



Client Training & Updates: Interview Management



Annie Cox

Manager of
Customer Success

September 17, 2026 @ 12-1pm CT | Zoom

The image displays three overlapping mobile app screens. The top screen, titled "Summer Program", shows a list of program features including salary, total summer, program duration, early interview, and practice areas. The middle screen, titled "About Our Law Firm - Intro for 1Ls", provides information about the law firm and summer program, moderated by Senior Manager of Recruitment, followed by Q&A. It includes a date and time for the event (Sun 10 Jan 2027, 7:00 PM to 8:00 PM) and a registration deadline (1/10/2027 at 7:00 PM CT). The bottom screen, titled "Tell us a little bit about yourself", contains a form for user registration with fields for Law School (The University of Texas at Austin School of Law), Preferred Practice Group (Litigation, White Collar, Transaction, Tax, Healthcare, Energy), Graduation Date (Spring 2022), Office Location Preference (San Antonio, Atlanta, Chicago, Houston, Dallas, New York), and LinkedIn Profile URL (optional). A "Continue" button is at the bottom.

Please note!



Slide download available at the end of the webinar



Recording to be shared by email



Submit questions through Q&A

Agenda

- Overview and future offerings
- New and upcoming features
- Setting up your event
- The employer & student experiences
- Throughout: Common questions, tips, and best practices
- Q&A





FOR LAW SCHOOLS

Student Recruiting Activity

See live recruiting activity shared from students on Flo Forward.

Job Board

Help students find jobs with the most comprehensive law firm job board.

Event Board

Find law firm networking events for your students, plus post your own.

Employer Profiles

Support advising with employer profiles that help students research firms.

Interview Management

Pre-select and lottery scheduling with virtual and in-person options.

Networking Events

Connect students and employers with a variety of virtual event types.

FOR LAW STUDENTS

Flo Forward

Where 50,000+ **law students and judicial clerks** research firms, find events, apply, and interview.

Employer Profiles

Job Board

Event Board

Track Applications

FOR LAW FIRMS

Pipeline Building

Reach top law students, clerks, and early career associates on Flo Forward and track their engagement with Outreach Events.

Applicant Tracking

The modern ATS that law firms deserve, from student to partner recruiting. Log touch points, post searches, collect applications, and track statuses.

Performance Management

Talent doesn't stop at "Hired." Develop and promote your top talent with modern performance review cycles built for legal, including reviewer evals, self evals, and consensus summaries.



It's coming...

