



How to Interview a Legal Assistant

A few weeks ago, a firm asked me for guidance on interviewing. They were seeking to fill a "Receptionist/Legal Assistant" position. I was a little perplexed at this particular combination, but shared one of my first blog posts: [How to Hire a Receptionist for Your Law Firm](#). I then directed the firm to these sites:

- [14 Killer Interview Questions from The Estrin Report](#)
- [Legal Assistant Interview Questions from GlassDoor](#)
- [Interview Questions for Legal Assistant Position from lovetoknow](#)
- [Paralegal Practice Interview Questions](#)
- [Legal Assistants Overview from Mock Questions](#)

If time allows, don't forget about these excellent resources from the ABA:

- [Effectively Staffing Your Firm](#)
- [Staff: Selection, Management, Motivation and Delegation](#)
- [Paralegals, Profitability, and the Future of Your Practice](#)
- [ABA Model Guidelines for the Utilization of Paralegal Services](#)
- [Economic Benefits of Paralegal Utilization](#)
- [The ABA Guide to Professional Managers in the Law Office](#)

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