

# EXAMPLES OF

## PROJECT SUMMARY JOB #6898

### JANE & JANE LLP LABOR & EMPLOYMENT PARTNER NEW YORK OFFICE April 2, 2019

Company & Location	Name, Telephone # & Title	Status	Comments
Bob & Bob New York, NY	Lani Ilmer 212-555-4567 Partner	Does not meet client specifications.  Reason: Not interested & not enough portable business.	She is very happy with her current firm and has a good financial situation. She supports the corporate partners but, more importantly, does not have enough portable business.
James & John New York, NY	John Doe 212-555-5555 Partner	CANDIDATE	Profile taken 4/2/19.
Bob, James & John New York, NY	Doug Smith 212-555-5678 Partner	INTERESTED	He was interested in this opportunity. He looked at the website and questioned whether this opportunity could beat his current \$200K salary. He has \$500K-\$750K in portable employment business. Left 3 follow up messages regarding his interest but unable to re-contact. A call from Jane & Jane might change his mind.
Jane, Sue & Mary New York, NY	Bryan Ash 212-555-6789 Partner	POTENTIAL CANDIDATE	He needs a firm with a national presence to handle his \$200k of portable business. He questioned if this was the same firm that had taken Bob Jones. He made \$210K last year and expects \$235K this year. Jane & Jane LLP to follow up with him directly.
Old, New, Young & Ancient New York, NY	Nick Jones 212-555-7890 Partner	Does not meet client specifications.  Reason: Not interested.	He does not feel that Jane & Jane's compensation package is competitive.

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# WHAT YOU

Company & Location	Name, Telephone # & Title	Status	Comments
Pride & Pride New York, NY	Bill Dwyer 212-555-8921 Partner	Does not meet client specifications.  Reason: Not enough portable business.	He was interested in this opportunity. He states that he is ready for a lifestyle change. He has been billing 2100+ hours and has been thinking of moving to an in-house position. His current salary is \$250K and portable business is \$75K-\$100K. He questioned if the 1800 billable hours was a true reality. He felt that he was probably more interested in pursuing an in house position and I did not push him due to his limited portable business.
Tim, Jim & Slim New York, NY	Tina Hoffman 212-555-9012 Partner	Does not meet client specifications.  Reason: Not interested.	She was very brief and insisted that she was not interested in this opportunity.  <i>Note: She may have surfaced afterward to Jane &amp; Jane LLP via an Executive Search Firm.</i>
Madison & Park New York, NY	Fred Kennedy 212-555-8901 Partner	CANDIDATE	Profile taken 4/4/19.
Broadway & Lexington New York, NY	Jim Bro 212-555- Partner	CANDIDATE	He returned my calls and is interested in this opportunity. He has been with his current firm for 14 years and makes \$250K. Profile submitted 4/5/19.
Piedmont & Roswell New York, NY	Dan Long 212-555-1200 Partner	INTERESTED in position involving commercial litigation as well.	He was interested to hear about the opportunity. He used to do lots of employment law but mainly handles commercial litigation now. He felt that this position would be a good fit if it focused on commercial litigation.
Ballroom & Footman New York, NY	Mary Paul 212-555-8700 Of Counsel	CANDIDATE	Profile taken 4/4/19.
Uptown, Downtown & Midtown New York, NY	Larry Lee 212-555-6781 Partner	Does not meet client specifications.  Reason: Not interested.	He just started with his current firm in May as one of the Managing Attorneys and is very happy. He is not interested in another opportunity at this time.

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# W I L L R E C E I V E

## CANDIDATE PROFILE JOB #6898

**JOHN R. DOE**  
1313 Scenic Drive  
New York, New York 55555  
WORK: 212-555-5555 (Direct line)  
HOME: 212-556-5566  
jrd123@jii.com

*Prefers to be contacted at Work.*

### EMPLOYMENT HISTORY:

1995 - PRESENT

John, John & John LLP, New York, NY

PARTNER

Practice focuses on:

- Labor and employment cases
- Defending employer in class action claims
- Business litigation
- Handles product liability claims
- White collar crime

### EDUCATION:

Harvard School of Law – JD, 1995

Participated in Moot Court.

Yale University – BA, 1992

Phi Beta Kappa

### COMPENSATION:

\$150,000 base salary + \$25,000 yearly bonus

### COMMENTS:

John is interested in speaking with Jane & Jane LLP directly regarding the specifics of this opportunity. He is available over the next few weeks and can be contacted discreetly at work to set up a meeting. He states that he probably has about \$500K in portable business. Please see the following bio for additional information on practice experience:

John Doe is a member of the Litigation Services Department and Labor and Employment Law Practice Group. He has extensive experience representing management in a variety of high profile cases including claims of disparate treatment discrimination and harassment under Title VII, the Americans with Disabilities Act and the New York Fair Employment and Housing Act.

Mr. Doe has handled a wide variety of employment cases including: wrongful termination in violation of public policy, defamation, contract claims, trade secrets, federal and state wage and hour claims, hostile work environment, invasion of privacy, civil rights act, sexual harassment, labor cases and OSHA violations.

John has represented a broad spectrum of clients from Fortune 100 companies to small individually owned businesses. He has defended employers in class action claims of discrimination based on sex and race and assisted employers with EEOC and DFEH investigations. Mr. Doe also handled one of the first negligent HIV transmission to a hospital worker cases.

John also has extensive experience handling products liability claims and business litigation. Most recently his litigation practice has resulted in defending clients in white collar crime cases.

Mr. Doe's trial experience includes lead counsel in both jury and bench trials. He is experienced in all aspects of state and federal law as well as motion and discovery practice. He has knowledge of subrogation issues concerning employers and their insurers. John is also experienced in taking and defending depositions, including expert depositions, and conducting arbitration and mediation.

John is a member of the Bar Association of New York and the Labor and Employment Bar Association.

Candidate  
Thoroughly  
Screened!

Resume  
Provided  
When Available.

See attached resume.