

You are prepared.
You have the skills
and they need you!

It's Your Job



Dress the part.
Bring a confident smile,
and go get it.

From Your Recruiters at



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Do's & Don'ts

Interviewing for a Job
in the Legal Profession

A Blueprint for Success





Be Early!

We would have said be “on time,” but you never know. We (and you) would hate to have some unexpected delay ruin a great opportunity. Arrive 15 minutes early to use the facilities and freshen up.

Dress Professionally

The figures diagrammed at right illustrate some details you should consider. Even if the firm or corporation has a casual dress policy, dress your best. You'll look great and appear professional and confident.



Cell Phones: OFF!

Better yet, leave it in your car. But turn it off. Not on vibrate. OFF! The only person you need to talk to is the one interviewing you.

The Suit. A suit is always the best choice for an interview. Watch your skirt length. We suggest investing in a classically-styled suit.

Makeup. Stay natural and fresh. Hair should be simple and neat for your interview.

Tips for Men: If you wear a beard or mustache, keep it neat.

Jewelry. Keep it simple.

Tie. Keep it simple. This isn't time for a trendy fashion statement.

Button Up. Leave bottom button open when standing. Unbutton jacket when seated.

If you wear slacks: Invest in a pants suit with a jacket.

Watch being too trendy. Wide flair pants and platform shoes should be left at home.

Bags/Briefcases. An old shabby briefcase should be replaced by a new one. A black portfolio with copies of your resumé is also a good idea.

Mens Shoes. Black is the classic choice. Make sure your shoes are clean and polished.



Do

1. Take several copies of your resume, references, transcripts and writing samples (paralegals).
2. Review your resume. Be prepared to address any questions that could be asked of your resume.
3. Know the job you are interviewing for – details, skills needed to perform the job.
4. Ask specific questions regarding the job: who, what, where, hours, etc.
5. Be enthusiastic about the job.
6. Use concrete examples from your work life that demonstrate your unique abilities. Remember, other candidates also have the skills needed for the job.
7. Sell yourself. You may meet with someone who is not a skilled interviewer. If this happens, find the right opportunity to present your credentials.
8. Prepare a positive soundbyte of why you are leaving your current position/interested in the job.
9. Have career goals in addition to financial goals.
10. Be prepared. Talk to your recruiter for specifics about the firm/corporation and the position.
11. Smile and be positive.
12. Allow at least two hours in your schedule for your interview. Be prepared to take a test for staff level placement.
13. Arrive 15 minutes early to use facilities and freshen up. Don't be late.
14. Thank interviewer for his/her time and ask the next step in the hiring process.
15. Get a business card/name/title of the person you interviewed with.
16. Contact your recruiter immediately following the interview to discuss the next steps in the hiring process. This is very important because your perceptions and memory are fresh.
17. Discard chewing gum and breath mints before entering the interview. They can be distracting.



The Art of the Handshake

A firm handshake says “I am confident and knowledgeable.” That's what you want. Don't crush the interviewer's hand. Conversely, a limp handshake leaves feelings of uncertainty.

Don't

1. Bad mouth current or former employers.
2. Talk money in the first interview.
3. Hesitate to practice your interview with family or friends.
4. Be lulled into very casual or personal conversation. Remember, all interviews are professional in nature.