

# We've Got "Hire" Hopes: Making Your Case for Adding CSO Staff

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## Hypothetical

You work at a private law school in a rural location with 600 J.D. students, plus 40 LL.M. students, and a brand-new cohort of Master's in Legal Studies (MLS) students who are mostly earning degrees online. Your law school career services office is currently staffed by you, two full-time advisors, and one full-time administrative assistant. It's becoming increasingly apparent that you are understaffed. Between the students in the building, plus 3,000 alumni who request assistance with career transitions, you need to hire new staff.

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## Make Your Case!

- **People:**  
Dean; Career Services Committee; Student Bar Association
- **Metrics:**  
Staff utilization rates; staff-to-student ratio; changing expectations; new clients
- **Comparative Data:**  
*2017 U.S. Law School Career Services Survey (NALP)*  
Data about competitor schools

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## Run the HR Gauntlet!



- Understand your school's unique hiring model
- Use the right words when drafting your posting-examples
- Navigate Salary Bands
- Other Perks and Compensation: Remote Work, Adjunct Teaching, Tuition Remission, etc.


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## Conduct Effective Interviews!

- Who reviews the applications?
- Is there a committee? Who gets a vote?
- What are your criteria?
  - Education
  - Experience
  - Specific marketplace knowledge
  - Connections within the legal community
  - Diversity
  - Temperament
- What questions should you ask?



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Bridge the Gaps!

- Temporary workers
- Work/Study Students
- Undergraduate Students
- Limited Short-Term Positions
- Independent Career Coaches

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Make the Offer...Or Not!

- Negotiating Salary and Perks
- Using Probationary Periods Wisely
- Red Flags
- Re-Opening the Search



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## Onboarding Tips!

- Plan the first day, from start to finish
- Create a handbook with vital information
- Schedule a weekly check in
- *NALP Newer Professionals' Forum*
- Other Resources



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### Oops, We Did It Again – Mistakes We've Made That You Can Avoid!

- Hiring for pedigree, not paying attention to temperament
- Failing to explain the duties as expected
- Agreeing reluctantly to a lower salary range and then not finding the right candidate for the right position
- Rushing to hire out of desperation
- Not conducting due diligence

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# QUESTIONS?

