LAWCLERK
Where Attorneys Go To Hire Remote Associates & Freelance Lawyers

Strategic Hiring Worksheet

So you're thinking about hiring another attorney to help power your growing firm? That's exciting!

But we know it can also be a bit nerve wracking.

That's why the team at LAWCLERK put together this guide to help you make a plan to successfully find the next rockstar attorney to join your firm!

What Are You Looking For?

What duties and tasks will this attorney handle?

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What skills, training and experience would this attorney ideally already have?

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What personality traits are you looking for in your dream hire?

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FINDING THE TALENT

Will this attorney need to work in-office, remote, or hybrid? Make notes of any requirements.

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What is the annual salary or hourly rate for this position? Be sure to research your market and practice area.

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QUICK **TIPS**

Be sure to consider all of your hiring options: fulltime in office, part-time in office, hybrid, full-time remote or part-time remote. There are many options for legal outsourcing that may work better for your firm than traditional law firm hiring!

How do you plan to market this job opening to attract top talent? (EX: job site, state bar journal, social media, etc...)

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Costs & Overhead

Next, let's calculate the cost for a traditional in office hire versus an outsourced remote associate. It's important to be mindful of all the overhead costs that can have a big impact on your bottom line.

	Traditional In Office Associate	Outsourced Remote Associate
Salary		(Set hourly rate for work performed)
Benefits		$0
Office Space		$0
Equipment		$0
Research & Practice Management Tools		
Bar Dues		$0
CLE Fees		$0
Insurance		$0
TOTAL		

DID YOU KNOW

If you're not sure how to calculate the cost of a benefits package, it's a good rule of thumb to estimate the cost of benefits at 30-40% of base salary.

Revenue & Profit

Now that we know the cost of hiring a new associate, let's also calculate the potential revenue this new hire can generate. This will help you see how the hire can impact your firm's bottom line.

Estimated Number of Billable Hours the attorney will Produce Each Year		Reasonable Market Rate per Billable Hour		Potential Revenue the New Hire can Generate
	X		=	$

Now for the fun part - let's calculate potential profit!

Hiring Costs		Hiring Costs		Hiring Costs
$	–	$	=	$

A well planned hire should be a profit center
- not an expense - to your firm!

Job Description

Next, get creative and draft an eye catching job description that would make YOU want to come work for your firm all over again.

QUICK TIPS

Keep in mind: 60% of associates would quit their law firm job for improved work/life well-being.

Interview Prep

Create a list of the questions you must have answered during the interview. Sometimes they get lost in conversation when people try to wing it!

What are your non-negotiables for the position? Think about the minimum qualifications needed for a successful candidate in the role to help you find the right hire.

Examples: hours, time commitment, location, experience level, etc...

QUICK TIPS

Try to mix in at least one "fun" question to get to know the candidate on a more personal level!

Onboard & Evaluate

What is your plan to mentor and train your new attorney?

Examples: regular one-on-one meetings, team meetings, supporting them with resources and training, social interaction to cultivate team bonding.

How and when will you assess your new attorney?

Examples: Performance review at 60 days, 90 days and/or 6 months. Identify key criteria.

QUICK TIPS

If the new hire doesn't work out the way you planned, don't be afraid to fail fast and try again.

Time For Action

Is there anything that is holding you back from taking the plunge to hire another attorney? Write out your thoughts and concerns here. The simple action of writing these down may help give you clarity about your best course of action to successfully hire the talent you need to grow your firm.

Yes, you CAN do it and the good news is that LAWCLERK is here to help!

Whether you need occasional help from a freelance lawyer or a long term subscription remote associate, thousands of law firms rely on us to bill more hours and reduce overhead.

Visit us at www.lawclerk.legal to book a demo to learn more!