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Lewis & Clark Law School, Career & Professional Development Center

Fall Hiring Success Strategies

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FALL HIRING PRACTICES

There are many employers that recruit during the early fall that may not specifically post a job or interview on campus at Lewis & Clark. These employers may include:

- Large, or boutique private law firms outside the Portland area
- Federal government agencies in DC, like the US DOJ, that recruit for law clerk or entry level Honors Attorney positions
- Large non-profit employers outside of Oregon who are seeking summer law clerks, or 3L students to apply for post-grad Fellowship positions.

You should still research and apply to these employers in the region is of interest. Each year, several students get jobs by doing their research and proactively sending their application materials to employers. Especially if you are interested in a job outside of Oregon, do your homework, find out which employers are recruiting in the fall, and apply!

In fact, our office compiled regional information for our most popular regions outside of OR for private employers who hire summer law clerks during the fall recruitment period. You can find our regional job postings for Seattle, D.C. and San Francisco by using the search function/city within CPDC's job posting system.

Here are some additional tips for researching and applying to employers:

Private Firm Opportunities:

- Most larger law firms and smaller boutique firms (like IP specialty firms) hire during the late summer and early fall for law clerk positions that will begin the following summer. Most firms that hire during the fall are also members of NALP. Use the NALP Directory to search firms and locate contact information: www.nalpdirectory.com

  TIP: By using the Advanced Search function in the NALP Directory, you can find out which firms are recruiting at other law schools, by searching under the Campus Interviews field. This can be especially helpful for locating firms that recruit during the fall, in regions outside of Portland. If you're interested in applying to any of those firms, you should send a cover letter and resume to the firm's Hiring Coordinator or Recruiting Manager listed on the firm's NALP Directory page.
  NOTE: In your cover letter, be sure to mention if you will be in the area anytime soon - the firm may want to offer you an interview while you are in town.

- It's best to apply as early as possible. Firms often like to interview write-in candidates before they begin their on campus interviewing.

- If a firm is not in the NALP Directory, and you are not sure if they are hiring in the fall or in the spring, check the firm's website for information. If you still cannot find the information, it's okay to call the firm to ask when they typically do their law clerk hiring and what application materials they request.

Government Opportunities:

- Most Oregon-based government agencies (like the US Attorney General's Office and the Oregon Department of Justice) hire early in the spring. However, there is a wealth of fall opportunities with federal and state agencies outside Oregon. The Government Honors Handbook (linked from the CPDC website) is a very comprehensive guide, with information about agency hiring, the number of positions available and application deadlines. Contact CPDC for the current username and password.

- The U.S. Department of Justice accepts applications from 2Ls for its paid Summer Law Intern Program (SLIP) and from 3Ls for its Honors Attorney program. The application period opens July 31st and closes September 2, 2014 (11:59 p.m., Eastern Time) - see http://www.justice.gov/careers.

- Many state Attorney General Offices hire law interns and entry level attorneys. Check the website of the state attorney general's office in the state in which you are interested (and do so early in the summer so you don't miss any deadlines!)

- Larger prosecutor offices (like King County, in Seattle) and larger public defender offices may also hire in the fall. Check agency websites for deadline information.

Non-Profit Opportunities:

- Although many non-profits wait and hire their law clerks in the spring, some larger non-profits may hire in the fall. Check PSJD.org for national postings, or contact the organization directly to find out hiring timelines. For more opportunities AND the chance to talk to employers, check out the Equal Justice Works Career Fair information (http://equaljusticeworks.org/law-school/conference-and-careerfair) – applications due mid-September, 2014.

- Post-graduate fellowship deadlines are usually in the early fall. You may find opportunities through the EJW Career Fair referenced above. If you will be a 3L, be sure to search opportunities on PSJD.org and schedule a time to meet with Bill Penn, Director of Public Interest Law, to discuss your plans – wcpenn@lclark.edu.

Judicial Clerkship Opportunities:

- The fall semester of your 2L year is the time to start thinking about post-graduate clerkships that will start the fall after your graduation. Many state and federal judges recruit for post-graduate clerkships in your 2L year. Read the Judicial Clerkship Manual (available on the Judicial Clerkship section of the CPDC website) for more detailed information. Serious applicants should contact CPDC to arrange a time to meet with a counselor during the fall semester of their 2L year. This will ensure you have been given all available resources and do not miss any deadlines. Contact a career counselor at lscs@lclark.edu.

