

MSB Law Hiring Process

As of 01/22/21

1. Pray continuously.
2. Develop job description.
3. Determine budget for employee's compensation.
4. Develop application requirements (cover letter re why interested in this position and why interested in our firm, screener questions, etc).
5. Advertise and get referrals (Indeed.com and Glassdoor.com, MSB LinkedIn, personal networks on FB, LinkedIn, ZipRecruiter, etc).
6. 30-60 minute Zoom interview w/ ALS based on Resume & cover letter.
7. Second interview, in-person with all partners.
 - Do you like them?
 - Do they light up when they talk about the position?
8. DISC Assessment (Free through www.tonyrobbins.com).
9. Call references.
10. Third "interview" with staff & associates, then lunch or happy-hour w/ everyone.
11. Background & driving checks. (Also send skills assessment or gathering writing samples as needed re situational knowledge, problem solving, work quality, etc.)
12. Spousal interview - lunch or dinner with minimum 2 partners and wives
(offered and encouraged, but not mandatory)
13. Written offer made, contingent on signed EE Commitment Form (Written offer letter accompanied by Owners' Statement of Faith, Job Description, and Employee Commitment Form. Confirm dual 90-day opt out is part of any offer made.)
14. Compensation, benefits, & policies review (including EE commitment).
15. Define OKRs (Objectives and Key Results) for 1st 90 days
16. 1st 90 days scheduled (1 week, 2 week, 30 day, 60 day, 90 day)