



# The Flagship Group, Inc.

Plan. Implement. Achieve.

Today the competition is fierce for top legal jobs and you must plan accordingly. Before your interview you must do everything you can to increase your chances of securing a job as an attorney at a top firm or corporation. To increase your chances of being “the one” make sure you do the following prior to the interview:

- 1. Research the law firm or corporation.** Know as much as you possibly can prior to the interview. In today’s world there is really no excuse not to be able to speak intelligently about a law firm or corporation. Look at the firm or corporation’s website, identify their top players and how the firm or company makes money.
- 2. Have a complete understanding of the position that the law firm or corporation is looking to fill.** Having this information is critical. Any good recruiter will make sure that you have this information so that you understand exactly what the law firm or corporation is looking for during the interview process. During the interview, when possible, you should try to touch upon each of the points presented in the law firm or corporation’s job description.
- 3. Be prepared for anything.** What I mean by this is, be flexible. You may only have 5 minutes to meet with an attorney and be asked to meet with another for an hour. You may be asked to meet with 3 attorneys or a first year associate. As an attorney, you know that days are interrupted by telephone conferences, client emergencies, sick children and the like. Don’t take any of this personally. You need to be able to “roll with the punches” during the interview process.
- 4. Be enthusiastic about the interview.** Everyone wants to work with someone who has a true excitement for what they do. Display this passion – everyone will pick up on it and genuine enthusiasm will help you get through some of the most difficult interviews.
- 5. Leave a good impression.** Conclude the interview by thanking the interviewer for his or her time. Make sure that you get a business card and send a thank you note. All of this matters when it is time to distribute an offer.

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