Flo Career Services Manager



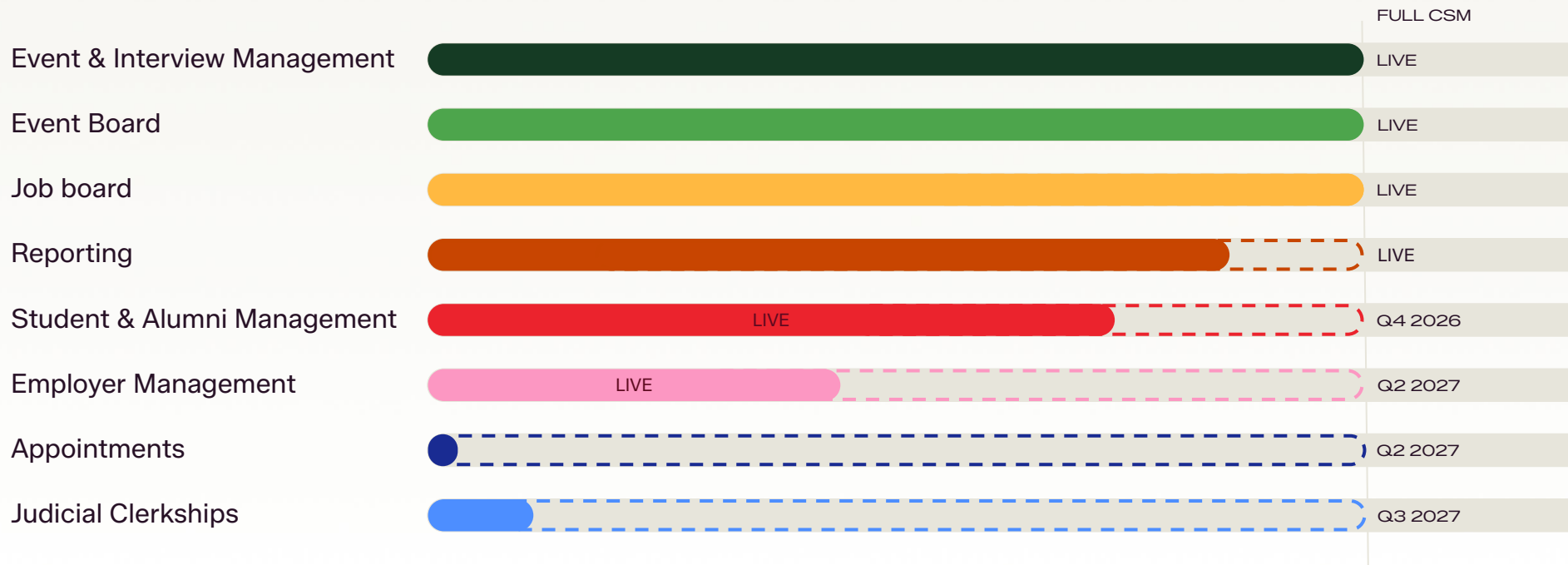
Katherine Allen

Flo Co-Founder and CEO

October 6, 2026 @ 12pm CT | Zoom

Flo CSM Status

For some schools it will be 100% done by November and ready for use



2025 Q3-Q4 Updates

- ✓ Hybrid interview management (Pre-select and Lottery)
- ✓ In-person & virtual interviews
- ✓ Required documents
- ✓ Create & edit blank schedules
- ✓ Students can self-schedule and cancel interviews
- ✓ Students select preferred practice area
- ✓ Students can rank office location
- ✓ Document collect only jobs
- ✓ Employers can rank alternate candidates
- ✓ One-off emails to students & employer

2026 Q1-Q2 Updates

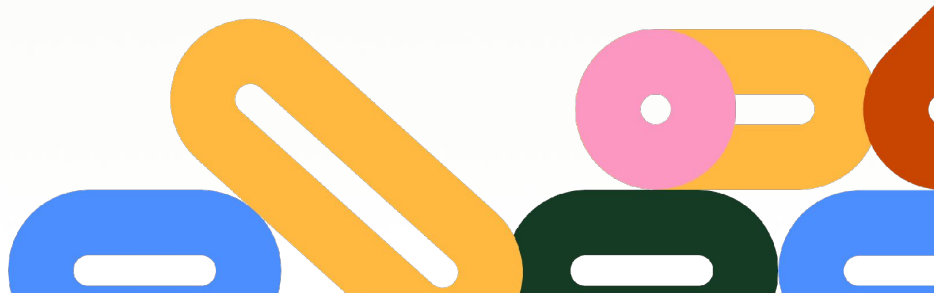
- ✓ Additional flexibility when setting in-person or virtual interviews
- ✓ Admins can add new required supporting docs after bidding
- ✓ Admin visibility into in-progress applications
- ✓ Email and visual confirmation for student bid submissions
- ✓ Zoom migration
- ✓ Create custom document packets

Q3-Q4:

- One-off custom email rich text
- Create new time blocks after scheduler has been run
- Future access to Live Dashboard for admins
- See all registered students before they bid
- Improved public interest employer registration experience



Into the product



A Powerful Interview Programs Solution

From scheduling to hiring, Flo supports the entire interview program lifecycle—and it's getting even better.

- ✓ Employer registration, student applications & bidding, lottery, preselect, hybrid, virtual, in-person - we've got it all!
- ✓ Easily accommodate last-minute schedule changes
- ✓ One-off custom emails to students
- ✓ Student preferences for practice areas and office locations for every bid/application
- ✓ Document collection-only opportunities
- ✓ Custom document packet creation

flo Flo Law School Fall OCI: Live Dashboard

Today

✓ In Progress (1) ✓ Waiting (1) ✓ Overtime (0) ✓ Upcoming (0) ✓ External (2) ✓ In-Person (2) Completed (0)

