



TECHSHOW2020

HR 101 for Lawyers: Best Practices for Hiring & Firing

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Where was the HR Class in law school?



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Hiring First Step: Your Values



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- Beliefs & behaviors shared by your team
- "I know it when I see it" is not enough – articulate & document

Values In Action

Practice what you preach.

Small daily actions.



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Create a Written Hiring Process

- Hiring profile
- Job postings that work
- A way to screen applicants
- Interview Plan
- Inbox Test
- Reference Checks
- Fun & Exciting Offer

Hiring Profile



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- Values

- Hard Skills

- Soft Skills

Job Postings: Attract the RIGHT Applicants



- Show your personality!
- Make them WANT to join the team
- Get them excited about the job & its potential

Build in Screening

- Beyond the cover letter
- Essays
- Videos





- Who will interview?
- What will they cover?
- Better Questions
- Debrief Plan

Have an Interview Plan

Do Something Unexpected

- Run an errand
- Share a meal
- Put them in a different situation



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Great Managers = Great Communicators



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- Build relationships with your team
- Take the client's perspective
- Be honest
- Feed feedback close in time
- Be clear without being harsh

Letting Someone Go

- What's your role?
- Don't delay – act quickly
- Keep it short and direct.
- Don't debate the issue.
- Be clear about references.
- Tell the team.



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See You Next Year!

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