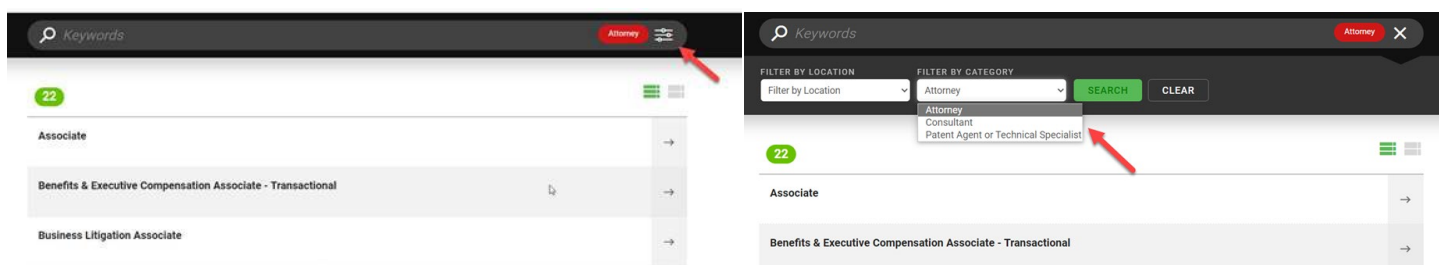


Search Firm FAQs

Search Firm Portal

1. **Question:** How do I access the submission portal?
 - a. **Answer:** To access the Faegre Drinker Search Firm Portal, click [here](#).
2. **Question:** Do I need to register as a new user?
 - a. **Answer:** If your name isn't listed in the drop-down when submitting a candidate, please register a new user so we can track who has submitted which candidate.
3. **Question:** How do I submit a consultant, patent agent, or technical specialist role?
 - a. **Answer:** The portal will automatically filter to attorney positions, so if you are submitting a consultant, patent agent, or technical specialist, please be sure to utilize the filter button (see screenshots below).



4. **Question:** Was my candidate submission successful?
 - a. **Answer:** Likely, yes. You will not receive an email. If you see this page after clicking submit, then we have received your candidate submission.



Submit Job Application

✓ Candidate Email Address

2 Applicant Profile

GYLLING, KRISTA

Associate

👍 Thank you for submitting your application(s).

CLOSE

b.

5. **Question:** How can I see who I've submitted in the portal?
 - a. **Answer:** The system is designed for candidate submission. Unfortunately, you're unable to view candidates that you've already submitted. We suggest tracking submissions on your own end. If you have any questions, please contact krista.gylling@faegredrinker.com

Technical Issues

6. **Question:** I was in the middle of submitting a candidate and now the portal says the candidate's email is in the system.
 - a. **Answer:** The portal *refreshes* every 3 hours and clears out unsubmitted candidates. It is likely “holding onto” the email. If you’re still having issues after trying to submit again a few hours later, please contact krista.gylling@faegredrinker.com
7. **Question:** I refreshed the page and now the portal says the candidate's email is in the system.
 - a. **Answer:** The portal *refreshes* every 3 hours and clears out unsubmitted candidates. It is likely “holding onto” the email. If you’re still having issues after trying to submit again a few hours later, please contact krista.gylling@faegredrinker.com

Candidate Materials

8. **Question:** What is a candidate summary?
 - a. **Answer:** A candidate search firm-written cover letter that summary summarizes a candidate’s skills and accomplishments. This is meant to replace the candidate submission email summary.
9. **Question:** What kind of writing sample should I submit?
 - a. **Answer:** All writing samples should be original work, and any confidential information should be redacted. Candidates may provide a wide range of documents. Examples include client memos, motions or briefs, settlement agreements, or deal sheets. It is highly recommended that Corporate candidates submit deal sheets in lieu of other writing samples.

Recruiting Contacts & Candidate Feedback

1. **Question:** Who are my associate recruiting contacts by practice group?
 - a. **Answer:** Recruiting contacts for lateral associate and consulting opportunities can be found [here](#).
2. **Question:** How do I submit a partner or counsel candidate?
 - a. **Answer:** Kelly Joyce, Partner & Counsel Recruiting Manager, handles all submissions. Please email her at kelly.joyce@faegredrinker.com
3. **Question:** When will I hear feedback on my candidate?
 - a. **Answer:** We appreciate your candidate submissions! The [practice group recruiting contact](#) will reach out to you as feedback is available from the hiring partner.