

Appendix J.: Sample Questions to Ask During an Interview

General

- What type of work does the interviewer do?
- How long has the interviewer been with the firm/organization?
- What made him/her decide to join the firm/organization?
- Describe the firm and the people who work in it.
- What distinguishes the organization from others?
- Describe the organizational structure. How are policies determined?

Associate Positions

- How does the firm/organization determine what type of work a beginning attorney is assigned? How is the work supervised? How are the evaluations of that work communicated to the new attorney?
- How is the entry level attorney trained? Are there formal training programs?
- Does the firm/organization require its attorneys to specialize? When and how does the decision to specialize occur?
- How soon does a beginning attorney have direct client contact?
- What are the criteria for advancement? To what extent is the development of new clients a prerequisite to advancement?

Summer Associate Positions

- What kind of work are summer law clerks engaged in? Is there a rotation among departments? How is the choice of departments determined?
- What kind of supervision can a summer law clerk expect to receive? Is there an evaluation process? How is performance communicated to the clerk?
- What percentage of the students who worked as summer associates have become associated with the firm/organization?

DO NOT ASK:

- “How will I benefit?” questions, including work/billable hours, vacation time, maternity leave policy, benefits, and pro bono programs. Ask these questions after you receive an offer.
- Negative questions, including rumors about the firm, how the firm compares with others, or what employees dislike about the firm.
- Questions you could answer yourself through simple research.
- Questions answered during the interview. Pay attention and listen!