

A high-angle, nighttime photograph of a city skyline. The city is illuminated by numerous lights from buildings, streets, and a bridge in the distance. The sky is dark, and a single bright light source, possibly the moon, is visible in the upper left. The overall tone is dark and professional.

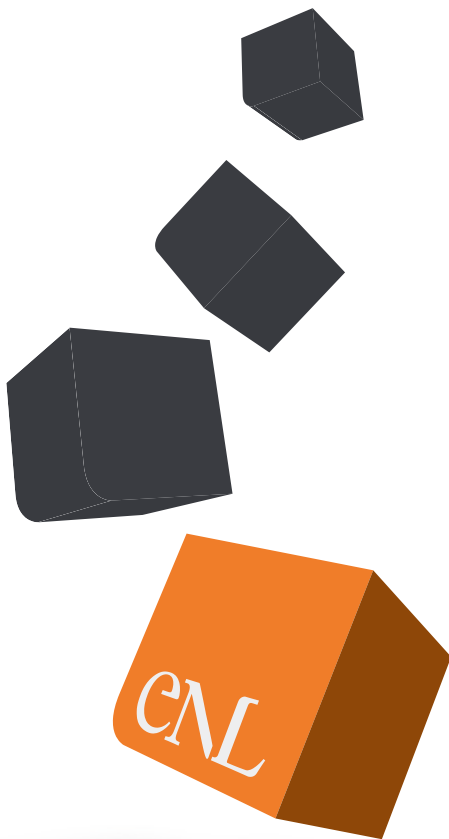
Candidate Interview Guidelines



discovering
legal talent

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The Importance of Interview Preparation

Before the Interview make sure you are aware/have the following information...

- Address of where the interview will be held and name/position of interviewer
- Approximate length of time and general format the interview will take
- Details of tests, group exercises etc.
- Additional documents to prepare and take with you
- Contact number of the firm/company
- eNL consultant contact telephone number

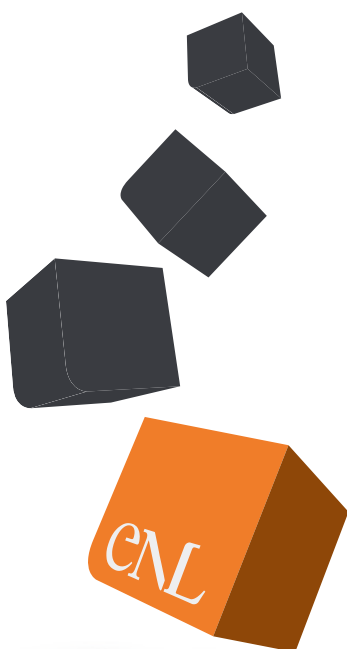
Make sure you check the date and time of your interview. Figure out how you will get to the venue and how long the journey takes, especially if you are using public transport. Check for any planned disruptions to road or public transport services and aim to arrive early, rather than rushing in late. If for some reason you are delayed, please call your eNL consultant immediately who will in turn inform the interviewer.

Psychological Preparation

Leave a lasting impression - On the day, make sure you have a copy of your CV, reference/s if available and a brief summary of your key achievements to date. Present in a folder and leave with your interviewer.

You want the day to be a success – give yourself a helping hand!

- Get a good night's sleep the night before
- Eat properly and drink plenty of water on the day
- Practice breathing deeply
- Think positive thoughts
- Remember harnessed nerves can sharpen your performance



What to Wear – how do I look?

Decide what to wear, ideally a suit or equivalent business wear in a subdued color, with clean shoes of a moderate and comfortable heel height. Keep hem lines and neck lines modest. Personal grooming is essential and you should avoid wearing too much jewellery or makeup. First impressions DO count.

CV – How well do you know yourself?