L&C FALL RECRUITMENT OVERVIEW

Employers can specifically recruit at L&C:

- by scheduling a date to do on campus interviews, or
- by doing off campus interviews, which means they won't be conducting interviews on campus but have specifically posted a job with us. These employers may have us collect application materials for them and send them as a batch or they may want you to send your application materials directly to them (like a regular job posting).

Law clerk positions can be found by searching under the Summer Law Clerk tab. Entry-level attorney positions can be found by searching under the Fall Attorney tab.

If an employer is either coming on campus or having us collect their application materials for them, it is very important that you follow the directions in the job posting.

On-Campus Interviews At L&C:

Most on campus interviews will take place August 25-28th. Interviews are 20-30 minutes long and could take place in various offices and conference rooms around the law school campus.

For most employers doing on campus interviews, the application deadline is August 3rd, at 11:59 pm.

Each employer may specify what application materials they want to receive. Read each employer's job posting to see what materials you need to prepare for that employer.

You will be uploading your application materials to TWEN. Your application packet must be uploaded to the appropriate employer drop box by the deadline date. Note: some employers are recruiting for law clerk and attorney positions so they will have *two* drop boxes on TWEN - make sure your materials are uploaded to the correct drop box.

Remember, for TWEN application material uploads, you will need to prepare a grade sheet and upload that in lieu of a transcript. (You can bring your transcript to the interview.)

Off Campus Interview Hiring at L&C:

Each employer may specify what application materials they want to receive. Read each employer's job posting to see what materials you need to prepare for that employer.

Employers who do recruit by mail can set their own deadline date. Note: some deadlines occur before classes begin! You can search our job postings by deadline date to make sure you do not miss any position that is of interest to you.

It is up to each employer whether they want us to collect application materials for them, or whether they want students to send applications individually. READ THE JOB POSTING CAREFULLY! If the Career & Professional Development Center (CPDC) is collecting materials for the employer, you will be uploading your application materials to TWEN.

APPLICATION MATERIALS: TIPS

Resumes:

• Put some thought into your resume: is it up-to-date? Does it include your current law school activities and accomplishments? Does it convey that you are an interesting and well-rounded person? Your resume should be succinct, easy to read and typo free. Review the sample resumes in your CPDC Handbook.

• Have your resume reviewed by a career counselor BEFORE you submit it to a prospective employer.

• If your grades are good (top third or higher), put your rank and/or class standing on your resume. Employers skim your resume looking for an indication of your grades - they don't necessarily look at your transcript unless they see an indication, from your resume, that your grades put you "in the ballpark" for employment with their firm.

• Keep your resume to one page. If you're having trouble doing so, see CPDC for help.

• If submitting your materials in hard copy, print your resume on resume paper.

Cover Letters:

• Cover letters *are* read by employers. Don't make it a regurgitation of your resume. A bad one will hurt you more than a good one will help you.

• Do your research - know WHY you have chosen to apply to this particular employer and tell them in your cover letter. A cover letter should entice an employer to want to interview you. Tailor your letter to the specific employer.

• A standard cover letter has three paragraphs and addresses three basic questions: why are you applying to work for this particular employer; why should they hire you; and what do you want to happen next? Review the sample letters included in your CPDC Handbook.

• Be cautious about stating your interest in a narrow field of law: international, health law, animal law, etc. Unless a firm has a stated expertise (*and* a substantial amount of work in this practice area), firms will view this as an indicator that you will not be happy at their firm and will not select you for an interview.

• If applying out of the area, make any geographic connection clear.

• Get the spelling right, for the name of the firm and the addressee.

• Typos, misspelled words, misused words, or punctuation mistakes will send you to the reject pile. As one employer told us: "If a student can't proofread a letter or resume that is intended to get them a job interview, I have no confidence that they will proofread their work product for a client."

• If submitting your materials in hard copy, print your cover letter to match your resume. Remember to SIGN IT!

Writing Samples:
• The sample you choose should be the *best* sample of your legal writing that you can provide. It can be something you've done for a class or something you did for an employer.

• Samples that are practical in nature - a memo, brief or motion - are better than an academic paper. Attorneys want to see a sample of the type of work you'll be doing for them.

