

Achieve Your Potential

Arnold & Porter

Virtual Interview Tips

Interview Preparation

Research

- Utilize the firm's website, social media posts and recent press releases, which will provide an understanding of the firm's history, statistics, key clients and matters, goals and other relevant, unique information. NALP, AmLaw, Vault and your law school's Career Services team are also excellent sources of information.
- Contact law school alumni at firms you are most interested in, as they are likely to be willing to speak to you about their experience at the firm.
- Utilize 3Ls at your law school who recently spent their summer at the firm or employer.
- You should receive a list of interviewers the evening before your interview. Take a moment to review your interviewers' bios. If an attorney interviewing you is not in a practice area that interests you, they will still have a unique perspective on the firm and it's possible they are on your interview schedule because they are a member of the firm's Hiring Committee or involved in the summer program. Interview schedules can also change the day of, due to attorney conflicts, so please keep this in mind and be flexible.
- Familiarize yourself with the technology the employer is using for the interview.

Prepare

- Ask a friend or classmate to ask you interview questions in order to refine your responses.
- Take advantage of mock interview programs offered by your law school.

Questions

- Any information on your resume is "fair game" so be prepared to discuss your work experience, education, and any personal or professional affiliations or interests.
- During the interview you will likely be asked behavioral-based questions, because studies have shown that the most accurate predictor of future performance is past performance in similar situations. After reviewing the position description, consider how your work experience, participation in extracurricular or volunteer opportunities, or other general experience have prepared you for the position for which you are interviewing.
- Be prepared to answer questions about your interest in the firm as well as the geographic location.
- Prepare questions for your interviewers. Interviews are a two-way street. Employers expect you to ask questions; they want to know that you're thinking seriously about what it would be like to work there.

Online Presence

- Create a professional Internet presence. Your profile on Facebook, Instagram, Twitter, etc. should contain information that you would be comfortable with prospective employers viewing.

Achieve Your Potential

Arnold & Porter

Interview Day

Attire

- Wear professional attire. You may be at home but dress as you would for an in-person interview.
- Avoid patterns or jewelry that could take attention away from your interview and qualifications.

Technology

- Check your self-view before the call. Ensure that you are centered, at eye-level, and in a well-lit location (the light should be in front of you, not behind you). If necessary, use books or a box to elevate your computer.
- Make sure your WiFi connection is stable and won't be disrupted for the duration of the interview.

Virtual Space

- Project a professional and organized space: declutter the area in the camera view and be mindful of posters, images and pictures that are not business appropriate. A neutral-colored blank wall is best.
- Your virtual interview platform profile name should be your full name.
- Minimize distractions. Turn off phones and email alerts. If there are others in your home, let them know when you will be interviewing and that it would be best if they do not interrupt you.
- With that being said, most interviewers understand that dogs bark, children can be noisy, and there may be a distraction that is out of your control for any number of reasons. If this happens, it's OK. This type of situation can be used to highlight how you react under pressure.

General Advice

- Project confidence through your body language. Sit up straight and make eye contact – look at the camera, not the interviewer or your own image. You can also hide your self-view if you find it distracting.
- Be yourself! Being genuine during interview conversations help employers relate to, and get to know, you.
- Respond honestly to the questions asked. Focus on your key strengths and why your background makes you uniquely qualified for the position.
- With any question you answer, it is important to tie your background to the job by providing examples of solutions and results you have achieved. Use every opportunity to address the requirements listed in the job description.
- Keep your answers concise and focused. Your time with each interviewer is limited.
- Ask open-ended questions, and listen carefully to the answers. If you are asked a question, ask clarifying questions if necessary to ensure you are responding appropriately. Paraphrase some of the information that has been given to you by the interviewer.
- Visual cues can be more difficult to read virtually. Pausing before answering the question posed by the interviewer will give you time to prepare your answer and should ensure they are done speaking.
- This is the first time that law firms are interviewing virtually as well. Flexibility, understanding, and humor are always welcome.