

INTERVIEWING DURING THE COURSE OF YOUR INTERNSHIP

Dear Summer Interns:

We recognize that many of you will be unavailable to work at certain times during your internship because you will be scheduling interviews with employers interested in hiring you for summer jobs after your 2L year. I have spoken to a number of the counselors at your law schools who work with students like you who are interested in exploring government and other public interest careers. Based on those conversations, we appreciate that students have had little control over how this early interview process has been structured. We also understand that you have been placed in the difficult position of having to balance your internship responsibilities in our office with your interest in finding employment for next summer.

We thought it would be helpful to provide you with our general expectations for interns engaged in that balancing act.

First and foremost, we expect you to be responsible and accountable. Among other things, that means keeping the attorneys with whom you are working informed when you will be out of the office. It also means that you will do your best to schedule interviews in a way that limits conflicts with your work obligations, including your ability to meet deadlines for assignments. Additionally, you will be mindful of any potential conflicts of interest that may arise by virtue of your interviewing (e.g., you are working on a matter involving a party that is represented by a firm with which you are interviewing) and raise this issue with the attorney with whom you are working.

Second, we expect that when you miss time from work for interviews, you will try to make up for that time during the course of the summer. In that regard, we do not strictly monitor the hours that you are working; we “account” for your hours based on an honor system—trusting you to fulfill your commitment to work with us for at least eight weeks (assuming a 35-hour work week).

Third and finally, we expect you to be engaged in your internship experience. One of the primary reasons we selected you to be an intern with us this summer was because you impressed us as being genuinely interested in exploring what it is like to work here. We recognize that the demands associated with your 2L summer job search can be distracting. But please don't lose out on what the internship has to offer and the positive impressions you can create at the start of your legal career. Put simply, our expectation and hope is that you will do your best to take advantage of the learning opportunities and insights to be gained by working with us this summer.

We are eager to have you with us this summer.