



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

A FIRM'S PERSPECTIVE OF A STRUCTURE INTERVIEW

STRUCTURE OF THE 20-MINUTE "SCREENING" INTERVIEW

- 2-minutes to establish rapport.
- 10-minutes to ask questions that will elicit information about candidate to enable interviewer to evaluate whether this candidate will be a good fit for his or her firm or agency.
- 5-minutes to describe firm or agency, practice, summer program and answer questions.
- 3-minutes to complete evaluation.

STRUCTURE OF A 30-MINUTE "CALLBACK" INTERVIEW

A Callback Interview in the offices of the Employer with 4-5 attorneys or other members of the firm

- 3-minutes to establish rapport.
- 15-minutes to ask questions that will elicit information about candidate to enable interviewer to evaluate whether this candidate will be a good fit for his or her firm or agency.
- 10 -minutes to describe firm or agency, practice, summer program and answer questions.
- 2-minutes to walk candidate to next interview.