

Interview Skills

White & Case

Outline of today's session

- What skills are law firms looking for
- How are these skills tested
- How to prepare for an interview
- How to conduct yourself during an interview
- Example interview question with feedback

What do you think a City firm is looking for in a trainee solicitor?

- Motivation
- Dedication
- Collegiality
- Teamwork
- Adaptability
- Attention to detail
- Resilience
- Intelligence
- Personable
- Integrity
- Confidence
- Ability to multi-task
- Professionalism
- Hard-working
- Good communication verbal/written
Listening skills
- Trustworthy
- Commerciality

Underpinning all of these is someone who cares!

How do you think Firms test these skills?

- Application form
- Psychometric tests
- Team exercises
- Commercial case studies
- Video interview assessments
- Interviews
- Presentations
- Vacation schemes

White & Case: Interview

Before the interview - preparation is key

- Think about the relevant skills and behaviors to be a successful trainee solicitor/lawyer
- Think of specific examples of when you have demonstrated these
- Keep up to date with current affairs and how these events may impact the Firm / the legal industry
- Keep up to date with the Firm's recent work and deals
- Check your travel route the day before
- Aim to arrive 10 minutes early
- Wear smart business attire

White & Case: Interview Tips

During the interview

- Do not feel that you have to respond immediately to a question
- Listen carefully to the specific question
- Use genuine examples and be prepared to have your examples explored in more depth
- The interviewer is interested in you and your suitability for the role
- Prepare two or three questions to ask at the end of the interview
- Relax and be yourself!

Types of interview questions?

□ Competency (tell me about a time.....)

- Situation, Task, Action, Result (STAR Model)
- Relevant and recent examples
- Don't make it up!

□ Motivational

- Be specific (why law, why commercial law and why the firm)
- Demonstrate research
- Demonstrate an awareness of what life is like as a trainee

□ Commercial awareness

- Awareness of how law firms operate
- Knowledge of the legal industry
- Awareness of current affairs and how this impacts the legal industry and law firms

Example questions & feedback

Competency Questions

1. Tell me about a team experience that you found rewarding and why?
2. Provide an example of when you have had to adapt your communication approach to suit the needs of the audience you were addressing.

Example questions & feedback

Motivational Questions

1. What motivates you?
2. Why have you chosen this career path?

Example questions & feedback

Commercial Awareness Question

1. Would Britain be better of staying in the EU or would we be better off going it alone?
2. If you had £1 million where would you invest it?

Our Top-Tips...

- Start reading the commercial press early
- When answering competency questions use the STAR model
- Be yourself!
- If you are unsuccessful ask for feedback so you can learn and move forward

Questions

Good luck!
