



Interview Preparation Checklist

BEFORE THE INTERVIEW

1. Research the Employer

- NALP Directory (for large firms/gov't agencies), nalp.org
- Vault, vault.com
- Chambers, chambers.com
- U.S. News, law.usnews.com/law-firms
- Martindale/Texas Legal Directories, martindale.com
- Employer's Website
- State Bar of Texas, texabar.com
- Former and Current Students
- Professors
- Career Services

2. Self Assess

- Think about who you are, what motivates you, why you took the LSAT, what you want to do, etc. all in relation to how you can contribute to someone's clients, mission, goals, etc.
- Answer Why YOU for this Employer, Why NOW.
- Develop your Elevator Speech as to why your background, credentials, experience, and/or interests match the employer and how you can make a contribution to the employer.

3. Practice

- Practice your narrative.
- Practice asking questions, practice responding to questions you anticipate.
- Re-review job posting or, if none, look at the biographies of the attorneys in the group you are targeting.

4. Select Attire

- Keep it conservative.
- Plan and set out.

5. Checklist (Logistical) Items

- Go over directions (if in person at employer).
- Arrive early (if in person at employer).
- Take folio with copies of resumes and transcripts, and a writing pad and pen for notes.

AFTER THE INTERVIEW

1. Thank You Note(s)

- Make personal and individualized, and be specific.
- Proofread. Have the note(s) reviewed and edited by another set of eyes.
- Send out within 24 hours of the interview.