

Interview Advice

Success at interview is a combination of preparation, presentation and technique. It may be a while since you last had an interview and initially, it can seem rather daunting. Whilst you cannot prepare for every interview question and eventuality it is crucial to get yourself into the correct mindset.

We will give you detailed interview training and provide you with all the necessary information to help you prepare for the interview beforehand including time, location, profiles of the interviewers, the role, the likely format of the interview and any other relevant advice that may assist you in securing the role. It is in the first interview when you make the crucial first impression and this beginning ultimately drives the process forward through to offer stage.

Interview Preparation and Conduct

- As part of your research go to the firm's website to find out as much information as possible. Look at any relevant press releases and make sure you are aware of recent events. Further research using legal publications such as *The Lawyer*, *Legal Business*, *Legal Week*, *Legal 500*, *Chambers & Partners* and *The Law Society Gazette* will give you a greater insight into the firm and recent matters.
- Where appropriate try and incorporate your research into the interview process. A prospective employer will always be impressed by a proactive candidate and this may give you the edge over any competition.
- Make sure you know your CV in its entirety as the interviewer may ask for further details of any information included within it.
- It is very important to pay attention to your appearance. Make sure you are dressed smartly in a business suit (even if casual or 'dress down' is allowed).
- A firm handshake, eye contact and a smile are imperative upon greeting the interviewers. Make sure you remember names and know how to pronounce these correctly (check with your consultant if you are unsure). Similarly, ensure you know how to pronounce the name of the firm correctly.
- Allow plenty of time to get to the interview with a good 10-15 minutes to spare to give you a chance to relax and read any literature in the reception area.
- Despite the fact that you are looking to leave do not be tempted to criticise your present/former employer. Instead focus on the positives of the position and the firm you are interviewing at.
- Try to avoid discussing salary and remuneration unless expressly asked by the interviewer. It is sensible to leave any mention of salary until later interviews or for your recruitment consultant to discuss as you do not want money to be conveyed as your reason for the move.
- Always thank all the interviewers for their time and ask what the next stage of the process is. Firms differ with regards to their interview process but generally speaking there are three stages: First Interview, Second Interview and an informal Third Interview, usually a lunch or drinks with other members of the team.

Typical Interview Questions

- Why are you leaving your current firm?
- What will you miss most about your current position?
- What would you have done differently in your current position?
- What have you done that shows initiative in your current position?
- What do you think your current firm will do when you resign?
- Tell us about yourself.
- What are your strengths?
- What are your weaknesses?
- What do you need to earn?
- Where do you see yourself in 5 years time?
- What are your hobbies / interests?
- What are the three main qualities a lawyer needs?
- Why did you want to become a lawyer?
- What do you know about us?
- What work do you want to do?
- Why should we employ you?
- Why do you want this job?
- What attracts you to our firm?
- What kind of person are you?
- How will you cope in a crisis?
- What marketing experience do you have?
- What training do you need?

The interview should always be a two-way process and whilst you should be using the opportunity to 'sell' yourself effectively it should also be a chance for you to consider whether the prospective firm will be a place that will cultivate your talents, needs and career development as well as provide you with a suitable culture and ethos.