

June 26, 2019

TO: Clair Nash
Karl Riehl

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

RE: **NALP Recruiting Section Board Report Q2 2019**

Please find enclosed a report of the Recruiting Section's activities during the second quarter (April-June) of the 2019-2020 NALP year.

The Recruiting Section has a total of **424 members** as of June 26, 2019. Fifteen new members have joined since April 10, 2019.

2019-2020 Work Groups, Charges and Vice Chairs:

Strategic Planning Work Group

Vice Chairs: Laura Dolan - Bass, Berry & Sims and Julieta Stubrin - Fenwick & West

Charges: Collect feedback and prepare a memorandum to the Board of Directors highlighting strategic goals for the Section and its subject matter and/or area of interest.

Annual Education Conference/Bulletin Article and Webinar Planning

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

Charges: Brainstorm with Section membership to develop ideas and identify speakers for the 2020 Annual Education Conference and topics for Bulletin articles. Assist members through the completion of the RFP processes for both. Consider the production of educational webinars throughout the year.

Lateral Hiring

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

Charges: Provide opportunities for those who specialize in lateral recruiting to communicate and network with one another through work group conference calls and NALPconnect; Develop resources aimed at lateral recruiting specialists, (including Partner recruitment) including programming at the annual education conference, Bulletin articles, results of environmental scanning efforts, and other resources to be made available on NALPconnect and the NALP website; Review and update lateral recruitment guide to account for new recruiting technology; add relevant information regarding partner level recruitment.

OCI Forms

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

Charges: Annually review and update the various forms/communications used for the OCI process and housed on the NALP website (Open Letter to Law Students; Student Professionalism During the Interview Season; Travel Reimbursement Form and Instructions; Employer's Interview Outcome Form; and Student Evaluation of OCI Employer).

Small/Mid-Sized Firms

Vice Chair: Melissa Forshey Schwind - Ward and Smith

Charges: 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; Identify common challenges related to entry-level/OCI recruitment for small/mid-sized firms and work to provide resources for other NALP members in similar situations.

Summit Conference Planning

Vice Chair: Michelle Le Biavant

Charges: The liaison will serve as an ex officio member of the 2020 Recruiting Summit Planning team. Prior to the Planning Team Conference Call (June 26 2-4 pm Eastern) the liaison will survey the Section to compile a written list of possible sessions for the Summit and a list of possible speakers, which will be submitted to the Planning Committee well in advance of the Planning Meeting. These lists should include suggestions for Hot Topic Sessions.

The liaison will also solicit proposals from Section members for the Summit and report back to the Section on the results of the Planning meeting.

Sexual Harassment & Recruiting Conduct

Vice Chair: Catherine Clement - K&L Gates

With the JD Career Advisors Section, continue to find ways to educate membership on best practices related to preventing sexual harassment and bias in recruiting process; Develop model best practices and provide member education on preventing sexual harassment through webinars, Bulletin articles, and conference programming.

Federal Law Clerk Hiring Plan

Vice Chair: TBD

In collaboration with the Judicial Clerkship Section, gather information on the impact of the revised hiring plan.

Member Outreach/Section Calls:

Following the Recruiting Section meeting at the Annual Education Conference on April 10, I created a Google Doc ("the Doc") to house all of the RFP ideas we came up with at the meeting. The Doc also contained a tab listing the work groups for our section and the charges for each work group, as well as a tab for Bulletin article and Webinar ideas for our section. I then sent a NALPConnect message to share the link to the Doc, encourage people to add their ideas, and sign up to vice chair a work group. We then held a **call on April 24** to discuss work groups and

assign vice chairs and brainstorm ideas for RFPs. We had good attendance on that call (I forgot to use the #1 to get the exact number) and were able to flesh out some of the already-suggested RFP ideas and got a few more.

We held our **first quarterly call on June 18, 2019**. The agenda for the call is below. We had very few members attend (<10) which makes me think I didn't do a good enough job of announcing and reminding members about the call. I also think low attendance could have been due to the timing (June/summer program) but would definitely appreciate some input on how to increase member engagement.

Recruiting Section Quarterly Call Agenda + Notes: June 18, 2019

1. Board Report (Karl Riehl, Board Liaison)
2. Updates from the vice chairs

- Strategic Planning (Laura Dolan and Julieta Stubrin):

Announcement to the members that the NALP Board of Directors along with the Strategic Planning Advisory Group is preparing a new three-year strategic plan, which will take shape in this business cycle. Each section has a role in developing NALP's strategic plan by drafting a memo for submission to the Board of Directors and the Strategic Planning Advisory Group in September. This is our opportunity to provide feedback to the Board and help shape the future of this great organization! Member input will be integral to the preparation of our report and members can expect outreach from the vice chairs soliciting their input for the strategic plan. Please be on the lookout for that and respond! We look forward to your participation in this important process.

- Annual Education Conference/Bulletin Article RFP process recap (Kat Davis and Lindsay Badgerow):

RFPs - 11 submitted on behalf of our section. Find out by July 31 whether their proposal was selected. Call for bulletin articles.

- Lateral Hiring (Christine Whitehead & Lindsay Howard)

Draft of lateral best practice guidelines being reviewed/revised. Hope to have an update by our next call.

- OCI Forms (Isabelle Ting and Jen Fried):

The Open Letter to Law Students was recently updated in light of changes in the Principles. A new version was recently completed and posted on NALP.

Student Professionalism handout was 95% about the timing guidelines, so we have at least temporarily retired it.

There is a Developing the Professional Lawyer Work Group that is looking at some resources that might cover some content from this handout in another format.

Solicit volunteers to review and provide feedback/suggested edits to the various forms used during OCI. Forms that need editing this year are:

- Travel Expense Reimbursement Form & Instructions
- Employer's Interview Outcome Form
- Student Evaluation of OCI Employer

- Small/Mid-Sized Firms (Melissa Forshey Schwind): not on call/no update
- Summit Conference Planning (vice chair needed/Michelle to give report):
Scanning of section to compile a written list of possible sessions and/or speakers, including suggestions for hot topics.
- Sexual Harassment & Recruiting Conduct (Catherine Clement)
The guide was drafted last year; we need to get it back in front of the Board for review and plan for it being ultimately shared with members.
- Federal Law Clerk Hiring Plan (vice chair needed):

3. Additional announcements/Open Forum

Areas of Focus/Goals for Q3

- Strategic Planning Work Group:
 - Send out NALPConnect posting with questions/seeking volunteers to provide input
 - Schedule a call dedicated to this topic
 - Follow up with direct outreach, focusing on more senior members (Chiefs/Directors/Senior Members) who may have more input and generally be more invested and committed to the future of NALP.
 - Report due to the Board September 13, 2019

- Annual Education Conference/Bulletin Article and Webinar Planning
 - Follow up on RFPs that didn't get selected to submit at least 2 bulletin articles (I don't think we have submitted any so far); plan one Webinar.

- Lateral Hiring
 - Review/revise draft of lateral hiring best practices guide.

- OCI Forms
 - Review/revise Travel Expense Reimbursement Form & Instructions, Employer's Interview Outcome Form, and Student Evaluation of OCI Employer; submit to NALP staff by July 26.

- Sexual Harassment & Recruiting Conduct
 - Draft of Sexual Harassment and Recruiting Conduct Resource Guide ("the Guide") sent to Recruiting Section Board Liaison and JD Career Advisors Section Board Liaison for review by the Board at next meeting in July.