



## Candidate Evaluation Checklist

*This guide is a compilation of interview questions and techniques we have found to be most effective in evaluating candidates.*

### General

- Read the resume before the interview.
- Have specific questions prepared.
- Show an interest in the candidate.
- Sell candidates on your firm. Top candidates will have many offers. They are judging your firm during the interview process.
- Include congenial interviewers on the schedule – rude, brusque or harsh interviewers may turn away candidates that have other options.
- Include attorneys who may have gone to the same school, have lateraled from the same firm, or are friends with the candidate.

### Reasons for Change

- Why are you leaving? You will receive a prepared answer. Follow up with a probing question, then another.

### Present Position

- What's the best thing about your current firm?
- What are some of the types of matters you are working on?
- What are your roles on these matters? Look for leadership roles on matters.
- How many hours did you bill last year? While this can put off an interviewee, it can indicate how the attorney is perceived at their current firm. If applicable, probe to uncover reasons why an attorney has low billables.

### Next Position

- What are you looking for in your next position? You will receive a prepared answer. Follow up with another question like "Describe a position you would consider to be an exceptional opportunity for you." If warranted, probe further.
- Why are you interested in this firm?
- When do you want to start in your new position?

### Personal

- Be aware of questions that are illegal to ask, or are inappropriate.
- Where do you see yourself in five years?
- What are your strengths?
- What are your weaknesses?
- What is important to you?



- What things threaten an attorney's ability to succeed at a firm?
- If there is another state's bar admission on the attorney's resume question why and whether they plan on staying in this state long-term?

### **Wrap-up**

- What questions would you like me to answer?

### **Writing Sample**

- We recommend asking for a writing sample. It should be a strong representation of the candidate's work. If it is not of public record, client names and confidential information should be carefully redacted. If a candidate is not careful with their current firm's work, they will probably not be careful with yours.