

PREPARING FOR THE INTERVIEW

ABELSON LEGAL SEARCH

“Be Prepared” is not only the Scouts’ motto, it also must be the interviewee’s motto. Everyone expects an attorney to have prepared his/her case, and the same rule holds true for interviews.

Get a copy of the firm resume or description from their website. A good recruiter also will have a copy, if the firm has one. Be familiar with the kinds of law the firm does and a sense of what seems important to them.

You also can check out the firm’s Martindale-Hubbell listing if the website doesn’t give you what you need. You don’t have to memorize it, but you should be at least familiar with some senior partners’ names, specialties, etc. See if there is anyone you know. Is there: anyone who went to your undergraduate or law school? anyone who has written on or seems to have an interest in an area in which you have some expertise or interest? anyone you’ve read about in the local paper or *The Legal*?

Talk with a skilled recruiter, and, please, listen to what we have to say about what a client is looking for. We have spent a lot of time doing what we do and learning what employers say they want and/or what they really want!

Double check all your printed materials – resume, writing sample(s), copies of transcripts, etc. The day before your interview make sure they are in your briefcase, not sitting on a word processor at home. Of course, everything has been proofread carefully and is error free.

Double check the date, time and place of the interview a few days before the interview. If you are using a recruiter, they will have sent you a confirmation letter with all the appropriate material, including the name(s) of the people you will be seeing. **BE SURE YOU KNOW HOW TO GET TO THE RIGHT BUILDING.** There may be more than one building with a similar name.

Some “belt and suspenders” lawyers make a “trial run,” especially to a suburban office, to make sure the directions are correct and to time the trip. Be sure to add lots of extra time if that practice trip is made in the evening or on a weekend. Double check the schedule, if you are taking public transportation.