• Writing samples are typically 5-10 pages. Some employers place page limits on the samples they will accept. You may excerpt out a part of a larger sample. Always include a cover sheet and if you are using an excerpt, make that clear on the cover sheet.

• If submitting your materials in hard copy, writing samples should be printed on Xerox paper, single sided.

Transcripts:
• If submitting your materials in hard copy, transcripts should be obtained be from the registrar's office, NOT printed off from WebAdvisor.

• Up to 5 copies of your official transcript are available at no charge from the Registrar's Office if you submit your request by Wednesday. If you need a transcript immediately, there is a $5 charge. Unofficial copies of your transcript are fine, unless an employer specifically requests an official copy. Therefore, you may Xerox the copies you receive from the registrar and submit those to employers.

• NOTE: If you are submitting application materials through TWEN, you must create a grade sheet that can be uploaded with your other materials as a PDF. See the detailed instructions on the fall recruiting TWEN home page.

References:
• When an employer requests references, they typically mean a list of references, NOT letters of recommendation. See your Career Services Handbook for a sample format for a list of references.

General Application Material Reminders:
• Get your materials ready in advance of posted deadlines.

• Pay careful attention to the instructions in the job posting - do you submit your materials through TWEN or do they need to be mailed directly to the employer?

Thank You Letters:
• Send a thank you letter (hand written on a business-appropriate note card or typed on resume paper) after each interview.

• If you have interviewed with multiple people, it is appropriate to send one letter, to the most senior person you interviewed with or "lead" attorney, thanking them and asking them to extend your thanks to the others who interviewed you.

Final Words of Advice:
• Start your research early, choose employers carefully, allow plenty of time to prepare materials ahead of deadlines, prepare fully for any interviews and follow up with thank you letters.

Short-cuts or sloppiness at any stage of the application process will hurt you.

• Keep in mind that “Googling” candidates has become a common practice: in a recent survey, 85% of employer respondents indicated that they have used search engines, LinkedIn, Facebook, etc. to find information about candidates for legal employment, and 59% report the practice as standard procedure. Be sure that your online presence is appropriate - don’t have anything online that you wouldn’t want a prospective employer to see.

• If you don’t know or aren’t sure about something, ASK! We’re here to help.

• Some additional helpful resources (available in CPDC or online):

The Law Firm Interview
The First Five Minutes
NALP Directory of Employers: www.nalpdirectory.com
Oregon Legal Recruiting Association (OLRA): www.olra.org

INTERVIEWING: TIPS AND INFORMATION

1. **Review your CPDC Handbook** for basic information about legal interviews. Be prepared to answer the commonly asked questions. Practice answering out loud.

2. **Do your homework.** You must walk into an interview fully prepared, so know the basics about the firm: location, number of attorneys, type of practice, etc. A firm's website is a good starting place. Most firms who interview in the fall are members of the National Association for Legal Professionals (NALP) and these firms fill out forms listing this basic information, which can be found on the NALP Directory (www.nalpdirectory.com). Firms may also have their NALP forms linked from their site, which gives you a snapshot of the basic information.

3. **Talk to your mentor, attorneys you know, professors, or other students.** Other attorneys in the community can be a great source of "inside information" about different firms. You may be able to talk with other students who interviewed at the firm(s) or who worked there last summer. Check the Student Employment Feedback notebook in CPDC or talk with a career counselor.

4. **Know what you want and why you are interested in a particular firm.** You are going to work very hard as a law clerk or a new attorney. Think about where you want to live, what type of environment you enjoy, the type of work that interests you and where you see yourself in five years. Thinking about these issues before the interview, as you prepare, will help you to sound more focused and prepared during the interview and, in turn, you will be able to develop more meaningful questions to ask during the interview process.

5. **Get to know your interviewer.** Once you know the name of the attorney(s) with whom you'll be interviewing, check the firm's website and review their bios so you will have some background information. Ask your interviewer some questions about his or her career, accomplishments or practice area.

6. **Review and know your resume.** Don't put anything on your resume that you wouldn't want to talk about at an interview. Be prepared to talk about everything on there (including the college thesis you wrote 10 years ago!) Everything on your resume is fair game for an interviewer to ask you about. It goes without saying that you should never inflate or fabricate information on your resume - it will come back to haunt you.

7. **Ask about the firm's client base.** A firm's client base determines the work you will get as a summer associate and as a future associate. Check the firm's website - most list a representative list of their clients, or the NALP form can give you information about the number of partners and associates in each practice group.

