

## CUSTOMIZED INTERVIEWER TRAINING

Hiring a select group of attorneys is challenging. By providing your attorneys with a customized interviewer training program, you will ensure that they have the skills and know-how to ask high-mileage questions to assess cultural fit and traits needed for success. This 60-minute training will help your attorneys focus on what they should look for in target candidates, ask the right behaviorally based interview questions, and provide a clear selling message so top candidates can easily distinguish your firm from others they are considering.



### Goals and Benefits:

Investing in an interviewer training workshop will enable your Firm to:

- Develop a “Profile” by identifying and understanding the key characteristics of target hires
- Make better hiring decisions by getting critical information about the applicant during the interview process
- Market the Firm more effectively to target applicants by understanding what information they really want to know
- Increase involvement in the recruiting process because interviewers are better trained and therefore more comfortable participating
- Save the Firm money by decreasing the number of candidates invited for call-back interviews who are not right and reduce the number of hires that are a poor fit for the Firm

### Effective Interviewer Skills:

Provide interviewers with the skills and information they need so that they can: Gather Information, Give Information, Market the Firm, Answer Questions, and Report Pertinent Information about the applicant. Training includes:

- Sample questions that are interesting and solicit key information from the applicant
- Strategies for selling the Firm effectively based on what attorneys mention in surveys are the most important selling points of the combined Firm.
- Specific suggestions for avoiding unconscious bias during the interview process.
- Information on how to prepare for the interview by analyzing the resume and identifying themes and questions
- Guidelines recommending how the interview time should be spent

- ↳ Hints on how to keep the interview flowing and how to avoid being sidetracked by trivial conversation
- ↳ Different strategies for conducting a screening interview versus a callback interview
- ↳ Tips for evaluating candidates and completing the evaluation form so their input will be most valuable in making hiring decisions

### Establishing a Firm Profile:

Develop a Firm Profile that defines the characteristics of applicants who have the highest probability of succeeding at your Firm. The Firm Profile is based on:

- ↳ Having Partners and Associates complete a questionnaire to determine the characteristics that are inherent to being successful at your Firm
- ↳ Interviewing Partners to learn more about what makes a good addition to the Firm
- ↳ Interview recent Laterals or Summer Associates about their experience

To learn more, visit our website at [www.wisnik.com](http://www.wisnik.com) or call **212.370.1010**



Since starting her business in 1996, **Eva Wisnik** has conducted interviewer training for 87 firms nationwide.