

Strategic recruiting techniques are more important than ever. Prepare your team to be more selective and effective in both new and experienced lawyer hiring with our specialized training programs.

## NATIONALLY- RECOGNIZED TRAINING

Our training presents practical strategies for preparing for and conducting effective, efficient interviews. We use behavioral interviewing techniques and your firm's unique selection criteria—the skills, behaviors, and personal qualities found among your most successful and satisfied lawyers—and help interviewers learn whether candidates are likely to share these traits. Participants in our training sessions leave with new skills and helpful information on the hiring market and candidate views. We offer three different workshops customized to your own firm's specific hiring concerns.

### INTERVIEWER SKILLS TRAINING WORKSHOPS

#### **Entry-Level Hiring Interviewer Training: Power Recruiting**

This one and one-half hour interactive seminar is focused on the on-campus and callback interviewing process for the recruitment of summer associates. Participants walkthrough the on-campus process and discuss law student demographics and the nuances of the law school recruitment process. Techniques for staying on schedule, conducting meaningful twenty-minute interviews, and making effective selection decisions are covered. We also discuss ways you can help students distinguish your firm from others.

#### **Lateral Hiring Interviewer Training: Landing Top Laterals**

This one and one-half hour workshop provides interviewers with the opportunity to explore strategies and techniques most effective in recruiting experienced associates and partners. Topics covered include conducting careful resume review, developing questions designed to get substantive information on both experience and working style, and evaluating more experienced lawyers. We discuss best practices for getting background information, a business plan, and references. Market trends and effective techniques for attracting top laterals are also discussed.

#### **Entry-Level and Lateral Hiring Interviewer Training: Best Practices**

This two-hour workshop combines the best of both workshops to provide participants with an overview of the skills necessary to effectively recruit both new and experienced lawyers. The focus is on developing a framework for the interviewing process that can be applied to all types of lawyer hiring.

## CONTACT US

---

**Provide your interviewers with the tools they need to obtain the right information from candidates while they are sharing effective recruiting messages about your firm as an employer. Contact us today to determine how Shannon & Manch may assist your firm in meeting its objectives.**

#### **NATIONWIDE CONSULTING SERVICES**

**Susan G. Manch**

202.293.8900

manch@shannonandmanch.com