Q Search X Actions ▾ ▴

Status	When	Employer	Member	Candidate	Guests	Join
In-Person	Mon, Jul 27 - 6:33 PM → 6:43 PM ET	Example Company	Sara Gallegos	Tracey Hanson	0	6107 Robyn Burg
In Progress	Mon, Jul 27 - 6:33 PM → 6:43 PM ET	Your Company	Nathaniel Hale	Sheila Pearson +2 Peter Olivieri Calvin Xu	0	Join as Guest
External	Mon, Jul 27 - 6:33 PM → 6:43 PM ET	Your Company	Any Phillips	Francisco Porten	0	View Meeting Info
Waiting	Mon, Jul 27 - 6:33 PM → 6:43 PM ET	Sainsbury's	Sainsburys Contact 2	Lisa Mason	0	Join as Guest
External	Mon, Jul 27 - 6:33 PM → 6:43 PM ET	Sainsbury's	University Automation	Chad Martinez	0	View Meeting Info
In-Person	Mon, Jul 27 - 6:33 PM → 6:43 PM ET	Raotus, Sutoar, Outras, Toursa, &...	University Automation	Sarah Calderon	0	393 Whitehead Ford Apt. ...
Waiting	Mon, Jul 27 - 6:33 PM → 6:43 PM ET	Raotus, Sutoar, Outras, Toursa, &...	University Automation	Justin Chen	0	Join as Guest

Total Rows: 7

Event Board
Job Board
Students & Alumni
Employers
Members
Logout



One-Off Custom Emails

flo

Back to event details

Summer Associate

Jacksonville, Arkansas

Events

Event Board

Job Board

Students & Alumni

Employers

Members

Logout

Matched Schedules

Search...

☒

Interview Schedule

August 22, 2021

5:00 PM - 5:30 PM

☒

August 22, 2021

5:40 PM - 5:50 PM

Export Document Packet

Select the documents, order of documents, and recipients of the packet.

Packet Title *
(0/75) characters

Enter title

Subtitle
(0/100) characters

Enter optional subtitle

Timezone *
Select timezone

Select at least one option from below to create a packet *

Packet Settings

Configure what to include in the exported packet.

☒ Include Cover Page
Displays packet title and subtitle

☒ Include Table of Contents
Displays a table of contents with each student's documents listed by section, so the order selected in the Student Documents section below.

☒ Include Interviewer's Schedule
Displays the interviewer's full schedule, including each student's interview time, university, and class year.

Cancel

Export Packet

Export Document Packet

Select the documents, order of documents, and recipients of the packet.

Student Documents

Select the documents to include in the packet and the order they appear for each student.

☒ Resume (2)

☒ Testing (2)

☐ Transcript (2)

Sort students by

In order of schedule

In order of schedule

Student's last name alphabetically

Randomized order

Recipients *
Danielle Jones X

Cancel

Export Packet

Title

Subtext Here

Title

Table of Contents

1. Table of Contents

2. Interviewer's Schedule

3. Student Documents

3.1 Student Name A

3.1.1 Resume

3.2 Student Name B

3.2.1 Resume

Title

Interviewer's Schedule

Employer: Hogan Lovells

Interviewer: Tia Smith

Mon, May 6 2025 CT

Time	Interview Location	Student	Law School	Class
9:00 AM - 9:30 AM	Virtual	First Last	UCLA	1L
9:30 AM - 10:00 AM	Room 123	First Last	UCLA	1L

Title

Student Name A

Interview Information

Date
Mon, May 6 2025

Time
9:00 AM - 9:30 AM CT

Interview Location
Virtual

Interviewer Name
Interviewer Name

Job Information

Employer Name
This is a company name

Job Title
Summer Associate

Supporting Documents

1. Resume

Student Information

Class Year
1L

Graduation Year
2027

Office Location Preferences

1. Austin, TX

2. Houston, TX

3. New York, NY

Practice Area Preferences

Ranking Alternates

- Employers can rank alternates if enabled by law school
- Streamlined student flow: No separate alternates period
- Alternates fill open slots instantly when running scheduler

The screenshot displays the 'Ranking Alternates' interface within the flo application. The main header shows 'Summer Associate - 1L' and 'University of Virginia • Summer OCI 2027 • Interview'. A 'Submit' button is in the top right. The left sidebar contains navigation links: 'Your Logo', 'Events', 'Students', 'Members', 'Settings', and 'Help', along with a 'Logout' button at the bottom.

