

February 6, 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 - Q4 2019**

Please find enclosed a report of the Recruiting Section's activities during the fourth quarter (October-December) of the 2019-2020 NALP year.

The Recruiting Section has a total of **427 members** as of February 6, 2020. Fifteen new members have joined since October 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: Vice Chair Updates:

- ❖ Strategic Planning Work Group
Vice Chairs: Laura Dolan - Bass, Berry & Sims and Julieta Stubrin - Fenwick & West
 - 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
 - One article planned for February bulletin issue. Currently working to turn some of the remaining RFPs that were not selected into bulletin articles. Have not made much headway with this; guidance from the Board would be appreciated.
- ❖ Lateral Hiring
Vice Chairs: Christine Whitehead - Hogan Lovells and Lindsay Howard - Wolf, Greenfield & Sacks
 - Lateral Hiring Best Practices Guide (4th edition): submitted updates to NALP on January 14, 2020. The guide is currently being reviewed.
- ❖ 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 edit 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. Will give a recap of the summit on the next Section call.

❖ 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 second quarterly call on October 16, 2019 and **48 participants** joined. Please see APPENDIX A for the agenda and notes from the call.

Our next quarterly section call will be held in March 2020, following the February board meeting.

Areas of Focus/Goals for remainder of Q1/Q2 2020

- Bulletin Article and Webinar Planning
 - Submit at least 1 bulletin article; plan one Webinar for late Q1 or early Q2 2020.

**RECRUITING SECTION: QUARTERLY CALL
OCTOBER 16, 2019**

Number of participants = 48

Agenda + notes from call:

1. Board Report (Karl C. Riehl)

- board met in July. Approved 4.7 Million budget 2019-2020 . increases for membership dues. Registration for PDI is open. Newer Professionals conference. Revamping NALP directories of legal employers & law schools. Include gender inclusive language. Workplace environment section (wellness, benefits, employment policies). NDAs and mandatory arb agreements for summers and lawyers. NALP hosting a diversity event in 2020; details forthcoming. Strategic Plan process began in July meeting. Meeting in Nov, extra day focused on strategic planning.

2. Annual Education Conference/Bulletin Articles (Kat Davis and Lindsay Badgerow)

- Recap of how many of our RFPs were submitted; how many/which ones were selected - 11 Submitted, 5 accepted.
- Desperately in need of bulletin article submissions. The recruiting section has submitted zero bulletin articles so far. If you submitted an RFP that didn't get selected, could make for a great article.

3. Update on Legal Recruiting Summit (Michelle)

- Registration is open for the 2020 Recruiting Summit, which will be held on January 30 at Fordham Law School in New York. Space will be limited, so register today!
- This year's event features experts in the legal profession discussing a wide range of topics affecting entry-level hiring from the state of the legal market to creating a well-being continuum from law school through law practice.
- We will have two roundtable discussions sessions to promote dialogue about entry-level hiring among attendees. One will focus on the 2019 recruiting season and the other will focus on a variety of issues. We are in need of suggestions for the second focus group. Please let Michelle know if you have ideas.

4. Strategic Planning Report (Laura Dolan and Julieta Stubrin)

- Provide brief update on our Strategic Plan Report and themes of the report

5. Sexual Harassment & Recruiting Conduct (Catherine Clement)

- Provide brief update on the status of the Harassment and Recruiting Conduct guide - partnering with the JD Advisors section to update the guide; delivered to board; board has reviewed, employment lawyer reviewing final draft, which includes links to resources. Hope is that it will be ready for distribution to NALP members (either via NALP website, email, bulletin article).
6. Lateral Hiring (Christine Whitehead & Lindsay Howard) *Lindsay cannot attend call
 - Any update on the Lateral Hiring Best Practices Guide? No editable version; would be helpful to have. Reach out to the Board.
 7. Small/Mid-Sized Firm (Melissa Forshey Schwind)
 8. Member Feedback *Questions from Catherine Clement; Program for 2020 AEC “Coloring Outside the Guidelines - Life in a Post-Guideline World.”
 - How did you shift your recruiting plan? How did you communicate changes to internal stakeholders (hiring committee, etc).

One firm did not make any changes and had to manage the communication around that. Others took a “wait and see” approach and kind of played it by ear as the season went along.

Lots of info coming in from people in the firm
 - Any behavior shifts in terms of increasing/reducing schedules, more or fewer callbacks?

Some did more callbacks in order to fill spots in some markets. Did some pre-OCI interviews. Generally started off with a conservative approach.
 - Recruiting outcomes; similar or different than prior years?
 - What are your plans for 1L recruiting? Anyone rethinking their strategy w/r/t to 1Ls?
 9. Open Forum - open it up to the membership for questions/comments/concerns they would like to discuss or bring to the Board.