



Interview Tips & Tricks



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Job interviews are a two-way street and they don't have to be a stressful experience. With preparation and the right guidance, the interview process is a fantastic opportunity to showcase your professional skills, unique personality and ultimately, find out what the firm is offering YOU!

First Impressions Count

Your interview starts from the moment you enter the room, so be confident and smile! We recommend arriving 5-10 minutes prior and avoid sitting in reception on your phone. Often, one of the interviewers will collect you personally from the reception area, so be mindful of your posture and introduce yourself with eye contact and a firm handshake.

In terms of presentation, it really pays to look the part so ensure you dress in full corporate attire and are polished from head-to-toe. A suit is always a safe bet and for ladies, a blazer is recommended regardless of the season.

Visit the firm's website and utilise LinkedIn to get some background on who you'll be meeting with and where they fit into the organisation. You may uncover particular career achievements or common interests that could be an excellent talking point during the interview.



Presentation:

- Dress smart
- Wear appropriate footwear
- Hair is well groomed
- Neatly shaven face/natural makeup
- Avoid bringing belongings/bags



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Interview Behavior

“Selling” your skills and experience is often uncomfortable, yet it is an integral part of the interview process. You must convey confidence in yourself as a professional and be mindful of your physical presence in the room, as body language is a key non-verbal cue interviewers are looking for.

When the interviewer is speaking, appear interested and engaged with what they are saying and do not interrupt them. Smile and nod in accordance with agreeable points and give them your full attention. When it is your time to respond, speak clearly, with enthusiasm and avoid using filler words like “um.”

Tip: manage nerves by speaking a little slower than usual.



Be personable

- Smile naturally
- Maintain appropriate eye contact
- Be conscious of posture – don’t slump Listen and appear engaged
- Use hand gestures to emphasise points
- Laugh when appropriate




Prepare Your Answers

Interviewers often have a set of standardised questions and this allows you to come prepared and think about how you can set yourself apart! It is essential that you know your CV back to front and are able to speak confidently about your experience and achievements. Therefore, never get your CV out for reference during an interview.



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Of course, no one can predict exactly what the interviewer may ask, so you'll have to **be ready to think on your feet!**

In all answers, it is best to provide a positive response rather than dwell on past negative experiences. Also remember, that in addition to specific skills that the job requires, they'll also be interested in other abilities such as **your problem-solving, analytical, communication, leadership and interpersonal skills.**

Examples:

- Talk me through your CV, what area of law do you most enjoy?
- What is a typical day like in your current role and why do you want to leave?
- What attracts you to this role and what are your career aspirations?
- How would members of your team describe you?



Strengths & Weaknesses:

This is a very popular question so it's best to prepare a quality answer in advance:

- Avoid using generic language
- Instead of weaknesses, acknowledge what you're working to improve upon
- Turn negatives into positives


Behavioural Questions:

Where you use past behaviour to show how you deal with certain situations:

- Can you tell me of a time when you had to deal with a difficult or angry colleague?
- Tell me about a time when you were faced with numerous tasks to juggle. How did you cope?



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Ask Effective Questions

In the final stages of the interview, you will likely be asked if you have any questions and the answer should always be YES! We recommend asking at least 2 questions to help demonstrate that you have an enquiring mind and a genuine interest in the position.

Role specific questions:

- Why has this vacancy arisen and will there be any handover with the outgoing employee?
- How do you measure performance in this role, is it a formal process?
- What is the expected career path for this position?
- Regarding the team structure, who would I report to and what is the line of authority?

Firm specific questions:

- What are the characteristics of successful people in this firm?
- Does the firm have any short-term growth plans?

Process specific questions:

- If I am successful in progressing, what are the next stages of the interview process?
- So I am able to manage my job search accordingly, do you have any indication of timeline regarding the interview process for this position?



Leave a Lasting Impression

When the interview concludes, be sure to thank the interviewers individually for their time and offer a firm handshake. By now, you have hopefully established rapport and should aim to depart the interview in a professional yet personable manner. Remember, interviewers are looking for personality “fit” as well as your professional aptitude, don’t lose yourself in formality and aim to set yourself apart from other candidates.



Tip

No matter how bad the situation was, do not speak poorly of a past employer. You can use non-specific terms like “challenging culture” and “unsustainable working hours” to indicate that you were unhappy and then balance this with a complement about the role.