

FASTFORWARD>>

AMBITIOUS, SUCCESSFUL, DYNAMIC, SOCIABLE, GOING PLACES, GOT THE WOW FACTOR? THEN THIS IS THE ONE FOR YOU...

# *Applying for a Training Contract*

**Warwick University, 28<sup>th</sup> October 2008**

# Me!



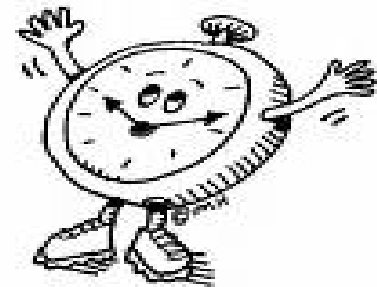
Sarah Burson

Graduate Recruitment Assistant, July 2008

- \* Screening applications
- \* Telephone interviews
- \* Organising and running assessment centres
- \* Attendance at Law Fairs, Open Days etc

# Schedule

- \* Application form hints and tips
- \* Application form exercise
- \* After the application form - what to expect
- \* Your questions



# Starting out...



- \* Know what you are applying for
- \* Quality is always better than quantity

*“I have chosen to apply to BLP because the firm offers varied and challenging training opportunities in a friendly and supportive environment. The firm’s trainee programme is well respected and I believe that a training contract at BLP would be an excellent start to my legal career.”*

*“The relatively small trainee intake (40 trainees per year) makes BLP particularly appealing to me. I want to train in an environment where I do not simply feel like a small cog in a large wheel. I was also interested to read that BLP won The Lawyer’s award for ‘Excellence in Training’ in 2008, and as such I believe that the firm would offer me a first class training experience.”*

- \* Only apply to firms that you really want to work for

# Starting out



## \* Research, Research, Research....

- Website
- Legal publications - Chambers, The Lawyer
- Graduate Recruitment Guides – The Lex100, Lawyer 2B, [www.lawcareers.net](http://www.lawcareers.net), The Training Contract and Pupilage Handbook, [www.rollonfriday.com](http://www.rollonfriday.com)

## \* Time Management

- Don't leave things to the last minute – systems often crash!
- Allocate approx 3 hours
- Look at word limits

# Basic Content

- \* Good academic track record – NOTE that most firms have minimum entry requirements
- \* Legal Work Experience
- \* Positions of responsibility/ leadership potential
- \* Team Work
- \* Understanding of the City context



# Remember:

- \* Sell yourself and be specific
- \* Know the firm and identify how it differs from its competitors
- \* Think about the skills that a trainee solicitor might need when constructing your answers
- \* ATTENTION TO DETAIL
- \* Get your personality across (but keep things professional!)
- \* Don't fall into the cut and paste trap!
- \* Take a break



# Practical Exercise

- \* You will be split into groups
- \* You will be given 2 mock answers to a BLP question
- \* You will have 10 minutes to identify the positives and negatives of each
- \* You will then report back to the group on your findings



# After the application....

- \* Telephone interviews
- \* Online tests – [www.shl.com](http://www.shl.com)
- \* Expect an Assessment Centre or Interview or both – familiarise yourself with each firm's recruitment process to eliminate surprises!
- \* Assessment day
  - Written comprehension exercise
  - Verbal reasoning
  - Presentation exercise
  - Group exercise (e.g. negotiation exercise)
  - Tour and lunch with trainees – it's a 2 way process



# Interviews...

- \* Format of interviews differ from firm to firm
- \* Recap your application form
- \* Firm-specific knowledge is VITAL
- \* Be prepared for stock questions
- \* Commercial awareness – keep it specific
- \* Think before you speak
- \* Ask questions
- \* Request feedback



# Questions?



\*berwin leighton paisner

Remember...! BLP Open Day – Thursday 11<sup>th</sup> December 2008. Please submit your CV to [trainerecruit@blplaw.com](mailto:trainerecruit@blplaw.com) (closing date 1<sup>st</sup> December 2008)