

**Best Practices and Tips for Optimal Law Student Recruitment,
Supervision, and Long-Term Relationship Development**

Presenters

Chancela Al-Mansour
Directing Attorney of Pro Bono
Projects/Law Clerk Recruitment
Neighborhood Legal Services of LA
County
1104 East Chevy Chase Drive
Glendale, CA 91205
Tel.: (818) 291-1776
calmansour@nls-la.org

Sara Woods
Executive Director
Philadelphia VIP
42 S. 15th Street, 4th Floor
Philadelphia, PA 19102
swoods@phillyvip.org
Phone: 215-523-9560
Fax: 215-564-0845

Steve Grumm
Director of Public Service Initiatives
National Association for Law Placement
(NALP)
1025 Connecticut Avenue, Suite 1110
Washington, DC 20036
P 202-296-0057
sgrumm@nalp.org

Thomas Maligno
Executive Director of the Touro Public
Advocacy Center
Touro Law School
225 Eastview Drive
Central Islip, NY 11722.
P 631-761-7033
thomasm@tourolaw.edu

Program Description

This popular workshop delivers concrete solutions for recruiting and managing law students. In this severe economic environment when programs' resources are stretched to the limit, we increasingly rely upon a dedicated and well-trained pool of law students to better serve our clients. This panel of successful law student recruiters and placement directors will share recruitment practices, supervision models, and ways to ensure the retention of our law students as future staff attorneys, pro bono attorneys, and financial contributors. We encourage attendees to bring their experiences and best ideas to the workshop to contribute to this highly interactive program.

Topical Outline

- I. Introductions (speakers and attendees)
- II. Fundamentals for Successful Law Student Recruiting
 - A. Conceptualize your summer, fall or spring program. Think about how many students, what types of legal work, and general about what kind of program you want to offer to law students seeking work with your organization.
 - B. Draft Meaningful Job Descriptions
 - C. For summer internships: Plan ahead (start and end dates, budgets, events to promote, number of students to hire, program language needs)
 - D. Solicit co-workers' help (to interview, review resumes, call for language proficiency verification)
 - E. Start recruiting as early as permissible
 - F. Know your law schools – beyond the top 2
 - G. Know your law schools' career services/public interest director
 - H. Network with ethnic/LGBT/women students' organizations
 - I. Network with ethnic/special interest bar associations
 - J. Figure out funding sources, whether you will participate in the Federal Work Study Program. Research fellowship/grant/scholarship opportunities – and deadlines. Do NOT assume your students will be up on these.
 1. See PSLawNet's summer funding page at:
<http://www.pslawnet.org/content/index.php?pid=50>.
 2. See PSLawNet's fellowship deadline calendar at:
<http://www.pslawnet.org/content/index.php?pid=41>.Finally, be honest about job responsibilities. Job descriptions should be accurate, not inspirational.
 - K. Publicize Widely
 1. PSLawNet – www.pslawnet.org is a FREE online public interest job bank with nearly 200 subscribing law schools.
 2. Law School Career Services Offices (or Public Interest Offices)
 3. Other web sites.
 - L. Attend career fairs and other networking events, e.g. student and bar association events and On Campus Interviewing (OCI) programs.
 - M. Update promotional materials, brochures, website content
 - N. Select and train the right recruiters from your organization
 - O. Set up a formal system to receive and respond to inquiries, receive applications, decide whom to interview, hire, waitlist or not hire.
 - P. Review Resumes for major flaws, red flags and omissions.
 - Q. Interview Tips:
 1. Review the candidate's materials thoroughly before the interview.

2. Make sure you (or your interviewers) are trained in behavioral and other interviewing techniques.
 3. Ensure interviewing consistency
 4. Be careful about good cop/bad cop interviewing
 5. Trust your instincts – but think outside the box.
- R. Rejection Letters – be clear and positive.
- S. Remember the students are interviewing you and your organization too!
Be nice, respond quickly, and don't fool them about the work/clients.

III. Fundamentals for Successful Law Student Supervision

A. Best Practices in Supervising Law Students

1. Create a Work Plan.
 - a. Get started quickly
 - b. Be creative, clear and honest in your assignment descriptions. Identify goals.
 - c. Assign a variety of tasks
 - d. Include student in observing lawyer type work
 - e. Give student credit on written work (manuals, court docs.)
2. Prepare an Orientation packet. (include office rules and procedures).
3. Prepare Effective Training Techniques (video training, web training)
4. Make expectations clear with respect to:
 - a. Ethical Boundaries
 - b. Quality of work expected
 - c. Professional self-presentation
 - d. Frequency and depth of communication
 - e. Timelines
 - f. Treatment of staff, clients – consider cultural and socio-economic sensitivity training.
 - g. Rules (LSC, internal program policies (e.g. re: sexual harassment, client complaints))
5. Teach Ethical Norms.
 - a. Limits of the student's role
 - b. Confidentiality
 - c. Conflicts of Interest
6. Learn the Student's Goals and Expectations.
7. Communication Methods – do often, discuss best way
8. Train your staff about how to supervise students.
9. Give Feedback and Evaluation –from students, school, and supervisors. Conduct Exit Interviews or Surveys.
10. Plan the logistics: Plan for office space, keys, parking, telephone, and technology needs of the student so that their workspace is ready when they arrive.

IV. Long-Term Long-term Relationship Development with Law Students

A. Why Is It Important?

1. Responsibility to cultivate the next generation of public interest leaders.
2. So students can see what our practice and resource allocation are really like.
3. Plant seeds for future private sector partnerships and support (including pro bono, volunteering, financial contributions).
4. Current Students will share experience with schools and future students

B. Best Practices in Building Long-term Relationships with Law Students

1. Give Students a well-rounded experience.
2. Be explicit about the importance you place on developing long-term relationships. Solicit their input.
3. Add new students (interns, volunteers, and externs) to organizations internal mailing and telephone lists.
4. Invite students to trainings, meetings, fundraising events, community outreach programs, and celebrations.
5. Invite former students to return to teach current students about maximizing their time with your organization.
6. Explore creation of student fellowship funded by a law school alumni association.
7. Build relationships with law school faculty and administrative staff who value public interest, specialize in substantive areas your program practices, and who administer clinical programs. Invite them to your events.
8. Keep records and evaluations about students in case you interview them years later for staff positions.
9. Consider your former students for special projects, board positions.

V. Discussion Regarding Special Considerations in Accepting Deferred Associates

VI. Resources