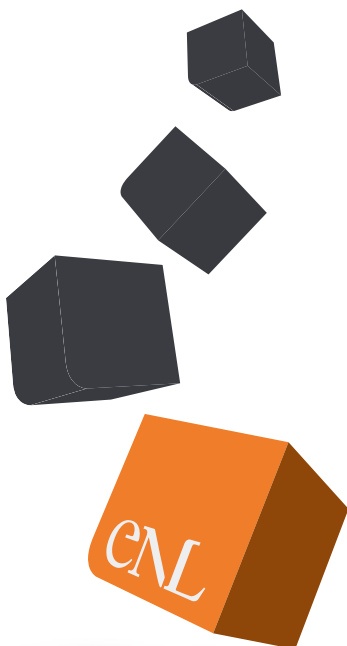
Your CV is a basis for discussion, make sure you are familiar with it and review your career history thoroughly. Be prepared and well rehearsed for the 'tell me about yourself' question. What have been your responsibilities and accomplishments thus far in your career – be ready to cite specific examples. Know your strengths and weaknesses. Concentrate on your most recent positions, whilst not ignoring the past.

Do your Homework

Find out as much about the firm or company as you can, its history, current situation, recent news, awards and accolades and what the future holds – use LinkedIn, Google etc. Gain information about the role and have a thorough understanding of what the interviewer is looking for – top 3 essential candidate attributes and 3 desirable attributes for the role.

The Golden Rules

- Never too early and definitely not late – arrive approximately 15 minutes before your allotted interview time
- Greet the interviewer with a firm handshake and a smile
- Wait to be seated
- Make sure your answers are relevant and to the point – do not ramble
- Try not to be negative about previous or present employers
- Represent yourself honestly
- Switch your mobile phone off
- Impress on what you can do for your prospective new employer, not what they can do for you
- The best response to the salary and bonus question is – its negotiable



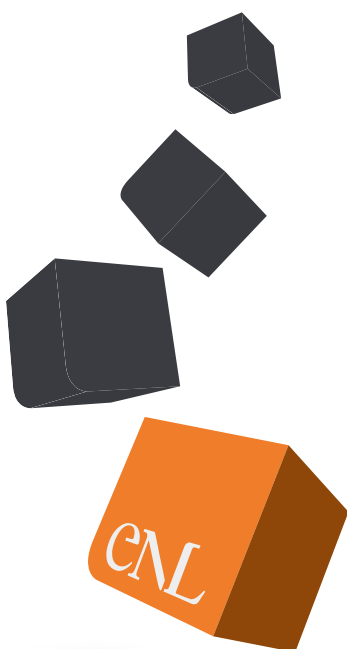
Interview Questions

Some questions you should be prepared to answer:

- What skills do you have that would be beneficial to this role?
- What management style suits you. How do you like to be managed?
- How confident are you in your abilities? Why?
- Will you fit in with the culture of the firm/ team?
- How will you deliver a profitable performance?
- Salary expectations?
- What are your 3 biggest achievements so far?
- How do you cope with pressure and tight deadlines?
- What do you look for in a job?
- Why are you leaving your present position?
- Why should the firm/company hire you?
- What mistakes have you made in your career? How did you fix them?
- What is your biggest strength? Weakness?
- In what way do you think you can make a contribution to the firm/ company?
- What new goals or objectives have you established recently?
- How would you describe success?
- What interests you about the position?

These can be summarised into 4 basic areas:

- Skills and abilities
- Personality
- Motivations (both in leaving your current firm and in choosing a new one)
- Financial information



Interview Questions

continued

Always make sure you have some well thought out questions to ask at the interview that are pertinent to the role, without dwelling too much on salary, holidays and perks.

Questions you may consider asking:

- What are the required skills and attributes to progress within the firm?
- What challenges do you envisage for the firm over the next 12 months?
- How will my success be measured in this role?
- What is considered to be superior performance?
- What is a typical day like?
- How much client contact will I have?
- What I.T. systems do you have in place?
- What are the firm's plans for the future?
- What would my billing targets and chargeable hours be?
- How is the reporting structure set up?
- What are the opportunities for growth and further development in the firm?
- Enquire about the next stage of the overall process

Remember!

