

An aerial photograph of London, England, taken during the golden hour of sunset. The River Thames flows through the center of the city, with the iconic Tower Bridge spanning across it. The city's skyline is visible in the background, featuring numerous buildings and skyscrapers. The sky is filled with soft, orange and yellow hues, creating a warm and dramatic atmosphere. The foreground shows modern buildings and a large, curved structure, possibly a stadium or arena, near the riverbank.

CLYDE&CO

# Application Hints & Tips

Jolie Lam, Early Careers Advisor

# Before you apply

**Do your  
research**

**Prepare  
good  
questions**

**Plan your  
responses**

**Be specific**

**Be  
distinctive**

**Tell a story**

**Your  
transferable  
skills**

**Proofread**

# Application Form

## Academic History

- ✓ Organise in chronological order starting with the most recent
- ✓ Mitigating circumstances are taken into consideration

## Work Experience

- ✓ It's okay not to have legal work experience
- ✓ Be specific and make sure it's relevant to the role or firm

## Commercial Awareness

- ✓ Research the firm and the sector
- ✓ Research the business world more broadly
- ✓ Stay up-to-date with current affairs - The Financial Times, The Economist etc.
- ✓ Converse with friends about current affairs to build your confidence.

# Video Interviews

**Arrange your  
setup**

**Avoid  
interruptions &  
technical  
issues**

**Dress  
appropriately**

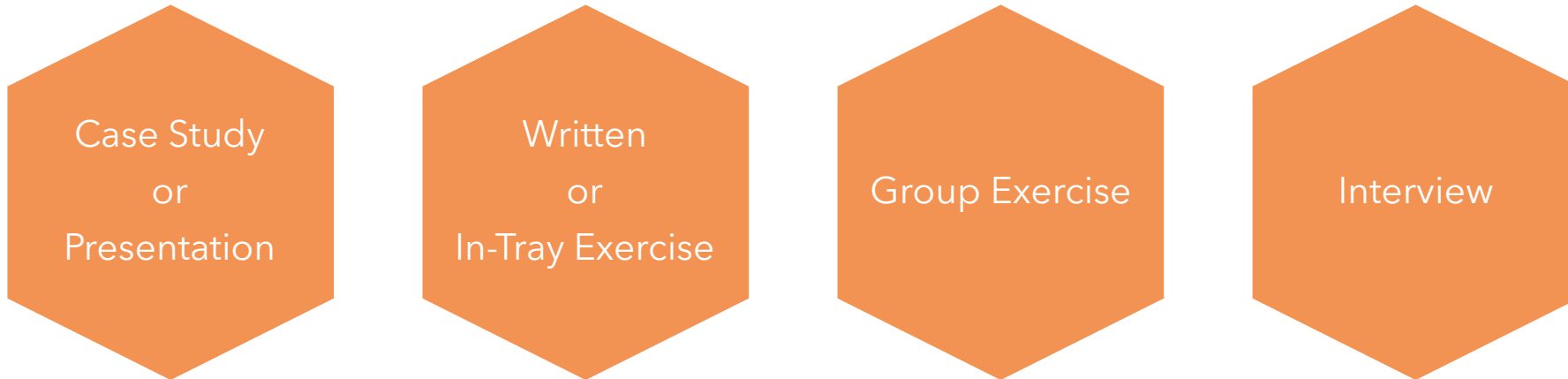
**Be aware of  
your body  
language**

**Argue your  
case**

**Be varied**

# Assessment Centres

Most common exercises at an assessment centre include:



Resources for support

- ✓ University Careers Service
- ✓ Online - Bright Network, TARGETjobs, Aspiring Solicitors etc.

# Group Exercise

What do you think are the most important attributes to bring to a group exercise?

## Do



- Listen and communicate
- Offer your opinion
- Commend others ideas
- Be a team player
- Be flexible
- Expand the ideas of others
- Speak clearly and confident
- Time keep
- Be diplomatic

## Don't



- Be domineering
- Speak on top of others
- Not listen to others opinions
- Not offer any opinions
- Fidget
- Criticise another participants opinions
- Be aggressive
- Speak too fast/mumbling

# Interviews

What attributes do you think you need to bring to your interview?

## Do



- Good eye contact,
- Sit straight and lean forward slightly
- Interested expression
- Address both assessors
- Smile and firm handshake

## Don't



- Slumping in chair
- Fidgeting & making distracting movements
- Sit with your arms folded
- Excessive hand movements
- Be afraid to ask for the question to be repeated

# Preparing for your interview

## Understand the business

Learn about how the business works

Explore their objectives & recent news

Understand their sectors & specialisms

## Understand the role

Research the programme

Which areas interest you?

