

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: June 25, 2020
RE: **NALP Recruiting Section Board Report – Q2 2020**

Enclosed please find a report of the NALP Recruiting Section’s activities for May and June 2020.

The Recruiting Section has 448 total members as of June 22, 2020. Twelve new members have joined since the last report on April 9, 2020.

- The Q1 2020 Recruiting Section Board Report recommended adding a role for the Section Chair to reach out and welcome new members when they join the section. The current Section Chair has teamed up with the Member Relations Work Group to begin this outreach.

2020-2021 Work Groups Updates:

The Section Chair and the Section Work Group Vice Chairs and Members had a kick-off call on June 16, 2020 to discuss the charges from the NALP Board. Below please find the updates from that call.

- ❖ Annual Education Conference / Bulletin Article and Webinar Planning
Vice Chairs: Shannon Curry (Patterson Belknap) and Alexandra (Alex) Gharghoury (Linklaters)
Member: Janice James (Cooley)
 - The Annual Education Conference / Bulletin Article and Webinar planning Work Group has received a substantive list of the RFPs that were submitted and accepted for the 2020 Annual Education Conference. The Group has been tasked with reviewing these RFPs and reaching out to the original submitter to gauge their interest in submitting again this year. The Group plans to reach out to their personal networks to gauge interest in submitting RFPs as well.
 - The Group submitted one Bulletin Article proposal on behalf of the Recruiting Section on the topic “Virtual Summer Programs: Lessons Learned” by Michelle Le Biavant and Lindsae Badgerow, tentatively scheduled for publication in September 2020.

❖ Environmental Scanning

Vice Chair: Derikka Mobley (Saul Ewing)

Member: Shaina Hearn (Perkins Coie)

- The Environmental Scanning Work Group will work with the Lateral Hiring Work Group to begin drafting and compiling questions and areas of interest to survey the membership.
- In addition to surveying the membership, this Work Group plans to pose questions and issues to NALPConnect for member discussion on a regular basis.

❖ 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 had a call on June 23, 2020 to discuss further its charges.
- This Work Group set a goal to coordinate 3-4 webinars throughout the year and a bulletin article every other month. This Work Group is connecting with local recruiter groups to gauge their thoughts on what they would like to see out of the Lateral Hiring Work Group this NALP year. Further, this Work Group would like to develop lateral recruiting programming/resources for both junior and senior recruiting members.
- This Work Group will work with the Environmental Scanning Work Group to begin drafting and compiling questions and areas of interest to survey the membership. They will work with NALP Staff for the operations/logistics of conducting environmental scanning pulse surveys, and will schedule networking/discussion calls for the membership pre and/or post-survey.
- This Work Group has begun reviewing and redlining the Lateral Hiring Guide on the NALP website, with specific attention to developments in hiring and recruiting due to COVID-19.
- This Work Group has submitted one RFP on behalf of the Recruitment Section: “Navigating Complex & Controversial Situations with Search Firms.”

❖ OCI Forms

Vice Chairs: Jessica (Jessi) Hoffer (Chapman & Cutler) and Isabelle Ting (Cooley LLP)

Members: Ginny Mueller (Husch Blackwell)

- The OCI Forms Work Group has begun 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.

❖ 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 is planning to collaborate with their Work Group counterparts in the JD Career Advisors Section to advance further the Group's charges.

❖ Recruiting Director Forum

Vice Chair: Vice Chair Still Needed

❖ Small/Mid-Sized Firms

Vice Chair: Olivia Schmit (Neal, Gerber & Eisenberg)

- The Small/Mid-Sized Firms Work Group conducted its initial networking call on June 22, 2020 with eight members in attendance.
- This Work Group has developed two ideas for potential RFPs: 1) The nuts & bolts of creating diversity recruiting initiatives in a small firm environment, and 2) Lateral integration/retention strategies for small office environments. They are working with the AEC Work Group to develop these ideas into RFPs.
- This Work Group is planning to have two additional calls in 2020. The first call will be in August, and will discuss lessons learned from a virtual summer program, the impact of pre-recruiting and how to compete with larger firms, strategies for a virtual callback, and creative ideas for student outreach. The second call will be in October, and will discuss the Mansfield Rule and strategies for incorporating this rule into a successful lateral recruiting program in a small/mid-size firm environment.

❖ Federal Law Clerk Hiring Plan

Vice Chair: Vice Chair Still Needed

❖ Member Relations

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

- The Member Relations Work Group has drafted a welcome email to be sent on behalf of the Section Chair to all 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 submitting RFPs.
- This Work Group plans to send this email to all recently joined members, and to all new members moving forward.

❖ Knowledge Management

Vice Chair: Liz Granlund (UC Berkeley)

Members: Ginny Mueller (Husch Blackwell)

- The Knowledge Management Work Group does not have any updates at this time.

