

INTERVIEW PREPARATION STUDY GUIDE

<p><u>Headlines</u> The top 2-3 things you want the interviewer to remember about you. This can be your answer to the “Is there anything else you’d like us to know” question at the end, if you don’t get these concepts worked into the discussion sooner.</p>	<p><u>Tell Us About You</u> Be ready for this one! As an example, you can discuss pivotal moments in your decision to attend law school, including events that impacted you and experiences you had. Explain how you chose WVU Law, and what you love about school so far. Don’t be afraid to give them a glimpse of the “authentic you.”</p>
<p><u>Strengths and Weaknesses</u> Employers still love asking these questions. Don’t try using a positive as your weakness (I’m a perfectionist, I always agree to take on more...). It’s over-done! Try being real without being alarming. And end with an action plan. “Sometimes I don’t make as much eye contact as people expect and they might think I’m not interested in what they are saying. When you get to know me, you understand I’m just concentrating, but I’m working on improving the eye contact because it is important to clients.”</p>	<p><u>Why Law School?</u> This can be a story that sticks with the interviewer and helps them remember you. Draw from specific events, experiences, and work history.</p>
<p><u>Why Us?</u> This is SO important. They want to know you did the research on their organization, and that you have a genuine interest. Whether you want to help underserved and are interviewing for a legal aid job, or you enjoy sophisticated, complex legal issues and are interviewing with a large firm, be ready to make a solid connection between your interests and the organization. Take this to the next level by including examples of how your skills complement the organization’s work, and how you will fit into their structure.</p>	<p><u>What If They Make You Lead the Interview?</u> Every year a few interviewers start with, “So what do you want to know about us?” This can cause a deer-in-headlights reaction if you aren’t ready. The trick is to keep the discussion going, let them learn something about who you are, and make sure they realize you did your research. “In contracts, my favorite case from class was XXX because of XXX. Now that you practice contract law, is there a case from law school that sticks out for you?” “I’ve been working to find work-life balance now that I’m in law school. I’ve started kick boxing classes. I imagine it’s even more difficult for you as a practicing attorney. Is there anything that has helped you?”</p>
<p><u>Behavioral Interview Questions</u> You’ll recognize these because they start with “Tell us about a time when you... and how you handled it.” The point of these questions is to make sure you answer fully and take personal responsibility instead of blaming others. “In a law course I was assigned to a team and everyone seemed to have different viewpoints. It resulted in a lower grade on our first project than I’d have liked. When the next project was assigned, I asked my teammates to get together for an initial meeting to discuss points of view and agree on an approach before we started our research. I think it really helped with cohesiveness in the end.”</p>	<p><u>Closing Argument</u> They usually ask if you have questions for them or if there’s anything else you think they should know. If they do, always have several questions ready, based upon research or things you learned during your conversation. If they don’t, then try making a closing argument. You can work your Headlines in here... “Thank you for your time today. I wanted to leave you with this thought....”</p>