First impressions count – make sure you leave a copy of your portfolio, express your thanks for the interviewers' time, leave with a firm handshake, smile and be positive.

Remuneration – the salary question

In larger, more traditional firms/companies with set salary structures, there may be a predetermined salary range that's already been assigned to the position. In such cases, the employer will likely tell you what the range is and you will at least have some idea of what they have in mind before you have to say what you think is the appropriate level. But in many cases, you'll just be asked what your expectations are with nothing to go on from the employer.

Deflecting the salary question ...

I applied for this position because I am very interested in the role and your firm/company, and I know I can make a positive impact, but I'd like to table salary discussions until we are both sure I'm right for the position.

*It would depend on the scope and scale of responsibilities involved.
What do you have budgeted for this position?*

I am flexible, compensation comes in the form of the salary, benefits, bonuses, training, career opportunities etc. so I am open to discussion. I am interested in working for you and feel I can make a meaningful contribution. I am currently on £xxx and would hope that you would make me your very best offer.

Expectations

Be realistic in your expectations, look at the bigger picture, the position and opportunity is the single most important consideration of your decision. Remember no amount of money makes a good or bad job – a quality position, offering the best prospects, with like minded colleagues in a good working environment offers rewards money can't buy.

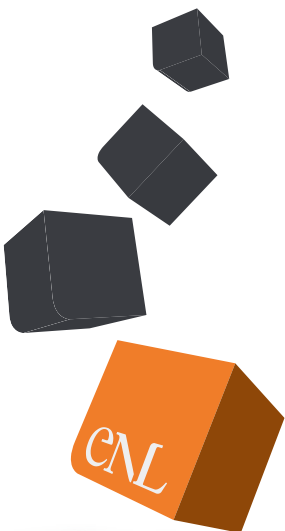
Follow Up – it pays to be polite

What can you do next to help ensure that you get a second interview or a job offer? The most important thing is to follow up and reiterate your interest in the position and to thank the interviewer for taking the time to meet with you. This communication can help you stand out from the crowd and reinforce the fact that you're a strong candidate for the role. A little bit of time and effort can go a long way.

Send a brief letter or email as soon after the interview as possible including the following points:

- Thank them for their time
- Convey your on-going interest in the role
- Highlight key relevant experience
- How you might make a significant contribution
- Reiterating interest in the next stage of the process

For an example letter please see the next page.



Example Letter

Name
Title
Firm/Company
Address
Post Code

Dear

Thank you for taking the time out of your busy schedule to talk to me about the Senior Employment Solicitor position with XXX firm/company. I appreciate your time and consideration in interviewing me for this role.

After speaking with you, I believe I have the relevant experience, technical skills and personality necessary to contribute in a positive way to the continued and future success of the firm/company.

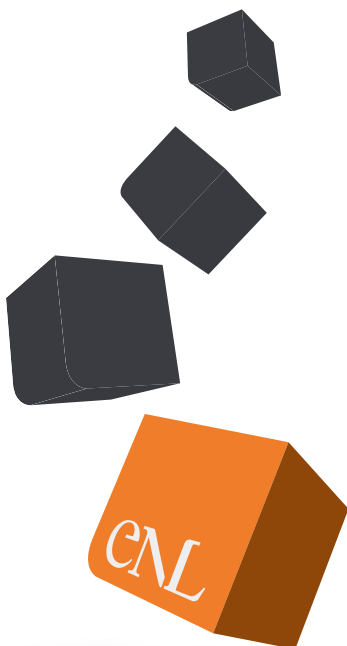
Having successfully managed an employment team for the last 5 years and regularly attended networking events, I am confident in my ability to further build the team and win new business.

I look forward to hearing what the next stage of the hiring process is. Thank you again for your time and consideration.

