

# MEMORANDUM

**TO:** Claire Nash, NALP  
**CC:** Rebecca Calman, NALP Board Liaison to the Recruiting Section  
**FROM:** Lindsae Badgerow, 2020-2021 NALP Recruiting Section Chair  
**DATE:** February 4, 2021  
**RE:** **NALP Recruiting Section Board Report – February 2021**

Enclosed please find a report of the NALP Recruiting Section’s activities for November and December 2020, and January and February 2021. The Recruiting Section has 442 total members as of January 31, 2021. Six new members have joined since the last report on October 15, 2020. Due to the holidays and the start of OCI season in January 2021, there are not a lot of substantive updates to report.

## **2020-2021 Work Groups Updates:**

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

- ❖ Annual Education Conference / Bulletin Article and Webinar Planning  
*Vice Chairs: Shannon Curry (Patterson Belknap) and Alexandra (Alex) Gharghoury (Linklaters)*  
*Member: Janice James (Cooley)*
  - The Group is continuing to work with members to develop content and ideas for upcoming NALP bulletin articles.
- ❖ Environmental Scanning  
*Vice Chair: Derikka Mobley (Saul Ewing)*  
*Member: Shaina Hearn (Perkins Coie)*
  - In late 2020, the Environmental Scanning Work Group informally polled the membership as it related to the January 2021 OCI season. They used NALPConnect to pose these questions and collected aggregate member information.
- ❖ Lateral Hiring  
*Vice Chairs: Lisa Pachucki (Seyfarth Shaw) and Kat Davis (Seyfarth Shaw)*  
*Members: Shaina Hearn (Perkins Coie), Emily Lindholm (Faegre Drinker), Katie Ivory (Fox Rothschild), and Michael Nguyen (Greenberg Traurig)*
  - The Lateral Hiring Work Group partnered with members of the Experienced Professionals Section to put on a webinar called, “Thriving as a Recruiting Professional During a Recession and Beyond” on Tuesday, October 27, 2020. This webinar featured a

panel of members offering suggestions and advice for ways one can increase their profile both within and outside of their organization.

- The Group members are working with members of the Recruiting Section to solicit content, authors, and ideas for an upcoming NALP bulletin articles.

❖ OCI Forms

*Vice Chairs: Jessica (Jessi) Hoffer (Chapman & Cutler) and Isabelle Ting (Cooley LLP)*  
*Members: Ginny Mueller (Husch Blackwell)*

- The OCI Forms Work Group reviewed and redlined all applicable OCI Forms on the NALP website, with specific attention to the timing shift of OCI from fall 2020 to January 2021.

❖ Recruitment Tools Evaluation

*Vice Chair: Fernando Romo (Morrison & Foerster)*  
*Members: Sam Stern (Richards, Layton & Finger) and Shannon Scott (Hodgson Russ)*

- The Recruitment Tools Evaluation Work Group met with their Work Group counterparts in the JD Career Advisors and the Diversity, Equity & Inclusion Sections to further advance the Group's charges. Together they are compiling a list of questions to survey the membership regarding the tools firms use when considering candidates. The goal is to create a list of recommended programs for firms to use during the recruitment process.

❖ Recruiting Director Forum

*Vice Chair: Vice Chair Still Needed*

❖ Small/Mid-Sized Firms

*Vice Chair: Olivia Schmit (Sidley Austin; formerly with Neal, Gerber & Eisenberg)*

- The Small/Mid-Sized Firms Work Group conducted two video calls during the course of the current NALP year.
- The most recent call in November 2020 discussed the January 2021 OCI season, and specifically how small firms planned to handle virtual interviewing given various budget constraints. Most small firms have used Webex or Zoom for these interviews.
- This Group is tentatively scheduling a check-in call in February/March 2021.

❖ Federal Law Clerk Hiring Plan

*Vice Chair: Meredith O'Keefe (UConn School of Law)*

- In early October 2020, the committee that oversees the Federal Law Clerk Hiring Plan announced that the previous two-year hiring plan will be extended for two more years.

- Meredith O’Keefe, in her role as Vice Chair, has met with Recruiting Section members to answer questions about the current state of the plan.

❖ Member Relations

*Vice Chairs: Ashley Julian (Paul Hastings) and Martha Probst (DLA Piper)*

- The Member Relations Work Group has drafted and sent a “welcome” email to over 40 new members since the start of this initiative. This email includes the dates of the section calls for the remainder of the year, along with a request that new members consider getting involved with the Recruiting Section’s various Work Groups.

❖ Knowledge Management

*Vice Chair: Liz Granlund (UC Berkeley)*

*Members: Ginny Mueller (Husch Blackwell)*

- The Knowledge Management Work Group partnered with the Vice Chairs in the Knowledge Management Section to review the NALP website, identify resources, and categorize them for future use. This project will occupy the remainder of the NALP year.