8. **Meet as many people as possible.** At any firm, there will be people you like and "click" with better than others. Take advantage of opportunities to interact with attorneys at the firm. Don't base your sole opinion of the firm on contact with one person. If you received an offer but are unsure about accepting it, you can ask the recruiting manager to schedule an additional callback interview or time to meet with attorneys in a particular practice group.

9. **Rely on associates for information about summer associate/new attorney experiences.** Usually, the interview process includes attorneys at every level, from newer associates to partners. Associates can be a good source of information about what it's like to be a summer associate, how that compares to work as a new attorney, and the type of mentoring and training

that are available. However, remember that EVERYONE you meet during the interview process may have a say in whether or not to hire you. Don't be too candid, as anything you say to an associate could be factored into the hiring process. Don't ask an associate what they really think about Partner X or to tell you the "dirt" about the firm - it's not going to happen and it just makes you look very unprofessional.

10. **Be yourself.** This simple sounding advice is the toughest to follow. However, just regurgitating what you think the employer wants to hear doesn't allow the interviewer to get to know YOU or to determine how YOU (as opposed to the other 24 people they are interviewing that day) will fit with the firm. A good interview is a conversation, with give and take between you and the interviewer(s). Allow your interviewer to get to know you, and ask questions that will allow you to get to know them and the firm.

11. **Expect this question.** "Why are you interested in OUR firm?" Know the answer and be able to articulate it. Review other commonly asked questions in your CPDC Handbook, chapter six.

12. **Show confidence, in yourself and your accomplishments.** Talk about what you have done - you can't expect an interviewer to know something or to figure it out so you have to tell them. When talking about what skills you have, give examples of how you have demonstrated those skills.

13. **Ask good questions.** If there is one interviewing weakness we hear about over and over again, it's "the student had no questions" or "the student asked only routine questions - they didn't even seem to care about the answers". You can distinguish yourself from "the pack" by asking meaningful questions and it will help you to build a rapport with the interviewer. Think about what you want to know about the firm that you haven't been able to find out elsewhere. Ask your interviewer to describe a time they worked on an issue and felt like they really made a difference for a client, or to describe the most difficult issue they've faced in a case and why they found it so challenging. Ask what a typical day is like for them, why they chose that firm, or what they like (and dislike) about their area of practice. Getting an attorney to talk more personally about their practice and their role within the firm will help you to get to know them and the firm a little better.

14. **It's not just about a summer job.** The firm is looking for a good "fit" - in personality and skills -for the long term. The firm is interviewing for summer associates, with an eye to hiring you as an attorney who will stay and help grow the firm. Therefore, show an interest in the future of the firm. How does the firm market itself and where does it get its clients? What is their client base - is it concentrated in one industry or is it broad based? What are the future plans for growth within the firm and in what practice areas? Where do they see the firm in 5 or 10 years? Do they plan to grow to new markets and, if so, where?

15. **Be professional.** Always remember that hiring is a huge investment of time and money for a firm. Be appreciative and respectful to everyone that you come into contact with. Even if you don't get an offer, legal communities are small and these people may be your colleagues someday (or you may want to work for them at another point in your career.)

16. **Follow up.** If you think of additional questions after your interview, it is okay to email or call the interviewer. Following up shows your sincere interest in the firm.

Preparing for an "Interview Funnel" format

The following information is adapted from materials and handouts developed by Jim Kennedy, management consultant (www.interviewedge.com).

Many firms are taking a new approach to interviewing. Rather than asking you standard interview questions, or factual questions about your skills, they are going a step beyond and asking questions that will elicit information about intellectual, interpersonal and/or motivational characteristics. The format is referred to as the interview funnel technique of interviewing.

Here's how it typically works.

STEP 1:

When preparing to interview candidates for a job, after determining the technical competencies the employer is seeking (certain undergrad degrees, grades, etc.), an employer may also list some job related behavioral competencies they are seeking in a candidate. These competencies will change from employer to employer based on what they have found makes a candidate successful in THEIR working environment or culture. Sample competencies will reflect intellectual, interpersonal and motivational characteristics and could include traits like the following:

Problem solver	Continuous learner
Adaptable	Goal-oriented
Independent	Initiative
Self-confident	Self-Motivated
Client-oriented	

STEP 2:

The employer will use these competencies to select candidates for interviews. Once they have done that, the employer will probably review your resume and identify 2-3 areas they want to ask you about. To begin the interview, they may open with a question like "Tell me about your work with Prof. X as a research assistant."