Identify your relevant experience & transferrable skills

## Know your application

Review your application thoroughly

Why do you want to be a commercial lawyer?

Why do you want to work at this firm specifically?

## Prepare your introductions

Tell me about yourself

Summarise how you got to your current position

Prepare thoughtful questions

## Plan your logistics

Decide on your outfit in advance

Prepare your technology or journey in advance

Arrive or dial in 5-10 mins early



# STAR Technique

- SITUATION** Set the context of your story. Where? When?
- TASK** What was required of you? What was your specific role/task?
- ACTION** What did you actually do? What specific skills did you use? How did you persuade someone?
- RESULT** What were the outcomes of the situation? Were they positive? Were there challenges?
- REFLECTION** If your example has a negative outcome, put a positive spin to your response. What did you learn? What would you do differently?

# Sample Questions

- Why do you want to become a commercial lawyer?
- Describe an achievement for which you had to work very hard
- Tell me about a time you worked in a team
- Tell me about a time you have used your initiative
- What is your biggest weakness?
- Describe a situation in which you had to convince others that you were right
- Where would you want to go on international secondment and why?

# Summary

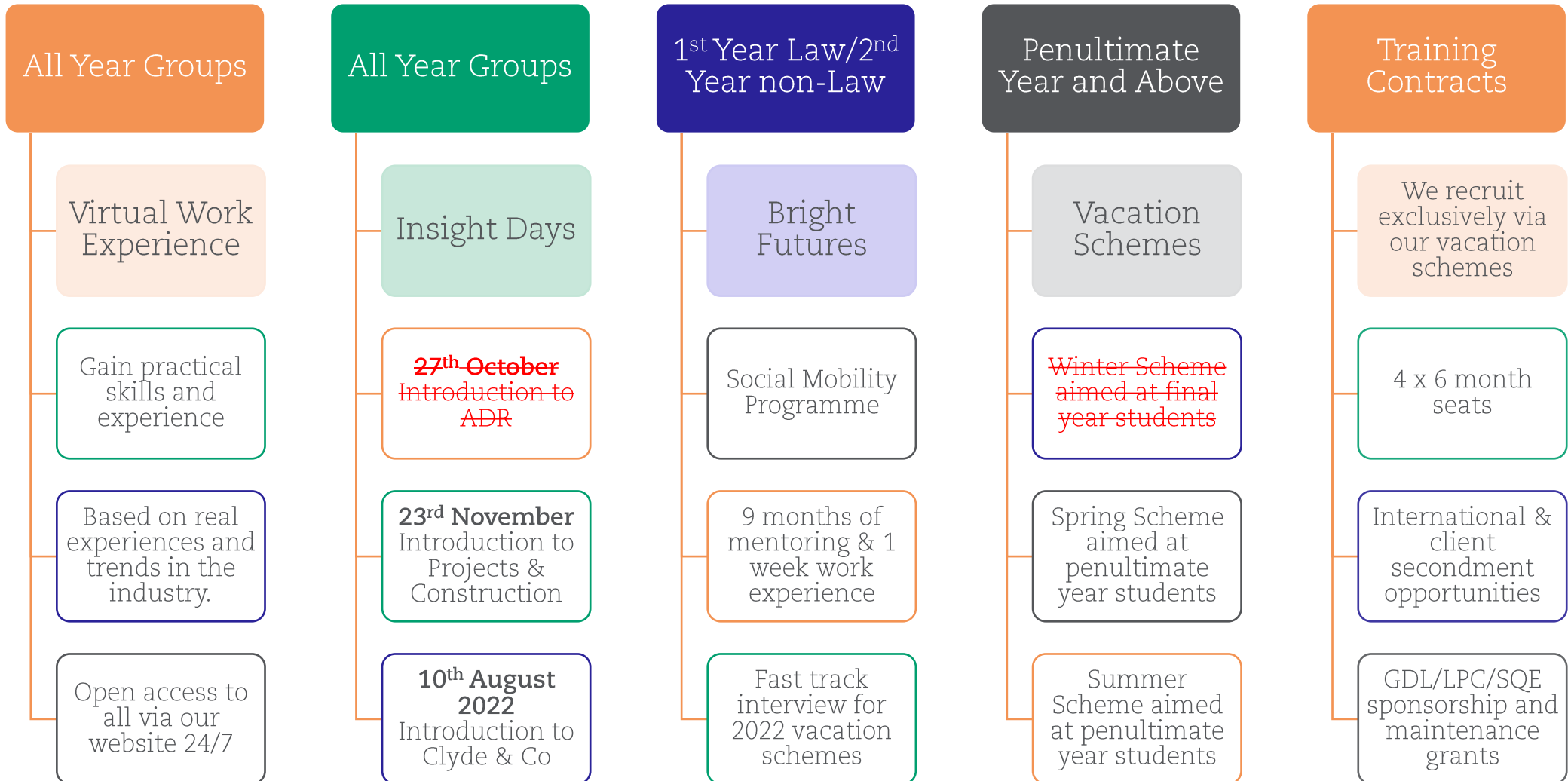
- ✓ Do your research prior to the interview
- ✓ Know your application thoroughly and be prepared to discuss in detail
- ✓ Answer the question being asked
- ✓ If necessary, take a moment to think about your answer and structure it well
- ✓ Give some thought to impression management - body language, composure, volume
- ✓ Always look the interviewer in the eye and avoid interrupting them while they speak
- ✓ Ask thoughtful questions
- ✓ Be your authentic self!



