

*INTERVIEW
PREP
BOOKLET*

The Lawyer Blog.



TIMELINE



Find Potential Role.

There are many great places to find suitable roles including LinkedIn, Indeed, the Law Society, and direct through firm websites.



Sift and Pre-Sift Stage.

These applications go through a sifting stage that uses AI, trigger phrases or people to review each application against the criteria listed in the job advertisement.



Offer

If you successfully complete the above stages the advertiser will make you an offer to take the role. Here you can negotiate pay and hours if these have not already been agreed.



Submit CV / Front Sheet.

Most applications begin with the submission of your CV and a Cover Page tailored to that particular role.

We have also published a CV Guide.



In-Person or Pre-Recorded Interview.

Interviews can be done in-person, through teams, or pre-recorded methods. Pre-recorded interviews have recorded questions that you record answers to rather than a conversation with a real person.

INTERVIEW PREP BOOKLET

Name of Firm / Company	
Role & Location (Office).	
General Research Points. {Size of company, specialisms, awards, cases/projects, notable staff}	
Name and Role of Interviewers (if known).	
Any other notes.	

INTERVIEW QUESTIONS

Why do you want to join our team?	<i>Include the particulars in the job description, recent cases and key staff.</i>
What attracted to [area] law?	<i>Make sure you refer to the specific area of law the team specialises in and personal interests that relate to it.</i>
What relevant experience do you have?	<i>If you have worked in a legal setting before mention it. Even if it is a different area. If you haven't worked in law you can still refer to work experience as it creates a real, rounded person. If you are a student or recent graduate, mention key modules and study i.e. Legal Clinic.</i>
What are your strengths and weaknesses?	<i>Mention strengths but remember, no-one is perfect and the perfect applicant can acknowledge weaknesses. However, don't let weaknesses take centre stage, discuss how any set-backs have motivated you.</i>
What are your career aspirations?	<i>This is a personal question and it requires a personal answer, the interviewer wants to know about YOU!</i>

COMPETENCY QUESTIONS

Give me a time when you had to work in/as a team?	
Have you had to lead, what is an example of that?	
Give me an example of a time when you overcame a hurdle?	
When have you had to show initiative?	
How do you maintain good working relationships with your colleagues?	

SCENARIO QUESTIONS

What would you do if you didn't know how to complete a particular task, but your supervisor is busy?

What would you do if a client gave you an urgent deadline you knew you could not complete?

What would you do if you made a mistake at work?

How would you react to constructive criticism?

Have you had to seek out additional tasks/work, why?