STEP 3:

The interviewer may then ask additional questions about that job: "What do you consider to be a major accomplishment at that job and what made you so proud of that accomplishment?" They may ask additional related questions based on the answer you give them: "What action did you take? What were the results? Did you encounter any problems, and how did you resolve those? What did you learn? How have you applied what you've learned from that project?" Remember, they are analyzing your answer for evidence of the competencies they've identified as being important to successful clerks/attorneys in their particular firm.

STEP 4:

The interviewer may then ask you for a "third party appraisal" of your work: "If I contacted Prof. X, how would he describe how you were able to accomplish this?"

STEP 5:

The interviewer may also ask "What do you think you demonstrated in this task, or how were you able to accomplish it?" or "What made you successful at this task?" They may ask something like "Give me an example of how you've demonstrated initiative." Again, they are seeking information about the skills/traits you have demonstrated that may indicate that you have the traits they are seeking.

Behavioral Interviewing

Adapted from the article "Behavioral Interviews - Preparing Students to Tell Their Stories", NALP Bulletin, May 2011, pages 8 & 9.

Many employers ask "behavioral" interview questions. These are designed not to elicit specific factual information or skill competencies, but to see how you demonstrate certain competencies or traits that an employer finds crucial to success in their office. Although each firm may seek different core competencies, here are some common skills/traits (and corresponding questions that might be asked in an interview).

When answering behavioral questions, use stories to illustrate skills for items on your resume.

COMPETENCIES/TRAITS/SKILLS SOUGHT	**SAMPLE BEHAVIORAL QUESTIONS**
Taking ownership of projects	"Talk about a time when you made a mistake and how you recovered from it"
Team orientation	"Discuss a situation in which you were on a team and disagreed with the team leader"
Integrity/Ethics/Transparency	"Describe a time when your own ethical boundaries were tested"
Clear communication	"Tell us about a time when you received an assignment or directive that you did not fully understand." "Tell us about a time when someone misunderstood your instructions."
Problem-solving abilities	"What did you do the last time things did not go according to plan?"
Interpersonal skills	"Describe a time when you worked with someone with whom you did not get along."
Leadership	"Discuss a time when you served as a team leader"
Client development/networking skills	"Describe how you have built relationships in the past."
Ability to prioritize	"Tell us about time you had overlapping projects of high importance with competing deadlines."
Attention to detail	"Describe a situation in which a detail you thought to be unimportant turned out to be very important."
Follow-through	"Discuss how you have managed long-term or ongoing projects in the past."
Ability to handle stress	"Tell us about a stressful situation you have encountered and how you coped with it."
Motivation/Ambition	"Describe a work or school situation in which your efforts had a direct impact."

Remember STAR - Situation or Task, Action, Result. Describe the *situation*, *or task,* what *action* you took, and the *result* (how you have improved a trait/skill).

BUSINESS ETIQUETTE AND DRESS BASICS

No one is suggesting that you shouldn't be yourself - just be the best possible version of yourself. There are a few basic rules that will serve you well when you interact with employers, colleagues, clients and anyone else you might want to make a good impression on, to help you be at your best.

The Handshake: Greet people you meet with a firm handshake. You're not trying to break anyone's fingers, just hold your hand out straight, thumb up, and grasp the other person's hand firmly in yours. A shake or two is fine - no pumping up and down.

Bad Handshakes: Too wimpy, too hard, palms facing up or down (this looks as though someone may be kissing the other person's hand – save it for when you meet the Queen).

Who Starts? It's never inappropriate to offer a handshake first (except when you meet the Queen). However, if a third person is introducing you, wait until they have said your name before you offer your hand. If the other person offers their hand first, don't wait.

Introductions: When you introduce two people, always say the higher ranking, "more important," or older person's name first. Examples:

"Your Honor, I'd like to introduce my friend, Brook Smart. Brook, this is Judge Bigshott."

"Ms. Portant, this is my classmate, Rudy Day. Rudy, this is my mentor, Emma Portant."

"Grandma, this is Dean Klonoff. Dean, I'd like you to meet my grandmother, Mrs. Bucksalot."

