

HJ. Interview Tips

A CHEAT SHEET FOR IN-HOUSE LEGAL PROFESSIONALS

Know yourself

UTILISE YOUR RESOURCES BEFOREHAND

Take a good look at the job description (or HJ's overview of the role in lieu of this) to ensure you understand the requirements of the role, comparing it to your CV.

- Cross-referencing the job description against your own experience will ensure that you showcase how relevant your experience is to the role.
- Questions are likely to be based on the information found in your CV, so make sure you read it thoroughly, particularly as we will have reformatted it before sending it to the company.
- Your salary expectations and general requirements / preferences will be shared beforehand, so make sure you're clear on these to get started on the right foot.

THINK OUTSIDE THE BOX

Feel free to keep a physical copy of your CV with you to rely on if need be, but try your best not to use it in the interview itself. After all, it's your experience, and you should know it well.

- Instead, you should be able to expand on your CV, adding substance and talking about your experience confidently, concisely, and with clarity. Pull on examples of matters you have dealt with when answering technical questions.
- What are your hopes for future progression? They will want to know whether this role aligns with your long-term career aspirations.

Know the company

THEIR WEBSITE

- Take a close look at the different pages and services they offer.
- Read about the different teams and structure of the wider company, if applicable.
- This will showcase your understanding of the company, including their background and values, in terms of social and charitable pursuits, as well as their culture. Try to think of examples of your own in order to align yourself with their values.
- Their website will give you an overview of the company and its history compared to where they're at now, giving you an idea of its capacity for growth.

ELSEWHERE

- Find the interviewers' LinkedIn profiles and take a look; you could find some common ground that will make all the difference in your upcoming meeting.
- Who are their competitors? You'd be surprised at what information you can pick up that will give you an edge and show your understanding of who you'll be working with.

Practicalities

WHO ARE YOU MEETING, WHERE? WHAT DO YOU NEED TO KNOW?

If it's a **face-to-face** interview, you'll need to work out travel arrangements, such as knowing the length of your drive or researching public transport schedules.

Ensure you have the correct directions; know in advance where to park and which entrance to use.

Remember, while eagerness is encouraged, arrive no more than 5 minutes early to avoid inconveniencing busy interviewers.

If it's a **video call**, make sure your WiFi is stable, your camera is angled according to your eyeline, the lighting is suitable, and your surroundings are quiet.

Research is key

SHOW THAT YOU HAVE A GENUINE INTEREST

- **Reputation:** Take a good look at their website so you get a clear and solid view of what the company does—in terms of services provided and products sold.
 - > This will give you a clearer understanding as to how the legal team may be required to support the business.
- **Location:** Work out what geographical remit they cover to get a feel for the jurisdictions the legal team might need to support.
- **Marketing:** Find their media output, particularly on LinkedIn or their website's news/insight pages; read this material along with reviews, if applicable, to get a feel for the calibre of clients/customers they work with.
- **Values:** Take a look at their values, and align yourself with them. Size: Is the company a subsidiary of a wider group? If so, what does the group look like? And, are there any recent mergers or acquisitions that you need to be aware of?
- **The team:** We'll provide you with a detailed overview of the existing legal team and where you would slot into that team.

Remember, an interview is a two-way street: it's your chance to see if the role suits you and for them to assess your fit for the position.

Etiquette

☑ Do's	Don't's ☒
Come armed with questions, and make sure to ask a thoughtful question at the end! Write them down and keep them on you, if need be.	Mention benefits, working arrangements, or salary. They're aware of your expectations, and we can find out anything you'd like to know.
Appreciate that your interviewers are taking their time to speak to you.	Be confident in your experience, but be careful not to appear arrogant.
Use the STARV interview method. Click below to find out more.	Don't be damning of your current or previous employers. It's a small world!

How to use the **STARV** interview method.

DID THEY INDICATE NEXT STEPS?

There could be several meetings after the first interview, which is not always initially clear.

Don't be afraid of asking how it went, this could give you some great insight.

Take some time to call us after your interview, to share your feedback and initial thoughts.

What now?