Sincerely,

Signature

Typed Name



Telephone Interview

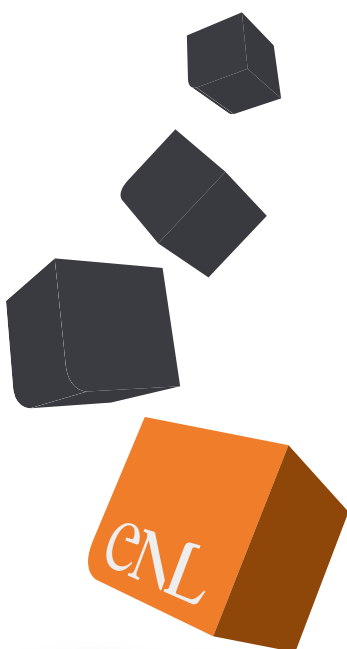
Be Prepared to Interview

Prepare for a telephone interview just as you would for a regular interview. Compile a list of your strengths and weaknesses, as well as being prepared for a phone conversation about your background and skills.

- Keep your CV in clear view at all times
- Have a short list of your accomplishments ready to discuss
- Have a pen and paper handy for note taking
- Turn call-waiting off so your call isn't interrupted
- Clear the room, no children or pets, turn off the stereo and the TV, close the door
- Unless you're sure your mobile phone service is going to be perfect, consider using a landline rather than your mobile phone to avoid a dropped call or static on the line

During the Phone Interview

- Don't smoke, chew gum, eat, or drink
- Do keep a glass of water handy, in case you need to wet your mouth
- Smile - smiling will project a positive image to the listener and will change the tone of your voice
- Speak slowly and clearly
- Use the person's title (Mr. or Ms. and their last name) only use a first name if they ask you to
- Don't interrupt the interviewer
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts
- Give short but relevant answers
- Take notes about what you were asked and how you answered
- Remember to say thank you
- Follow with a email which reiterates your interest in the role



Resignation

Telling your Employer

Once you have reached the decision to resign, take a look through your contract and company handbook to see what specific procedures your employer has in place.

Make sure you're aware of the length of notice period you are required to work. If you don't have a formal period of notice in your contract, try to allow at least two weeks for the handover period as a sign of good will.

As well as having an official resignation letter, it's common courtesy to speak to your employer in person about your intentions to leave.

Work out what you're going to say and stick to it. They may try to dig for more information, so be certain what information you're willing to divulge.

This can be an emotional and stressful time, be prepared it relieves the pressure.

Whenever you leave a job you're required to give a resignation letter to your employer, even if you've had a face to face discussion.

The simplest way to do this is to state that you're leaving, specify the date and to say thank you for the opportunity. Your resignation letter also provides official notice that you are terminating your employment with the firm/company.

Example Resignation Letter

Your Name
Your Address
Post Code
Phone Number
Email
Date

Name
Title
Firm/Company
Address
Post Code

Dear

I would like to inform you that I am resigning from my position as Head of Legal effective from month/date/year.

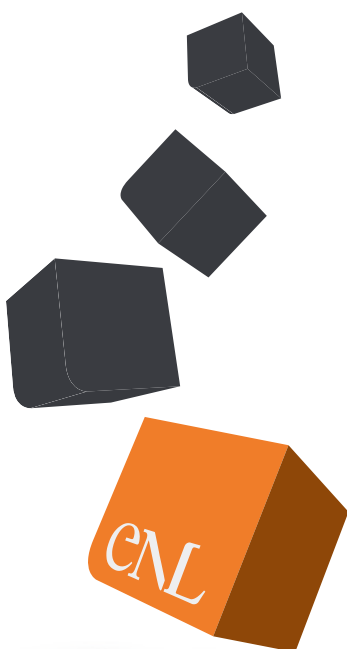
Thank you for the opportunities for professional and personal development that you have provided me during the last five years. I have enjoyed working for xxxxx and appreciate the support provided me during my tenure with the firm/company.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Signature

Typed Name



Counter Offer

Reasons to Decline a Counter-Offer

What type of firm/company, or people, do you work for if you have to threaten to quit or resign before they give you what you are worth or give you the promotion you have been waiting for.

