Thank you for your interest in Duke Law students - we look forward to your participation in Virtual 1L Practice Interviews! Please review the information below regarding registration and preparation.

Program Details:
The 1L Virtual Practice Interview Program is designed to help 1L students strengthen their interviewing skills and make connections with attorneys in advance of summer and fall 2L recruitment. Participating organizations register attorneys to conduct virtual practice interview schedules in late March via Flo Recruit. Attorneys will provide interview feedback both directly to each student and to the CPDC for follow-up advising sessions between each student and their career counselor.

Important Dates & Deadlines:
- **Employer registration period**: Thursday, February 25 – Thursday, March 11, 2021
- **Final schedules & Flo Recruit links available**: Friday, March 19
- **Available dates and times for practice interview schedules**:
  - Tuesday, March 23, from 2pm-8pm ET
  - Wednesday, March 24, from 4pm-8pm ET
  - Thursday, March 25, from 4pm-8pm ET
  - Friday, March 26, from 2pm-8pm ET

Employer Registration:
To register, please fill out the registration form once for each attorney (interviewer) participating. If you would like two attorneys to conduct practice interviews together in the same virtual “room,” please indicate this in the “additional notes” box when registering. You may register as many attorneys for the program as you like, and can add more attorney registrations at any point within the employer registration window. Please note that slots may not fill on all schedules, and there may be gaps between practice interviews. The interviewer registration form will ask for the following information:

- **Organization information**:
  - Organization name
  - Organization primary contact name
  - Organization primary contact email

- **Interviewer information**:
  (We recommend that you submit your registration only after you have all of the interviewer information.)
  - Interviewer contact name
  - Interviewer email
  - Interviewer Duke alumni status
  - Interviewer office location
  - Interviewer practice area specialties
  - Interviewer availability (preferred date or dates / time availability)
Practice Interviewer Guidelines:
Interviewer registrations will be confirmed on a rolling basis through March 11. Once your interviewer(s) have been confirmed, you will receive our Practice Interviewer Guidelines document, which includes program information, guidance on conducting the practice interview, sample questions, and information on providing feedback to the student and the CPDC. Please have your participating attorneys review this document in advance of the practice interview date.

Schedules:
Practice interview schedules and Flo Recruit connection links will be available on Friday, March 19. Student resumes will be accessible via Flo Recruit at the time of the practice interview. If you or your interviewers would like access to review student resumes in advance of the practice interview date, please make this request via email to Susan Anderson.

Flo Recruit:
Student scheduling and practice interview video connections will be coordinated exclusively on Flo Recruit. Flo Recruit is a web-based application and does not require software download. Please advise your interviewers to use Google Chrome to access Flo Recruit. You may prepare your interviewers and team by reviewing and sharing these Flo Recruit resources:
- IT Teams Guide to Flo Recruit
- Flo Recruit Guide for Employers
- Preparing for Your Video Chat
- Video Chat Troubleshooting

We recommend that interviewers test their video and sound connection on Flo Recruit in advance of the practice interview date using this Flo Recruit Test Room. If your interviewers experience trouble with Flo Recruit on their practice interview date, they can use the in-app chat feature to get technical assistance directly from Flo Recruit, or can email Susan Anderson.

Duke University and Law School Non-Discrimination Policy:
All organizations participating in recruitment activities at the Law School must comply with the University & Law School's Non-Discrimination Policy.

Contact Us:
If you need to make changes to your registration after confirmation, please email Susan Anderson. For general questions about the program, please email Erin Biggerstaff.

Thank you again for your participation!

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