HJ. Interview Tips

A CHEAT SHEET FOR **PRIVATE PRACTICE LEGAL** PROFESSIONALS

Know yourself

UTILISE YOUR RESOURCES BEFOREHAND

Take a good look at the job description (or Harvey John'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 firm.
- 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.

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 pop them in your bag, so they're there 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. See below to find out more.	Don't be damning of your current or previous firm(s). It's a small world!

The STARV interview method:

Sharing the achievements that showcase whichever skills will help you succeed.

- **Situation:** Explain a situation you were faced with, in a previous or current job.
- **Task:** Describe the task and the objective you were aiming for, and the challenge you needed to overcome.
- **Action:** Describe the actions you took to achieve your objective. Expand on how you tackled the challenge you faced.
- **Results:** Talk through the result of your actions, and if possible expand on how your success was measured; whether you were praised, for example. You can also describe the lesson you learnt.
- **Value:** Did your actions lead to a good customer review or praise from your boss? Try and show how valuable you became as a result of your work.

Practicalities

WHO ARE YOU MEETING, AND 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 IN JOINING THE FIRM

...in addition to visiting their team pages and social profiles.

- Ranking: take a look at the Legal 500 and Chambers lists.
- Find their media output in terms of recent articles they've published and their social media presence, particularly on their LinkedIn or the news/insight pages on the firm's website.
- Are there any recent mergers that you need to be aware of?
- Read reviews and case studies to see if you get a feel for the calibre of clients they work with.

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.

Know the company

THEIR WEBSITE

- Take a close look at the different pages and services they offer.
- Read about what the team covers, as well as the profiles of the wider team members.
- This will showcase your understanding of the firm, 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 firm 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.

What now?

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