Business Lunch: If you are invited to join a mentor, employer or interviewer for lunch, etiquette is very important. Generally, whoever invites someone else for coffee or lunch should expect to be the person who pays, but do not go to a lunch or coffee without having some money in your pocket, just in case. Also, the person inviting has the choice of venue. If you are a vegetarian and you are invited for lunch at Tex's House of Beef, accept gracefully and order a salad.

Food Choices: When ordering your meal, try not to choose foods that will be difficult to eat neatly. BBQ ribs or spaghetti marinara may be delicious, but they are best saved for a non-business meal. Asking your host, "what do you like here" or "do you have any recommendations" may guide you to a good choice, and could also provide a conversation starter. Be aware of your companion's time, and don't order dessert or coffee after the meal.

Place Settings: When you are seated, put you napkin in your lap. Except for when it's used to dab your mouth, your napkin stays in your lap until you leave the table. If you get up to use the restroom, leave your napkin on your chair. As you look at your plate, any cups or glasses to the right of the plate are yours, and any smaller plates above or to the left of your plate are yours. That is, water glasses and coffee cups go to the right of the plate, bread or salad plates go on the left. Silverware is generally used from the "outside-in;" if there is more than one fork, the one farthest from the plate is for the first course (salad), and the next one in is for the next course. An extra spoon or fork at the top of the plate is usually meant for dessert.

The Bill: Even if someone else invited you, never assume that you do not need to pay your own way. If you are having coffee or lunch with one other person, go for your wallet when the bill comes. If the other person offers to pay, accept gracefully – unless it's a peer, and you feel that you should offer to cover your own portion.

Thank You: Every meal, coffee, drink after work is a gift of time as well as the actual cost of the bill. Be sure to send a thank you note or email promptly. If your host invited someone else to join you, consider mentioning it to the host in your note ("I enjoyed meeting Mr. Munch, too. Thank you for introducing us."). You may also want to send a separate note or email to that person, to thank them for their time and to follow up with your contact information.

Networking: There is a great deal of information about the ins and outs of networking included here, but this is about nuts and bolts.

Name tags go on your right side, to allow people to read your name as you hold out your right hand to shake hands. This way you can maintain eye contact, shake hands, and quickly look down at the name tag.

If you are at an event in a room full of people and you see someone you'd like to meet, do not interrupt. Stand by and wait for a break in the conversation to introduce yourself.

If you are on your own and you see someone else not talking to anyone, go introduce yourself; he or she may feel as alone as you are. No contact is a bad contact, and you never know who you'll meet!

Have your business cards ready to hand out. If someone gives you a card, it's an opening to email that person the next day to reconnect and remind her that you enjoyed meeting her last night at the XYZ event.

Odds & Ends: A few random bits of advice.

Be Polite: Receptionists, administrative assistants and other office staff are often asked for their impressions of interviewees. When you are waiting in a lobby or calling someone's office, it is important that you are as polite to staff as you would be to the managing partner of a firm. You will need to be on good terms with staff down the road, when you need someone to stay late to help with a filing, someday.

Staff can be your allies now, too. For instance, if you do not know whether Pat Partner is a male or female, and there's no clue on the firm website, call the office and tell the receptionist that you're addressing a letter and want to make sure that you address your letter correctly – should it be Mr. or Ms. Partner? Thank you!

Turn Offs: Before entering an office where you will be interviewing, meeting for coffee or having lunch with an employer, mentor, interviewer, etc. – **turn off and stow electronic devices**. Do not set them on vibrate: it's too tempting to slip your phone out of your pocket to peek, and it's distracting to others. Forget about it until you're done. Leave your phone in your purse or pocket.

After You: Holding a door open for another person is a polite thing to do. If you are the first to the door, hold it open for the person behind you. If someone else holds a door for you, graciously pass him or her and say, "thank you."

Avoid Distractions: Do not do anything to detract from your professional behavior and appearance. Do not chew gum, bring your latte, or ask where you can grab a smoke beforehand.

WHAT’S HOT AND WHAT’S NOT FOR INTERVIEWING

FOR WOMEN

HOT!

1. Conservative, quality, well-fitting suits (with pants or skirt) or dress with a jacket. Suggested Colors: Navy, Black, Dark Gray, Burgundy or Dark Plum. Style should be professional, tailored and conservative.