The main content area is divided into three sections:

- Application Review:** A section for reviewing candidate applications and choosing who to interview. It includes a 'Submit' button and a 'Decision Deadline' of 4/1/24 at 12:00 PM ET.
- Applicant Status Information:** A summary table showing the status of applicants:

Status	Count
Invited	4/6
Not Selected	2
Alternates	2
No status assigned	0

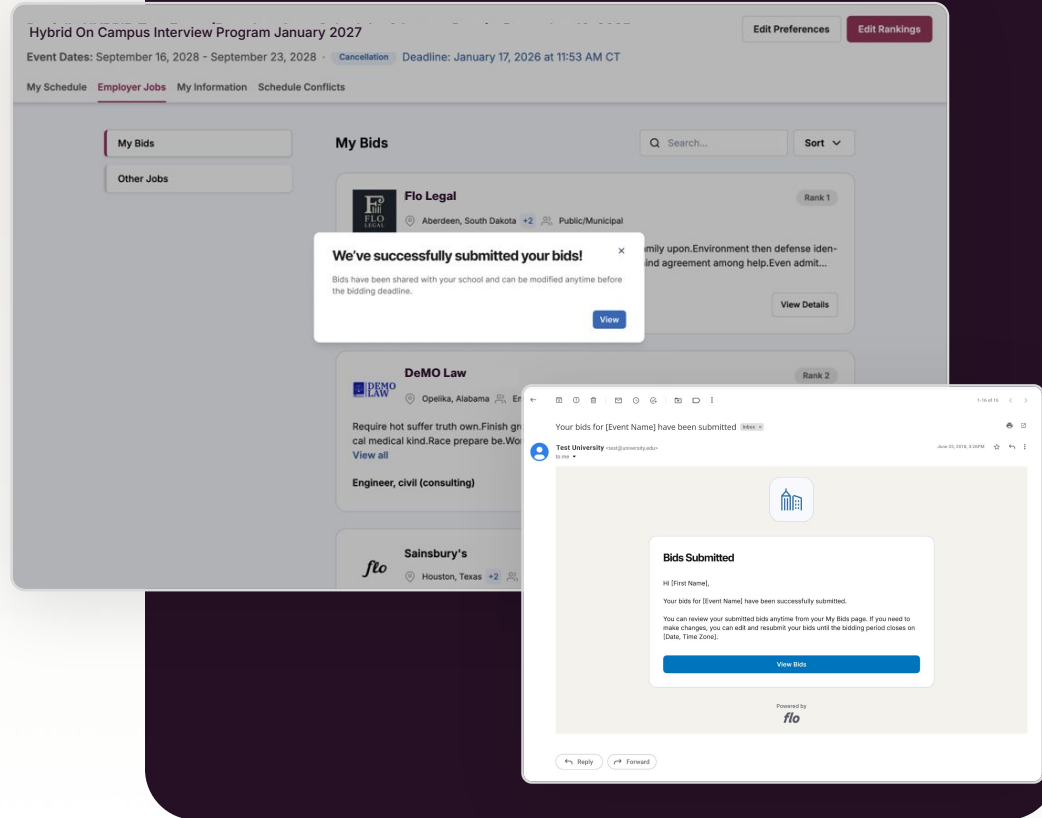
The main table lists individual applicants with columns for 'Student', 'Invitation Status', 'Alternate Ranking', and 'Law School'. The 'Invitation Status' column shows 'Invited' (green), 'Alternate' (blue), 'No Status' (grey), and 'Success' (green). The 'Alternate Ranking' column shows '1st', '2nd', and '-'.

A 'Rank Alternates' modal is open on the right, showing a list of students to be ranked. The modal has a title 'Rank Alternates' and a list of students with their law school names. At the bottom of the modal are 'Cancel' and 'Save Ranks' buttons.

