recruiting being affected? How to prospect potential candidates? Anyone moving forward with offers w/out conducting in person interviews?

Not a lot of lateral hiring happening. Finishing out the process of onboarding those who were interviewed prior to shutdown but not entertaining any new offers or hires at this time. Remote onboarding is a huge team effort. Candidates are also reluctant to make a move but may be laying the groundwork now for a future move. Associate staying put; expecting and appreciate open and transparent communication. One firm has been actively recruiting; hiring two people who they have never met in person. Virtual happy hour with a candidate who had an open offer.