

NYU LAW

Interview Skills Workshop

Preparing for EIW Interviews

Summer 2017




"My greatest asset is my ability to tell you exactly what you want to hear."

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Today's Agenda

- ✓ Purpose of the Interview
- ✓ Self Assessment & Agenda Building
- ✓ Challenges of the Interview Process
- ✓ Anticipating Questions & Concerns
- ✓ Uncomfortable & Illegal Questions
- ✓ Questions You Can Ask the Interviewer
- ✓ Image Management
- ✓ After the Interview
- ✓ Final EIW Tips



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Purpose of the Interview

- ✓ **Interview Flow**
 - Make the interview a conversation
- ✓ **Interviewer's Role**
 - Find a good match for the employer
 - Act as a gatekeeper
 - Provide a substantive assessment
 - Serve as your ambassador
- ✓ **Candidate's Role & Goals**
 - Sell yourself
 - Support your resume with examples
 - Reveal your personality/connect with interviewer
 - Impart knowledge about the employer and practice areas through thorough research



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Questioning the Numbers
Sally Merry challenges the standard truth of global indicators

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Researching Employers

- Review all available information
- Weave your knowledge of the employer throughout your conversation
- Do not ask questions about information that is readily available through basic research

- ✓ Know:
 - Firm's History
 - Office Locations
 - Size of firm/specific office
 - Practice Areas/Types of Clients
 - Recent Press
 - Summer Associate Program
 - Interviewer's Bio
- ✓ Review "Employer Research Resources" Handout

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Self Assessment & Agenda Building


Gain Control of the Interview	Agenda Examples
<ul style="list-style-type: none"> ✓ Conduct a Self Assessment ✓ Determine Clear Agenda: <ul style="list-style-type: none"> ➢ 3 to 4 personal selling points ➢ Back each point up with concrete examples ➢ Identify and focus on transferrable skills ➢ Counteract soft spots 	<ul style="list-style-type: none"> ✓ Communication Skills ✓ Research/Writing Skills ✓ Quality Work/Attention to Detail ✓ Responsibility/Initiative ✓ Work Under Pressure ✓ Leadership ✓ Business Experience ✓ Longstanding Interest in Law

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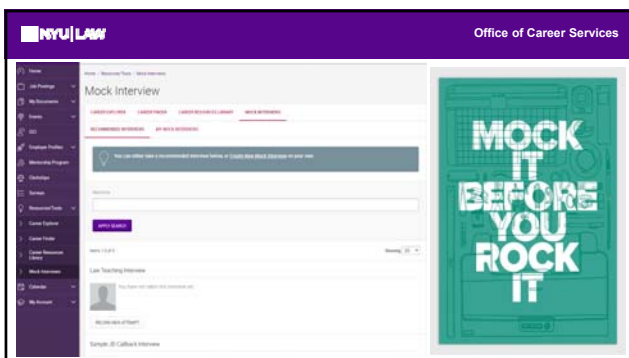
Challenges of the Interview Process

- ✓ Lack of specificity/short answers
- ✓ Low energy/intensity
- ✓ Undervaluing experiences/achievements
- ✓ Arrogance/cocky behavior
- ✓ Negative language/bad attitude
- ✓ No obvious interest in this employer (or in private sector generally)



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Anticipating Interviewer Questions

- ✓ Common Types of Questions:
 - Broad, Opening
 - Strengths & Weaknesses
 - Experience-based
 - Probing
 - Situation-based
 - Comparative
 - Conversational, "Chit-chat"
- ✓ Review "Employer Research Resources" Handout
- ✓ Rehearse Out Loud



Refer to "Types of Interviewers" Handout

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Common Interviewer Concerns

- ✓ Grades or attitude toward grades → **Affirmatively address employer concerns, so you don't leave the interview with unanswered questions**
- ✓ Lack of professional experience
- ✓ Lack of obvious geographic ties
- ✓ Extensive public interest background → **Don't make excuses, accept responsibility**
- ✓ Career transitions
- ✓ Joint degree
- ✓ Resume gaps due to illness or difficult life circumstances → **Don't dwell on the topic, end on a positive note**

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Uncomfortable & Illegal Questions


<p>Uncomfortable Questions</p> <ul style="list-style-type: none"> ✓ Deflect the question and re-direct to your qualifications ✓ Examples: <ul style="list-style-type: none"> ➢ With which other firms are you interviewing? ➢ How quickly could you make a decision if you were to receive an offer? ➢ Family background 	<p>Illegal Questions</p> <p>Race, National Origin, Gender, Sexual Orientation, Color, Marital Status, Disability, Age, and/or Religion</p>
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Prepare Questions to Ask the Interviewer

- ✓ Weave your questions throughout, but leave some for the end
- ✓ Use your questions to exude genuine interest in the firm
- ✓ Ask research based questions that you really want answered
- ✓ Avoid asking premature questions (split-summers, salary, benefits, perks)
- ✓ Avoid "sensitive" questions (recent layoffs, attorney departures, firm's financial situation)
- ✓ Ask "You" focused questions




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Image Management


- ✓ Check your appearance and presentation style
 - Choose conservative styles for hair, clothing, and jewelry
- ✓ Be aware of eye contact, body language, posture, and gestures
- ✓ Refer to "Table Manners Tips" handout



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After the Interview

- ✓ Do not take or refer to notes during the interview
 - After the interview, jot down your notes quickly
 - Always record the name of the interviewer and any additional paperwork requested
- ✓ Thank you notes:
 - Not necessary for screening interviews (EIW)
 - Callback thank you notes may be sent via email
 - Do not send the same note to multiple interviewers in the same firm
 - Proofread
- ✓ Follow Up!



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Final EIW Tips

Bring 2 copies for each interview: resume (on bond paper) and transcript (with Spring Classes).
Bring 1 writing sample for each interview.

Add/Drop Process	Callbacks
<ul style="list-style-type: none"> ✓ Add Process: <ul style="list-style-type: none"> ➢ Online Open Sign-Up ➢ Same Day Free Sign-Up ➢ Hospitality Suites ✓ No Drops Permitted – NO EXCEPTIONS!!! 	<ul style="list-style-type: none"> ✓ Review Callback FAQs Available During EIW ✓ Attend "All About Callbacks" Panel During EIW <ul style="list-style-type: none"> ➢ August 10, 12:40, Student Lounge ➢ Recruiting Professionals and Hiring Partners speak about the Callback process ➢ Lunch will be served ✓ NALP Timing Guidelines – "28 Day Rule" <ul style="list-style-type: none"> ➢ But be ready to make decisions quickly

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OCS Counselors will be available throughout
EIW to answer questions or concerns.



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