

Applying to LawNY®: Process & Tips

Welcome!

Thank you for considering a career with LawNY®. We value the unique experiences and skills each applicant brings, and we're committed to a fair and thoughtful hiring process. This page shares what to expect and offers tips to help you confidently showcase your strengths and get the most out of the recruitment process.

Our Recruitment Process

Our Approach: Our recruitment process is designed to ensure fairness, consistency, and objective decision-making by reducing bias and removing barriers, enabling both candidates and our team to focus on strengths, experiences, and alignment with the role and LawNY®'s mission. The full process typically takes about two weeks to one month after the application closing date.

1. **Application Review:** Resumes and cover letters are reviewed for position-relevant skills and experience by our recruiter.
2. **Phone/Video Screen:** If selected to move forward, our recruiter will contact you for a brief call to learn more about your background and skills.
3. **Resume Review:** Resumes and cover letters which meet basic requirements for the position are reviewed by our hiring team.
4. **Panel Interview:** The hiring team determines which candidates to interview based on their review of the resumes and cover letters. The interview is with 3-5 team members who will ask questions to explore your skills, experience, approach and alignment with LawNY®'s role and our mission. You can expect a mix of:
 - A. Values-Based Questions about your interest, approach to client and team work, equity and alignment with our mission, vision and values
 - B. Behavioral Questions ("Tell me about a time...")
 - C. Role-Specific Questions about your skills and experience
5. **Final Decisions:** After interviews, we contact professional references before making a decision, and next steps are shared with all candidates promptly.

Resume, Professional References, and Cover Letter Tips

- **Keep it Clear:** Use headings, bullet points, and consistent formatting.
- **Tailor for the Role and Mission:** Highlight how your skills and experiences connect to the job description and our mission at LawNY®.
- **Show Achievements:** Emphasize positive outcomes and contributions, not just duties.
- **Proofread:** Check carefully for grammar, spelling and clarity before submitting.
- **Examples of professional references:** Current/Former Supervisors or Managers, Colleagues/Coworkers, Mentors/Advisors, Professors/Teachers.

Preparing for an Interview

- **Show Your Strengths:** You were invited because of your skills, experiences, and potential. Reflect on the role and your accomplishments to share them confidently.
- **Learn About LawNY®:** Review our mission, vision, values, and recent work to understand alignment with your skills and experiences. Prepare thoughtful questions about role expectations, team culture, and/or opportunities at LawNY®.
- **Prepare Your Story and Examples:** Practice a 1–2 minute overview of your journey, interest and/or connection to the role. Plan examples that highlight the situation, your actions, the impact you made and key lessons you learned.
- **Answer Thoughtfully:** Pace yourself, pause if needed, and feel free to ask for clarification or have a question restated verbally or in the chat.
- **Check Logistics & Engage:** Confirm interview details, test technology, plan to participate professionally and comfortably, and request accommodations if needed.

What Happens Next

- **If Selected:** We'll contact you with next steps, which may include an offer with salary and benefit details, or additional conversations.
- **If Not Selected:** Decisions are made based on how qualifications, experience, and approach align with the particular position. Our determination is not a direct reflection of your broader potential, experience, or skills. You will be notified of the decision by email and we encourage you to apply for future opportunities.

Remember:

- You, your skills, experiences, and perspectives matter.
- We appreciate and value your interest in LawNY®.
- Interviews are a two-way conversation, so prepare to engage and ask questions.

We hope this information helps you feel supported, confident, and prepared.

— The LawNY® Team

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