



The Future of Legal Workplace Advisory Group  
**Innovative Ideas for Students on Successful Virtual  
and In-Person Interviews**

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*This resource is provided on behalf of the Future of the Legal Workplace Advisory Group and  
the Law Student Professional Development Section*

**Follow these tips to ensure success for both in-person and virtual  
interviews:**

- Preparation and practice are essential to effective interviewing:
  - Learn about the employer (review their website, check [NALP's Directory of Legal Employers](#)).
  - Learn about the interviewer(s).
  - Learn about yourself (know your resume and application materials).
  - Maintain eye contact.
  - Practice your responses to common interview questions and sign up for a mock interview with your career services office.
- Dress for success (even in a virtual interview, this encourages you to keep your mind in the game).
- Make sure your phone (or any other electronic device not necessary for the interview) is on silent and will not be a distraction.
- Be conscious of mannerisms and posture.
- Immediately following the interview, take notes on specific information discussed and/or general impressions.
- Follow-up with a thank you note.

**Follow these tips to ensure success for in-person interviews:**

- Bring extra copies of your application materials, a legal pad, and pen.
- Be punctual, plan to arrive 10 minutes in advance.

- If you feel comfortable, offer a firm handshake — while being mindful of the interviewer(s)' preferred choice of greeting.
- If you interact with others, such as a receptionist, assistant, or other professional, make sure to smile and acknowledge them. Employers often ask for feedback from everyone, including those who had brief interactions with the candidate.
- If a meal is part of the interview, do not order an alcoholic beverage or the most — or least — expensive menu item.
- If appropriate, shake hands, and always thank the interviewer(s) for their time.

### **Follow these tips to ensure success for virtual interviews:**

- Make sure you have sufficient internet speed. Examine your audio functions, camera angle and lighting and consider investing in a webcam, *well in advance of your virtual interview*. Find a place where you will have minimal interruptions and optimal lighting and use a neutral background.
- Familiarize yourself with the video platform. Conduct a mock interview using the platform required for the interview.
- Make sure you have a contact phone number in the event you have any connection issues or lose connection during the interview. If you experience a technical glitch, remain positive and use the opportunity to demonstrate how you might handle a challenging workplace situation. Perhaps offering to stop the video and suggesting a telephonic interview would demonstrate your problem-solving abilities.
- Be mindful of slight transmission delays that often occur when using video. To avoid speaking over your interviewer pause to ensure that your interviewer has finished speaking before you speak.
- Thank the interviewer(s) at the end of the interview.