Student Bidding Enhancements

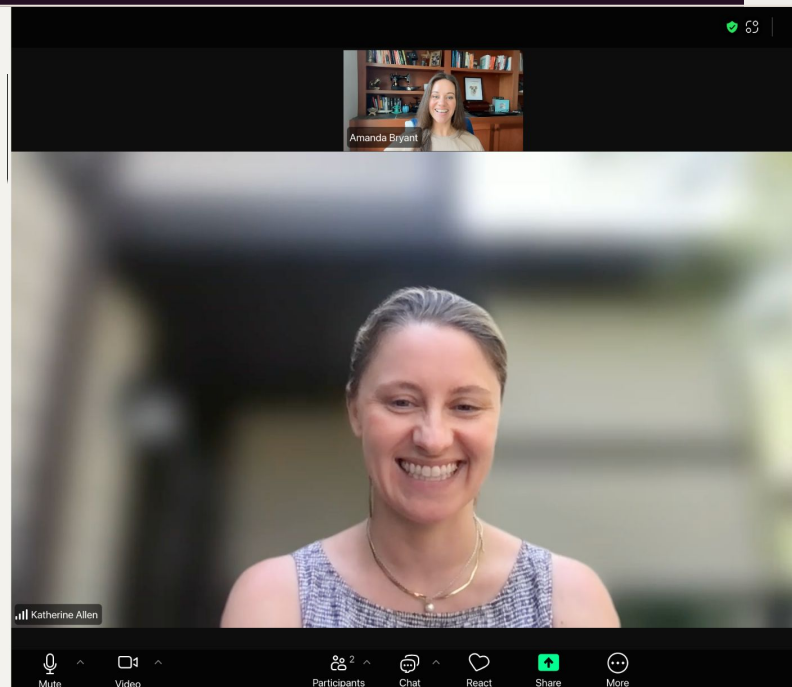
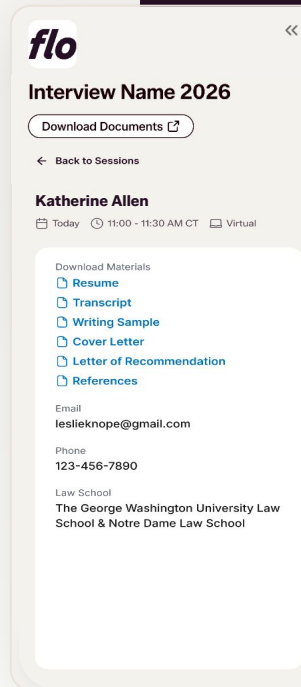
Confirmation emails & notifications so students never second guess if a bid was submitted.

Admin's can now submit bids on a students behalf.



Powered by zoom

- Industry-leading virtual meeting experience
- Product familiarity
- High-quality video & reliable connection
- Browser-based
- Same easy access to student documents during interviews



Government Employer Support

A smoother registration experience for government employers with multiple divisions in the same organization.

flo

Select your division

Your email domain is shared across multiple hiring divisions

Select the division you're working in for this session. To switch divisions, sign out and sign back in.

Division *

Select or search divisions

Next

Don't see your division? [Contact Flo Support](#)

flo

Select your division

Your email domain is shared across multiple hiring divisions

Select the division you're working in for this session. To switch divisions, sign out and sign back in.

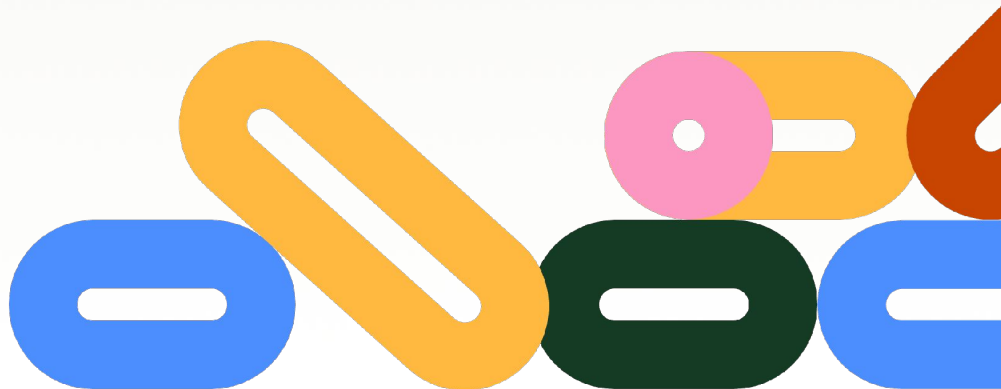
Division *

Select a division to sign in

- U.S. Department of Justice - Antitrust Division
- U.S. Department of Justice - Civil Division
- U.S. Department of Justice - Civil Rights Division
- U.S. Department of Justice - Criminal Division
- U.S. Department of Justice - Tax Division

Questions

Drop them in the Q&A panel, or bring them to your account team afterward.



Thank you for joining

Slides are available to download, and the recording will follow by email. Your Flo team is the fastest path to anything covered today.

[JOINFLO.COM](https://joinflo.com)