

SAMPLE

# Interview Planner

## Law Firm Profile

Law Firm:	Jones & Smith	Address:	TD Centre Bay & King
Telephone:	416 444 2222	Floor:	36
Date of Interview:	Tuesday, November 8, 2005	Interviewers:	Jane Jones (Litigation, Associate) Tom Smith (Corporate, Partner)
Time of Interview:	10:00 am	Student Committee Contacts:	Julia Smith, Chair Robert White, Director

Firm Profile:	150 Lawyers
	Corporate with practice groups in Litigation, IP and Labour
	Major Clients: AT&T, Dofasco, CHUM
Questions you wish to ask:	Work Allocation
	Mentoring / Feedback
	What does the interviewer think are the firm's strengths / weaknesses?
Comments on Interviewers:	Friendly & open; Jane was very interested in my work @ Legal Services
	Tom asked about commitment to Toronto
Follow-Up Arrangements:	Call Tom – Tues night
	Second interview on Wed 11:00 am to meet Mr. Steven Lee (litigation partner)

## Post Interview Evaluation

Firm Strengths:	Strong corporate department; CLE opportunities; strong client base;
	secondment program
Negatives:	Level of supervision provided

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Interviewers:

Student  
Committee  
Contacts:

Firm Profile:

Questions you wish to ask:

Comments on Interviewers:

Follow-Up Arrangements:

## Post Interview Evaluation

Firm Strengths:

Negatives:

# Call Day Planner

MONDAY	TUESDAY	WEDNESDAY
<b>8: __ am</b> Firm: Details:	<b>8: __ am</b> Firm: Details:	<b>8: __ am</b> Firm: Details:
<b>10: __ am</b> Firm: Details:	<b>10: __ am</b> Firm: Details:	<b>10: __ am</b> Firm: Details:
<b>12: __ pm</b> Firm: Details:	<b>12: __ pm</b> Firm: Details:	<b>12: __ pm</b> Firm: Details:
<b>2: __ pm</b> Firm: Details:	<b>2: __ pm</b> Firm: Details:	<b>2: __ pm</b> Firm: Details:
<b>4: __ pm</b> Firm: Details:	<b>4: __ pm</b> Firm: Details:	<b>4: __ pm</b> Firm: Details:
<b>6: __ pm</b> Firm: Details:	<b>6: __ pm</b> Firm: Details:	<b>6: __ pm</b> Firm: Details:
<b>Receptions</b>	<b>Receptions</b>	<b>Receptions</b>
<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>