

LATERAL SEARCH REQUEST FORM

Practice Group: _____
 Contact for Search: _____

Your "Perfect World" Candidate Profile

Years of experience (min. and max.)	
Specific type of experience needed (as many details as possible)	
Competitor firms that may have suitable candidates (optional)	

Your "Not Perfect But We're Willing to Consider" Candidate Profile

Will you consider candidates who are more senior, but flexible as to entering year level?	
Any relevant (even if not ideal) experience you are still willing to consider?	
Any academic considerations to keep in mind? (e.g., <u>minimum</u> GPA/class rank for non-top-25 law schools)	

Details for Search Consultants

Reason(s) for search? (practice expansion, firm growth, etc.)	
With whom will the candidate be working closely?	
Day-to-day focus of position? (e.g., what will the candidate be doing?)	
Noteworthy "marquee" clients?	
<u>Selling points</u> on the position? (client contact, skill development, collegiality in group, etc.) <i>This is extremely useful in distinguishing practice from competitors and generating resumes.</i>	

*This search request form was prepared by Dan Binstock for the NALP 2009 Annual Education Conference.

SAMPLE JOB DESCRIPTION

ORIGINAL POSTING

Seeking litigation associate with 2 to 3 years of experience. Candidates should have deposition, discovery and motion practice experience. Experience in large-scale commercial litigation would be a strong plus.

REVISED POSTING USING THE “R.O.B.” FORMULA

[RESPONSIBILITIES] Prestigious DC firm seeks associate with 2-3 years of litigation experience to join its commercial litigation practice. Academically distinguished applicants who have excellent writing and analytical skills and deposition, discovery and motion practice experience are sought to assume responsibility in an active and diverse federal and state court litigation practice. Experience in large-scale commercial litigation would be particularly valuable. The partners seek a bright, hard working person with good judgment and personal skills and an attention to detail.

[OVERVIEW] Litigation exposure will include traditional corporate contract disputes, shareholder derivative claims, corporate control claims, non-compete enforcement and managing and coordinating outside counsel in defense of various claims against corporate clients. In addition to litigation exposure, the associate will review contracts, prepare corporate minutes and board resolutions, and have some involvement in corporate transactions (review and negotiation/not drafting).

[BENEFITS] Will work closely with two senior litigation partners who will provide active mentoring and client contact. You will be given active second chair experience right away with a goal of first chair exposure as soon as possible. Partners will devote substantial time and energy to training, mentoring as well as providing exposure and counseling on the client development process. In exchange they seek an eager associate who wants to learn how to master the litigation process and who will anticipate the needs of a case and to “make a case his/her own”.