

Arnold & Porter

Memorandum

VIA E-MAIL

To: Meaghan Hagner, NALP Member Services Manager
Dyana Barninger, NALP Board Liaison

From: Jenny Li, 2018-19 NALP Recruiting Section Chair

Date: January 31, 2019

Re: NALP Recruiting Section Board Report Q1 2019

Below please find a report of the Recruiting Section's activities during the third quarter of the 2018-19 NALP year.

Approximately 30 members joined the Recruiting Section quarterly call on Wednesday, January 23, 2019. The agenda (posted on NALPconnect) is below:

Professionalism & Recruiting Training Videos (Melissa Forshey Schwind)

- Discuss NALP's new Principles and the workgroup's plan to revamp [videos](#)

Lateral Hiring (Laura Dolan and Liz Soderberg)

- Recent Topics posted via NALPconnect to Recruiting Section by Jennifer Gewertz to law firm members:
 - Where are you posting openings (besides website)?
 - Are you using attorney data bases like Leopard List/Firm Prospects to ID potential candidates?
 - how are you reaching out to prospects once identified?
 - Do you use an in-house headhunter (on the recruiting team) dedicated solely to sourcing candidates?
 - Are you utilizing your firm alumni network or attorney contact management database to promote your openings or and/or solicit referrals?
- Volunteers needed to update [Lateral Hiring Best Practices Guide](#) this quarter
 - Separate sections for partner/associates?
 - Any others?
 - Suggest adding a sourcing section with emphasis on incorporating technology resources available
 - Additional suggestions for major updates needed?
 - Look for announcement via NALPconnect, and email Laura and Liz to volunteer

Sexual Harassment & Recruiting Conduct (Jennifer Gewertz)

- Update from workgroup
- Survey Completion Request for NALP AEC Presentation: Aisha Joseph and Maureen Kieffer

NALP's New Principles (All)

Possible topics to discuss:

- Best practices on tracking policies
- NALP will designate a webpage as a landing page linking published policies
- Discussions and reactions from hiring chairs and/or hiring committees
- Small and mid-sized employer impact (Lindy Resh)
- Strategy changes on OCI registrations

Reminders

- Safe travels for those who still need to travel to attend the January 24 Recruiting Summit
- Share Your Time and Talents with NALP; Volunteer information [response forms](#) are due Friday, February 8
- Free Member Webinar: [An Update on the Legal Employment Market](#) on Wednesday, February 13 at 11:00 AM PT/2:00 PM ET

Work Groups

Lateral Hiring

Vice Chairs: Laura Dolan (Bass Berry) and Elizabeth Soderberg (Kirkland & Ellis)

Laura and Liz led a brainstorming session during the section call to narrow the focus on the review and update of the lateral recruitment guide. The work group would like to add a specific section dedicated to sourcing with an emphasis on incorporating available technology resources. The work group will also identify a communication plan to further promote this resource to our members.

Proposed Timeline

- February 8: Have work group formed and volunteers assigned to specific sections to update
- March 8: First draft of updates
- March 22: Final draft of updates

Sexual Harassment & Recruiting Conduct

Vice Chair: Jennifer Gewertz (Arnold & Porter)

In collaboration with the JD Career Advisors Section, the work group will develop a list of considerations for law schools and legal employers as they examine #MeToo and wellness issues, such as beverage policies during events, and various trainings.

Additionally, the work group would like to develop a resource guide on the NALP website to include the [ABA toolkit](#), relevant articles, and other helpful information.

Professionalism & Recruiting Training Videos

Vice Chair: Melissa Forshey Schwind (Ward and Smith)

In collaboration with the JD Career Advisors and Law Student Professional Development sections, the work group will focus on two areas:

- 1) developing additional, relevant videos for law students' reference and
- 2) increasing viewership and knowledge of this resource.

The current plans for additional relevant videos for law students' reference, given the new NALP Principles, are:

- 1) Confirm the current videos are aligned with the changes and, if not, update accordingly.
- 2) Provide guidance to law students on the new Principles and related processes, as well as any valuable resources on the subject.
 - a) The work group wants to ensure that law students are properly educated on non-firm employment processes and fall recruiting processes. They plan to inform them through videos focusing on:
 - i) spring/non-OCI recruitment processes and best practices for obtaining employment outside of the fall recruiting season;
 - ii) corporate, governmental, non-profit, and clerkship opportunities.
- 3) The work group also believes a focus on additional videos related to fall recruiting are necessary, such as:
 - i) advice on how law students should seek additional information from employers while considering and/or releasing one or more offers, and overall professionalism regarding how to deal with competing offers properly (and not reneging on offers already accepted);
 - ii) what to do/what not to do in the interview vs. Skype vs. phone interviews.

The current plans to increase viewership and knowledge of this resource are:

- 1) work with NALP to send out additional appropriately-timed reminders through channels such as NALPConnect and NALPNow;
- 2) work with the appropriate NALP sections to increase the school-side employers of this resource and potential to proactively provide resource to their law students.

The Recruiting Section added 19 new members and lost five members from October 19, 2019 through January 31, 2019. The section has a total of 419 members as of January 31, 2019.