2. Professional-looking blouse or shell in neutral, coordinating color(s).

3. Quality, conservatively-styled polished dress pumps, with a medium (1-1½ inch) heel.

4. Simple, conservative jewelry and accessories. Limit piercings and exposed tattoos.

5. If wearing a skirt, black or neutral colored nylons. Skirts should be no shorter than one hand-width above the knee and no longer than the bottom of the knee.

6. Professional grooming:
    a. Hair: neatly styled (pulled back if long)
    b. Make-up: conservative
    c. Fingernails: clean and neat, with clear or neutral polish, if any
    d. Teeth: brushed. Keep breath fresh by not smoking before an interview.
    e. No perfume, or very light application.

7. A professional portfolio to carry into the interview, including extra copies of your resume, writing sample, transcript, reference list and cover letter.

NOT!

1. Trendy or faddish clothing, too bright colors or bold patterns. Ill-fitting clothes that are too baggy or too tight. Pants that drag on the ground. Skirts that are too short or too long, Rips, stains or loose strings.

2. Low-cut or too tight tops, “floppy” sleeves or cuffs. Bold patterns, unusual or distracting prints.

3. Shoes that are too high, too low, scuffed, too pointy, too flat, too trendy, too chunky, or otherwise don’t fit with the style of your other attire.

4. Dangling, heavy, or too much jewelry. Too many visible tattoos or piercings.

5. Tights, or unusual colors for nylons – stick to black or neutral.

6. Hair that is in your eyes, poorly cleaned or not groomed; ragged or too-long finger nails, distracting nail polish; body odor; smoker’s breath; too much make-up; too much perfume.

7. Big purses, backpacks, briefcases, unprofessional-looking folders. Having no extra materials.

FOR MEN

HOT!

1. Professional, conservative, tailored suits. Single breasted. Suggested Colors: Navy, Black, Dark green, Dark Gray, Brown.

2. White or light-colored long-sleeved dress shirt.

3. Conservative patterned tie, coordinating with shirt and suit.

4. Dark dress socks.

5. Dark, polished, conservative dress shoes.

6. Professional grooming:
   a. Hair: neatly cut, conservative style
   b. Facial Hair: non, or conservative and neatly groomed
   c. Fingernails: clean and neatly trimmed
   d. Teeth: brushed. Keep breath fresh by not smoking before an interview.
   e. No cologne, or very light application.

7. A professional portfolio to carry into the interview, including extra copies of your resume, writing sample, transcript, reference list and cover letter.

NOT!

1. Suits that are double breasted; four-button; large pinstripe or other pattern; shiny fabric.

2. Dark colored dress shirts; casual, patterned shirts; short-sleeves; knit shirts or shirts with unusual collars.

3. Ties: bright; unusual, juvenile or distracting patterns; too wide or too skinny.

4. White athletic socks; bright colored socks; bold patterned socks.

5. Cowboy boots; loafers; slip-on shoes; two-toned shoes; tennis shoes; hiking boots.

6. Shaggy, poorly groomed or unclean hair; trendy or unusual facial hair; ragged or dirty fingernails; bad breath or smoker's breath; body odor; too much cologne; piercings; too many visible tattoos.

7. Backpacks, briefcases, "juvenile" or unprofessional-looking folders.

8. Having no extra materials with you.

NALP PRINCIPLES & STANDARDS FOR FALL RECRUITMENT HIRING

Excerpted from the NALP website, Principles and Standards – www.nalp.org

PART V: GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

To promote fair and ethical practices for the interviewing and decision-making process, NALP offers the following standards for the timing of offers and decisions:

A. General Provisions

1. All offers to law student candidates ("candidates") should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Sections B and C below, in which case the later response date should apply.
2. Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.
3. A candidate should not hold open more than five offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.
4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
5. Practices inconsistent with these guidelines should be reported to the candidate's career services office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.
2. Candidates may request that an employer extend the deadline to accept the employer's offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least November 1 of the candidate's final year of law school. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period.
4. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

C. Summer Employment Provisions for Second and Third Year Students

1. Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.
2. Candidates may request that an employer extend the deadline to accept the employer's offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government

organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least November 1. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period.
4. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

D. Summer Employment Provisions for First Year Students

1. Law schools should not offer career services to first-semester first year law students prior to November 1 except in the case of part-time students who may be given assistance in seeking positions during the school term.
2. Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.
3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.