Member Outreach/Section Calls:

The Recruiting Section held its Kick-Off Call on May 4, 2020. The call was in lieu of the in-person Section Meeting that would have normally taken place during the Annual Education Conference. The purpose of the call was to discuss the charges from the NALP Board for the 2020-2021 Recruiting Section Work Groups, to request volunteers to serve as Vice Chairs and to assist with each Work Group, and to brainstorm ideas for RFPs for the 2021 Annual Education Conference.

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

During the Recruiting Section quarterly call on April 6, members discussed the idea of conducting a webinar about virtual summer programs featuring professionals from outside of the legal industry. Members Melissa Berry (Lane Powell) and Amy Mallow (Holland & Knight) worked with former Recruiting Section Chair Michelle Le Biavant (Perkins Coie) and current Section Chair Lindsay Badgerow (Fox Rothschild) to create this webinar. The webinar was held on May 27, 2020 and was entitled, “Creative Strategies for Virtual Summer Programs.” It featured a panel of professionals with experience both inside and outside of the legal industry, and experience with managing interns in a remote setting. The Panelists were James Boyle (Director of Recruiting with Latham & Watkins, formerly of Barclays and PwC), Brianna Hinojosa-Smith (Senior Patent Attorney with Microsoft), and Grover Cleveland (Founder of Lessons for Sharks). The webinar was very successful and had 227 participants in attendance.

APPENDIX A

RECRUITING SECTION: KICK-OFF CALL May 4, 2020

Agenda

1. Welcome and Introductions – Lindsae Badgerow, Chair of the 2020-2021 NALP Recruiting Section
2. NALP Business Plan – our Section's Charges (and call for volunteers!)
 - a. The Recruiting Section has been charged with a number of Work Groups for the year. Each Work Group needs a Vice Chair and a handful of members to help facilitate its charges.
 - b. The Work Groups are:
 - i. AEC RFP Process/Bulletin & Webinar Planning – Brainstorm with members to develop ideas and identify speakers for the 2021 Annual Education Conference along with topics for bulletin articles/webinars. Part of this role also consists of assisting members through the completion of the RFP processes.
 - ii. Environmental Scanning - Conduct environmental scanning and compile relevant information regarding any fallout and opportunities that may arise due to the COVID 19 pandemic.
 - iii. Lateral Hiring - Provide opportunities for those who specialize in lateral recruiting to communicate and network with one another through work group conference calls and NALPconnect.
 - iv. OCI Forms - Annually review and update the various forms/communications used for the OCI process and housed on the NALP website. Revise as needed given a shift in timing of many OCI programs.
 - v. Recruitment Tools Evaluation - In collaboration with the JD Career Advisors and Diversity, Equity & Inclusion Sections, identify and review emerging recruiting tools (i.e. personality assessments, psychometrics, Thine, Pymetrics).
 - vi. Recruiting Director Forum - Provide opportunities for those in charge of recruiting efforts (usually recruiting directors) to communicate and network with one another through work group conference calls and NALPconnect.
 - vii. Small/Mid-Sized Firms - Provide opportunities for those who work for small/mid-sized firms to communicate and network with one another through work group conference calls and NALPconnect.
 - viii. Federal Law Clerk Hiring Plan - In collaboration with the Judicial Clerkship Section, gather information on the impact of the revised hiring plan.

- ix. Member Relations - Reach out to new and/or continuing members on a periodic basis to welcome them to the section and educate them about ways to get involved. Consider reaching out to additional members encouraging them to join the section.
 - x. Knowledge Management - Collaborate with the KM Advisory Group in helping to identify, review, and classify NALP information relevant to recruiting to assist in more effective data searches.
- c. Helpful Tips for Using NALPConnect:
- i. Update your profile to include your bio information and add a picture
 - ii. Adjust your email notification settings to either “Daily Digest” or “Real Time”
 - iii. Add the Recruiting Section to your list of Communities
 - iv. Post topics/questions in the Discussion section
3. 2021 Annual Education Conference – Scottsdale, Arizona
- a. The RFP process is now open for 2021 Annual Education Conference, which will be held April 27-30 in Scottsdale, Arizona – this conference will also be celebrating NALP's 50th anniversary!
 - b. Excellent opportunity to share your expertise and tap your creativity by developing an original program for presentation at the conference.
 - c. For more information about submitting a proposal, visit the 2021 Annual Education Conference RFP web page.
 - d. If you submitted an RFP for the 2020 Annual Conference, you may resubmit the RFP for the 2021 Annual Conference.
 - e. **The deadline for proposal submissions is July 24.**
 - f. Ideas:
 - i. Lateral Hiring: the lasting effects of COVID19, working with outside search firms, sourcing candidates without using search firms, alternative paths for attorneys, alternative staffing models, best practices for partner recruiting, virtual interviews/hiring
 - ii. Virtual Summer Programs
 - iii. On-campus interviews shifting to winter and the lasting effects, new timing of offers, simultaneous 1L/2L hiring

iv. Other: having a seat at the table and what to do when get there (partner with EP section), collecting/analyzing data, ABA Wellness plan/health and wellbing in the legal industry, diversity issues and specifically supporting gender non-binary individuals

4. Future Section Meeting dates

5. Open discussion: (topics welcome!)