

Recruiting Lawyers: How to Hire the Best Talent

by Erin Springer

Recruiting Lawyers: How to Hire the Best Talent, by Marcia Pennington Shannon and Susan G. Manch, ABA Law Practice Management Section, 2000.

Any institution in need of a comprehensive guide on effective hiring practices should consider purchasing *Recruiting Lawyers: How to Hire the Best Talent* by Marcia Pennington Shannon and Susan G. Manch. Starting with the preface, which gives a brief history of the legal market, a summary of the future of legal recruiting, and a very helpful user's guide, the book is user friendly and easy to read. Aside from its clear language and useful knowledge, the book's format and use of outlines, bullets, and logical subheadings contribute greatly to its efficiency.

Anyone new to legal recruiting will find this book particularly helpful. While many firms already have effective policies and hiring practices in place, the book offers ways for a new recruiting administrator, hiring partner, or recruiting assistant to better understand the necessary steps that must occur to ensure the successful recruiting and hiring of attorneys. The seven chapters address issues ranging from assessing the firm's needs and marketing the firm to the various types of interviews and how they can be conducted effectively.

One chapter of particular interest deals with searching for candidates and is an excellent resource for both law firm recruiting administrators and law school career services offices. The authors have provided a variety of unique suggestions for firms in search of stellar candidates, including soliciting secondary markets and the Internet and targeting law schools that are not as well known in one's region. Additionally, this chapter provides a system for working with legal search firms, as well

as describing a few of the many benefits of working with search firms. Law school career services professionals will benefit from the information provided in this chapter because it will assist them in effectively supporting students and alumni in their job hunting process.

More seasoned recruiting professionals may find the book a bit elementary for their own use but should not shy away from reading it or using it as a training tool for new recruiting staff or a new hiring partner. Because each chapter is detailed and addresses a wide array of topics, the book is an excellent reference guide for any level of experience. One chapter more experienced recruiters may find interesting is titled "Hiring an Associate." Topics such as salary and benefits, bar memberships and dues, and conflicts checks are discussed, and the authors have provided a hiring checklist that could ensure that no critical step has been eliminated.

Another chapter, "Basic Employment Law Issues in Recruiting," provides guidance on the necessary legal issues that must be considered when hiring lawyers. Specifically, the chapter discusses common employment litigation claims and the Americans with Disabilities Act, among other issues that are relevant to the recruitment process.

Marcia Shannon and Susan Manch have done an excellent job of taking a very complicated process and organizing it in a way that can make sense to anyone. *Recruiting Lawyers*, while only 105 pages, can serve as an invaluable tool for recruitment professionals, hiring partners, and career services professionals alike. ■

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