



**Real Relationships
Producing Real Results**

Legal Searchlight

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The AVS Top 5:

*How to be a good
interview host*

- 1. Interview only when you are ready to hire.**
- 2. Define and communicate your interviewing process.**
- 3. Provide a meeting schedule at least 48 hours before the interview.**
- 4. Respect your candidate's time and biology.**
- 5. Read the resume BEFORE you sit across the table from the candidate!**

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Looney Laws:

**In Rhode Island it is
illegal to throw pickle
juice on a trolley.**

The Interview: 10 easy to follow rules to eliminate self-inflicted damage to your organization.

Before you even think about interviewing another person, take a moment to make sure that you and your team are not turning off the candidates you want to hire with your careless and preventable mistakes. Here is a list of simple rules that can showcase your organizations professionalism.

- Rule #1: Only interview if you are serious about hiring. Letting a good candidate languish on the vine not only makes you look bad, it jeopardizes hiring him when you finally do get the authorization.
- Rule #2: Get your act together – put a process in place and make sure everyone one (candidate included) knows what it is:
 - For example – “we typically do two rounds of interviews, the first with the GC and the second with the rest of the legal team. With scheduling everyone involved this usually takes 3 or 4 weeks”.
- Rule #3: 48 hours or more before the interview, provide a detailed list of interviewers (include names, titles, and roles & responsibilities).
- Rule #4: 24 hours before – confirm interview time with the candidate.
- Rule #5: Be a good host. Upon arrival, offer the candidate refreshment and use of facilities.
- Rule #6: A candidate should not sit in the waiting area for more than 5 minutes. Timely beginning of the interview sends the terrific message that each candidate is valued.
- Rule #7: Be prepared - Everyone who interviews the candidate should read the resume before walking into the interview room!
- Rule #8: Stick to the schedule and offer a bio-break at logical points in the course of interviewing. If the interview is going to be over 2 hours, offer a snack or food.
- Rule #9: After the first interview – thank the candidate for her time and outline the next steps with a timeline.
- Rule #10: Follow up immediately to schedule a second round. If you are not interested in pursuing a candidate, let a few days pass before contacting him (remember – calling is the best) and when you break the news, do it kindly and professionally.

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