

# Intern & Entry-level Hiring Timeline

## Step 1: Meet us!

- Visit your career center to learn when we will be on your campus
- JL loves to meet students at on-campus events
- Be prepared to talk with our recruiters about your goals, passions, and relevant work experience



## Step 2: Submitting your application

- The ADP Career Center is a quick and easy application that can provide us the information to get an interview set up
- In this initial stage, we will review your resume and qualifications
- Applicants are selected for a first-round interview based on academic background, extracurricular activities, and work experience



## Step 3: First-round Interview

- This interview is meant for getting to know you, understanding your career interests and qualifications, and evaluating your potential fit with our firm
- We enjoy holding this interview on campus, but should circumstances not allow us to meet in person we can accommodate using Google Meet



## Step 4: Office Visit

- During the next round of the interview process, candidates are invited to join us in an office visit
- This tour of the office can happen either in person or in the virtual setting
- During the interview portion of the visit, you will have the opportunity to meet with two or three JL employees of various levels in the organization
- We hope that this will help you gain a greater perspective of JL as an organization



## Step 5: Notified of Final Decision

- We know that waiting to hear back from an application can be tough, so we will let you know within 48 hours of your final interview - unless otherwise communicated
- Our recruiters and professional staff will stay in touch with you throughout the recruiting process
- Feel free to ask questions, request additional information, or let us know if you have received another offer