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# Early Careers at Clyde & Co

# Early Careers Offerings



# Early Careers Recruitment Process

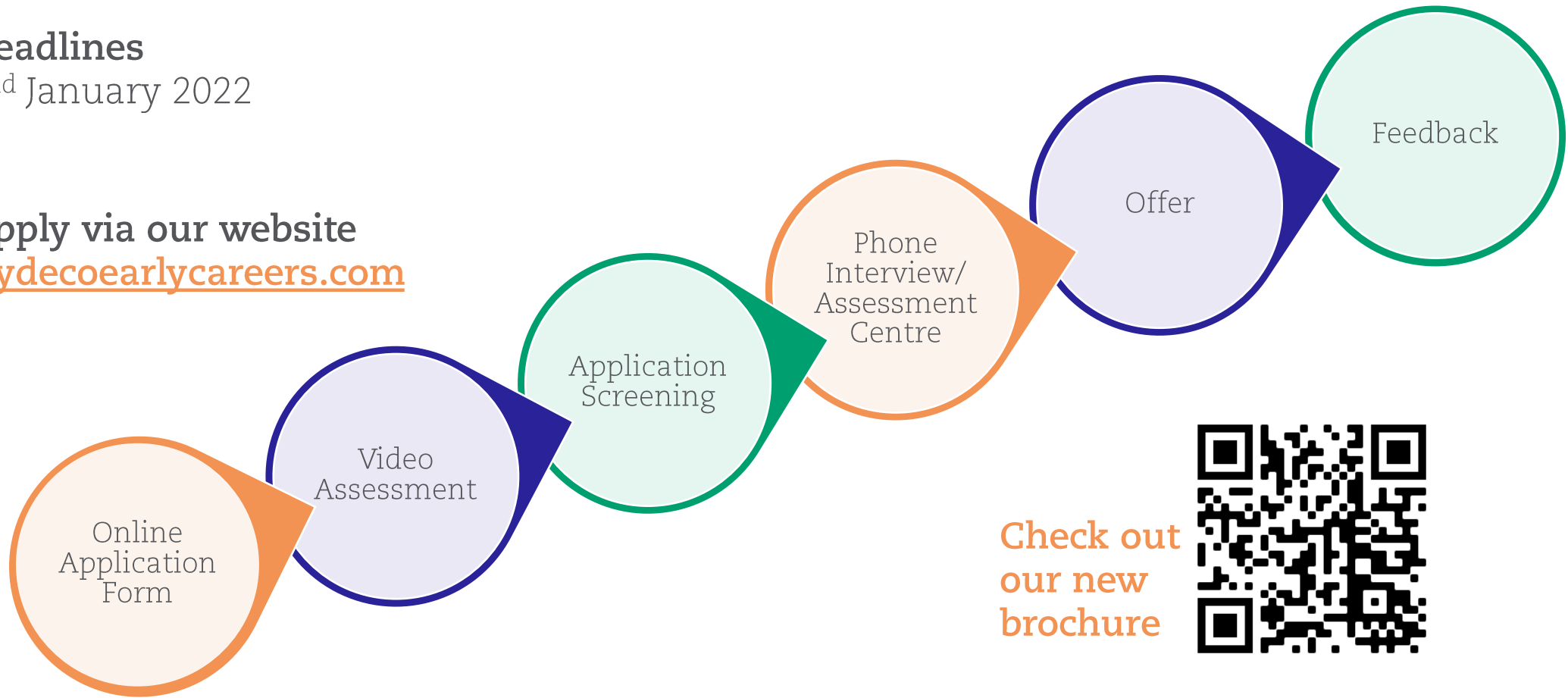
Applications open: 27<sup>th</sup> September

## Deadlines

2<sup>nd</sup> January 2022

Apply via our website

[clydecoearlycareers.com](https://clydecoearlycareers.com)



Check out  
our new  
brochure



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Graduaterecruitment@clydeco.com

