CRAG LAW CENTER

LEGAL AID FOR THE ENVIRONMENT SINCE 2001

Legal Fellow Hiring Process

We want you to know exactly what to expect when you apply for a position with us so we have outlined our general hiring process. The review and application timelines will be highlighted in each job post.

If you have submitted an application with us, thank you for your patience as we carefully review all applications and conduct interviews!

Crag Law Center is made up of three different teams; legal, development, and communications. Each team follows a slightly different timeline and process when hiring for a new member.

Legal Fellow Position (Legal Team)

1. **Application Review**
   - Applications submitted according to the specific instructions in the job post and by the deadline will be considered. The hiring team will carefully review all qualified applications to identify candidates who match the job requirements and show a strong interest in working at Crag Law Center.
2. **Interviews**
   - Selected candidates will interview with 3-4 hiring team members via Zoom or Google Meet for approximately 60 minutes. We will share hiring team details when we schedule this interview.
   - Some staff attorney positions may require additional interviews or assessments, such as skills demonstrations or writing samples. We will provide specific details when scheduling your interview.
3. **Reference and Conflict Checks**
   - We will conduct a reference check and also make sure there are no attorney ethics conflicts. If you think there might be a conflict with your current or prior work, please tell us right away. We will do our best to work through any issues.
4. **Offer**
   - We will notify the finalist to warmly welcome them to the team and follow-up with an offer letter via email. Please note that compensation for our Legal Fellow position has been predetermined after thoughtful evaluation of what our budget allows for the year. That means that unfortunately these roles do not qualify for negotiation.

We plan to follow this hiring process closely. In rare cases, we might need to do another interview or assessment before making our final decision. If this happens, we will let candidates know well in advance.