

INTERVIEW ROADMAP

GENERAL PREPARATION FOR INTERVIEWER

INSTRUCTIONS: Complete this exercise once and review before each interview.

1. Things I will do to set the stage:

• Smile	• Outline the interview process
• Offer refreshments	• Make eye contact
• Tell a story or a joke (use discretion)	• Put phones and devices put away
• Ask how the candidate is doing	• Sit with your body facing the candidate
• Ask if candidate is comfortable	• Check in mid-way through the interview

OTHER:

2. Open ended questions that I can ask candidates:

• What did you look for when picking second year classes?	• What most surprised you about law school?
• What did you learn about yourself when you mooted competitively?	• What did you find most challenging during your first year of law school?
• What are you looking for in a law firm?	• What advice would you give a first year?

OTHER:

3. Techniques I will use to find out more about the candidate in front of me:

• Listen to the candidate's answers without interrupting.	• Approach "red flags" or concerns with curiosity instead of judgment.
• Allow for a pause after the candidate answers.	• Make an observation and ask a question about it.
• Observe tone and body language.	• Ask follow up questions.

OTHER:

INTERVIEW ROADMAP

PREPARATION FOR EACH CANDIDATE

INSTRUCTIONS: Complete Part I before each interview. Complete Part II after each interview.

PART I

1. What do I want to know about this candidate?

2. What do I need to know about the candidate to assess fit?

3. What, if any, red flags or concerns do I need to ask about?

PART II

4. What did I do well?

5. What could I have done better?

6. What will I do differently next time?