**Member Outreach/Section Calls:**

The Recruiting Section held its third Quarterly Call on November 10, 2020. Please see APPENDIX A for the agenda and notes from the call.

## APPENDIX A

### NALP RECRUITING SECTION QUARTERLY CALL November 10, 2020

#### Agenda

1. Board Report (Rebecca Calman)
2. Working Group Updates
  - a. Annual Education Conference RFP/Bulletin & Webinar Planning (Shannon Curry, Patterson Belknap Webb & Tyler and Alex Gharghoury, Linklaters)
    - i. Of the 11 proposals submitted on behalf of the Recruiting Section, NALP selected six for the 2021 NALP AEC!
    - ii. The bulletin article, “Virtual Summer Programs: Lessons Learned” by Michelle Le Biavant and Lindsay Badgerow, was published on behalf of the Recruiting Section in the October 2020 edition.
    - iii. Continue developing bulletin content to submit on behalf of the Recruiting Section for the remainder of the year.
  - b. Environmental Scanning (Derikka Mobley, Saul Ewing)
    - i. The Environmental Scanning group is drafting questions to informally poll the membership as it relates to the upcoming OCI season. They plan to pose these questions on NALPConnect.
  - c. Lateral Hiring (Kathren Davis, Seyfarth Shaw and Lisa Pachucki, Seyfarth Shaw)
    - i. The Lateral Hiring group partnered with members of the Experienced Professionals Section to host a webinar focused on the professional development of lateral hiring/recruiting professionals in a COVID-19 world, entitled “Thriving as a Recruiting Professional During a Recession and Beyond” on October 27. The webinar featured a panel of members offering suggestions and advice for ways one can increase their profile both within and outside of their organization. The webinar had over 230 registrants.
    - ii. The group is continuing to identify topics, issues, and areas of interest to turn into webinars and bulletin articles.
  - d. OCI Forms (Isabelle Ting, Cooley and Jessica Hoffer, Chapman & Cutler)
    - i. The OCI Forms Work Group has been reviewing and redlining all applicable OCI Forms on the NALP website, with specific attention to the timing shift of OCI from fall 2020 to January 2021.

- e. Recruitment Tools Evaluation (Fernando Romo, Morrison & Foerster)
  - i. The Recruitment Tools Evaluation Work Group met with their Work Group counterparts in the JD Career Advisors and the Diversity, Equity & Inclusion Sections to further advance the Group's charges.
  - ii. The group is compiling a list of questions to survey the membership regarding the tools firms use when considering candidates.
  - iii. The goal is to create a list of recommended programs for firms to use during the recruitment process.
- f. Small/Mid-Sized Firms (Olivia Schmit, Neal, Gerber & Eisenberg)
  - i. The Small/Mid-Sized Firms Work Group has conducted two video calls during the course of the current NALP year.
  - ii. The first call discussed the Mansfield Certification and its implications for small/mid-size firms. The call featured a Q&A regarding best practices and things to consider regarding this certification. The second call discussed the 2020 summer program, and lessons learned from hosting a virtual summer program. They also discussed questions, concerns, and changes for the upcoming OCI season.
  - iii. This Group is tentatively scheduling a check-in call in February/March 2021.
- g. Federal Law Clerk Hiring Plan (Meredith O'Keefe, University of Connecticut)
  - i. The Federal Law Clerk Hiring Plan Work Group partnered with the Judicial Clerkship Section to hold a joint call discussing the impact of the Federal Law Clerk Hiring Plan.
  - ii. The Judicial Clerkship Section Chair, Michele Hoff, attended the call and provided a contextual overview of the most recent two-year pilot hiring plan and the status of the next plan in the review phase.
  - iii. On October 2, 2020, the committee that oversees the Federal Law Clerk Hiring Plan announced that the previous two-year hiring plan will be extended for two more years.
  - iv. Meredith O'Keefe posted to NALP Connect to inform section members of the extension of the Federal Law Clerk Hiring Plan.
- h. Member Relations (Ashley Julian, Paul Hastings and Martha Probst, DLA Piper)
  - i. The Member Relations Work Group has drafted and sent a "welcome" email to over 30 new members. This email includes the dates of the section calls for the remainder of the year, along with a request that new members consider getting involved with the Recruiting Section's various Work Groups.
- i. Knowledge Management (Liz Granlund, UC Berkeley)

- i. The Knowledge Management Work Group as partnered the Vice Chairs in the Knowledge Management Section to review the NALP website, identify resources, and categorizing them for future use. They anticipate working on this project for the remainder of the NALP year.

3. General NALP Updates

- a. 2020 Professional Development Institute – December 3-4, 2020 (virtual)
- b. Summer Outcomes Summit – December 10, 2020 (virtual)

4. Future Section Meeting Dates:

- a. Wednesday, February 10 at 4:00 pm ET

5. Open Discussion/Questions