Where is the money for the counteroffer coming from? It's usually your next raise early. All firms/companies have strict salary guidelines and budgets to consider.

Your firm/company may immediately start looking for a new person at a cheaper cost or someone they will have to pay as much as they have offered you.

You have now made your employer aware that you are unhappy. From this day on your loyalty will always be in question.

When promotion time comes around, your employer will remember who was loyal and who wasn't.

When times get tough, your employer may begin the cutback with you.

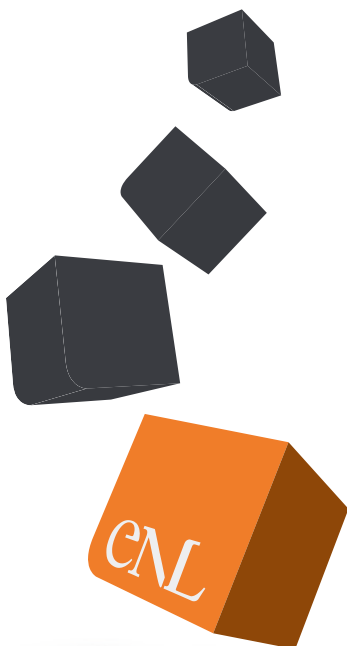
The same circumstances that now cause you to consider a change will repeat themselves in the future even if you accept a counter offer.

Statistics show that if you accept a counter offer, the probability of voluntarily leaving in six months or being let go within one year is extremely high - surveys suggest some 80%.

Accepting a counter offer is an insult to your intelligence and a blow to your personal pride knowing that you have been underpaid for a number of years.

Once the word gets out the relationship that you now enjoy with your co-workers will never be the same. You will lose the personal satisfaction of peer-group acceptance.

So there you have it - however every case is different and it's not beyond the realms of possibility that you could accept a counter-offer. On the balance of evidence however, which is substantial, your best bet is to not just sit on that fence, but move forward with your career.



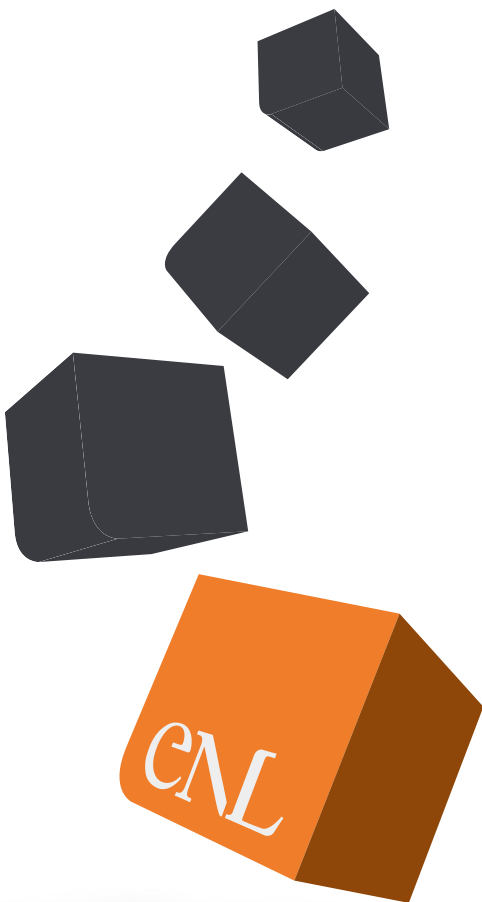
In Summary

- Preparation! Preparation! Preparation!
- Represent yourself to the highest standard
- Research the firm/company and position on offer
- Know your CV fluently
- Prepare supporting documentation to leave with your interviewer
- Follow up

Ask for help – we are here to support you in any way we can

Remember!

**FIRST and LAST impressions count! Stand out from the crowd!
Secure that role!**





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