

Memorandum

To: Summer Clerk Interview Teams M. Gonzales, L. Meyerson, D. White (1)
A. Matthews, J. Sievers, E. Berman(3)
G. Ing, N. Mascolo, L. Bass (2)
B. Messner, A. Garcia, E. Moore

From: Bill Harn

Date: March 17, 2006

Re: 2006 Summer Clerk Interview Process

Thank you again for agreeing to participate in the 2006 Summer Clerk Program and selection process. Your input will enable us to interview those we have found to be well-qualified candidates in a short and efficient period of time.

As discussed in our meeting on March 16, 2006, each team will select one best-recommended candidate from their pool who they feel should receive a summer clerk offer and one alternate. Please circulate the materials as noted in my e-mail so that each interviewer has a set of the submissions (i.e. the coverletter, resume, writing sample(s), and or transcript) of each candidate your team will interview.

We will meet again on Thursday, March 23, 2006 at 3:00 p.m. to discuss and finalize each team's recommendations. I recommend you make every effort to contact each candidate selected for interview no later than Monday, March 20, 2006, and complete all interviews by Wednesday, March 22, 2006 (but in no event later than our meeting scheduled on March 15). Only one member of your team needs to be present at the Thursday meeting if for any reason you have a conflict. We can notify successful candidates on the March 24, 2006 or the following week.

In arranging the interviews please contact the candidates by phone or e-mail to set a time for the interview. This will give the candidates an opportunity to prepare for the interview. In person interviews are not required nor recommended so as to provide each candidate with an even playing field to communicate or articulate orally their credentials or qualifications.

At the time of the interview, the candidates should be provided with a thumbnail sketch of SCE and the Law Department. The position should be described as one in which we hope to provide both practical experience as well as a chance to develop their library research and writing skills. For example, our goal is that each candidate will be able to experience meaningful client contact, attend court and other discovery and administrative proceedings, and have the opportunity to draft pleadings and or memorandums/

arguments. Last year, the participants attended several mediations, one or two court appearances, an arbitration, and several client meetings. You can also mention that we have several collateral educational opportunities planned such as a tour of SONGS and possibly other business operations.

Explain that due to the nature of the Law Department, they should have no expectation that this internship will lead to an offer of employment immediately following graduation. We are not prepared to pay any relocation costs. If the candidate did not have plans to be in the Southern California area this summer, they need to consider whether the opportunity will make economic sense in light of compensation probably being only about \$22.00 per hour. Dress is business casual in the office, formal professional for external law related events, and not campus casual. The clerks will have a semi-private but common work area and a desktop computer. Expected start date will be either May 22 or May 30, 2006 and end date no later than August 11, 2006.

The following general areas should be addressed.

1. Candidate's law school and legal interest background:

Why did you choose to pursue a legal career?

Has your perspective on the practice of law changed since you entered law school?

What type of law do you have an interest in practicing after graduation? (E.g. Litigation, labor, environmental, etc.) Why?

In your law school curriculum, what classes have you found to be most challenging? The greatest influence? Why?

2. Summer clerks are assigned multiple tasks with varying deadlines. How have you prioritized your work in academics or past jobs and how do you think it will assist you working as a summer clerk?
 3. Please describe a situation in which you have been given a self-directed assignment or project and how you went about completing it.
 4. What parts of your background and experience, both in law school and apart from law school, do you think will be of value to you and SCE as a summer clerk?
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5. Why do you have an interest in working at Southern California Edison Company?
(A few candidates may have past experience working with SCE which is a plus.)
What are some of your past work or life experiences which you feel makes you a good fit for a summer clerk position at SCE?
6. Are there any other questions that you might have or information you would like to share with us that you feel would be helpful in the selection process?

Some of the skills areas which you should assess are demonstrated experience, professional maturity, ability to articulate concisely, and listening comprehension. Do not feel bound by or limited to the questions or subject areas above. However, covering each of them should assist you in making a meaningful recommendation.

After completing your interviews, select a top candidate from your group and, if you feel it was a close call, an alternate. Please communicate with other teams if you feel your pool is exceptionally strong. If your team feels its pool is not comprised of strong candidates with whom you are impressed, we may need to consider re-interviewing some candidates from other pools so that we get who we feel are the four strongest candidates. If the team cannot reach a consensus on the four selected candidates, we can discuss the interview and qualifications as a committee. I will be available in the office for almost the entire week and if you have any questions throughout this process, please do not hesitate to give me a call.