CAREERS INSIGHTS EVENT

EXPLORE THE LAW

Legal careers for students with disabilities and health conditions



Organised by

MyPLUS STUDENTS' CLUB

AGENDA

CAREERS INSIGHTS EVENT

13.00	Welcome & overview of the legal sector
13.30	Demystifying law – trainee panel discussion
14.00	Application forms
15.00	Break
15.15	Interview skills
16.00	Requesting adjustments and openness
16.45	Disability Panel discussion
17.40	Networking
18.30	Close

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Nicholas Cheffings

Partner, Hogan Lovells

SOME BACKGROUND – LAW CAREERS IN THE UK

Barrister – Lawyer who speaks in the higher courts of law under instruction from a solicitor; specialist advisor; self employed in chambers

Solicitor – Lawyer who gives legal advice and prepares legal documents; works directly with clients; employed until becomes partner in law firm

Law – not just for law firms…

- Inhouse lawyer
- Government Legal Service & Government Agencies
- Academic (Research and Teaching
- Charities
- Public Sector (Local Government, NGOs, NHS)
- Politics

AREAS OF LAW

- Criminal
- Family
- Human Rights
- European Community
- Private Client
- Business/Commercial
- Real Estate/Property
- Intellectual Property/Information Technology
- Litigation/Dispute Resolution.

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THE SOLICITOR'S JOURNEY

- University Degree (law or non-law)
- Conversion Course (Graduate Diploma in Law (GDL) if non-law graduate)
- Professional Exam (Legal Practice Course (LPC))
- Two year training contract – usually four 'seats' but more at some firms
- Secondments (clients and/or international)
- Professional Skills Course (SRA compulsory training)
- Soft skills training
- Appraisals
- Qualification.

QUALITIES NEEDED BY SOLICITORS

- Intellectual/analytical ability
- Teamwork and interpersonal skills
- Determination and drive
- Resilience and flexibility
- Curiosity and the ability to think outside of the box
- Organisation and discipline
- Common and commercial sense
- Attention to detail/ability to spot typos!

THE GOOD - THE NOT SO GOOD

Good

- Interesting and demanding work and clients
- Excellent training
- Very good pay and benefits
- Good base for other careers.

Not so good

- Demanding work and clients
- Hours
- Still an old fashioned profession in many ways
- Need to specialise quite early.

DIVERSITY IS…

- Creating a culture of mutual respect and inclusivity, enabling people to contribute more effectively
- Ensuring we draw upon as wide a talent pool as possible to ensure we attract the best lawyers and offer fair/equal opportunities for career development
- Becoming increasingly important to our clients and a way to deepen client relationships
- Meeting the needs of our clients through innovative and creative working practices and teams
- A regulatory requirement and an important way of managing & mitigating our risk as an employer.

DIVERSITY… WHAT ARE WE AIMING FOR?

- For our firm to represent and to be as diverse as the country outside, at every level including partnership
- Attracting, recruiting and retaining ethnically diverse, socially disadvantaged, disabled and LGBT candidates
- Overcoming unconscious bias, assumptions and stereotypes
- Creating an environment where all of our people feel able to bring their full identity to work with them

Any questions?

DEMYSTIFYING LAW

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Ben Thatcher	Baker McKenzie
Daniel Miller	DLA Piper
Bethany Bowen	Hogan Lovells
Jonathan McNaul	Slaughter & May

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Application forms

Break

Interview Skills

Philippa Wilson, Graduate Recruitment Senior Advisor

Siri Nomme, Head of Talent & Diversity

Norton Rose Fulbright

What we will cover today

Pre-application preparation

On-line written applications

Interviews and assessment days

The typical recruitment process



Pre-application: Preparation



Step 1: Looking at yourself

Interrogating your motivations, skills, experiences

Looking at yourself

1. **Motivations**
   Why this industry? Why this career?

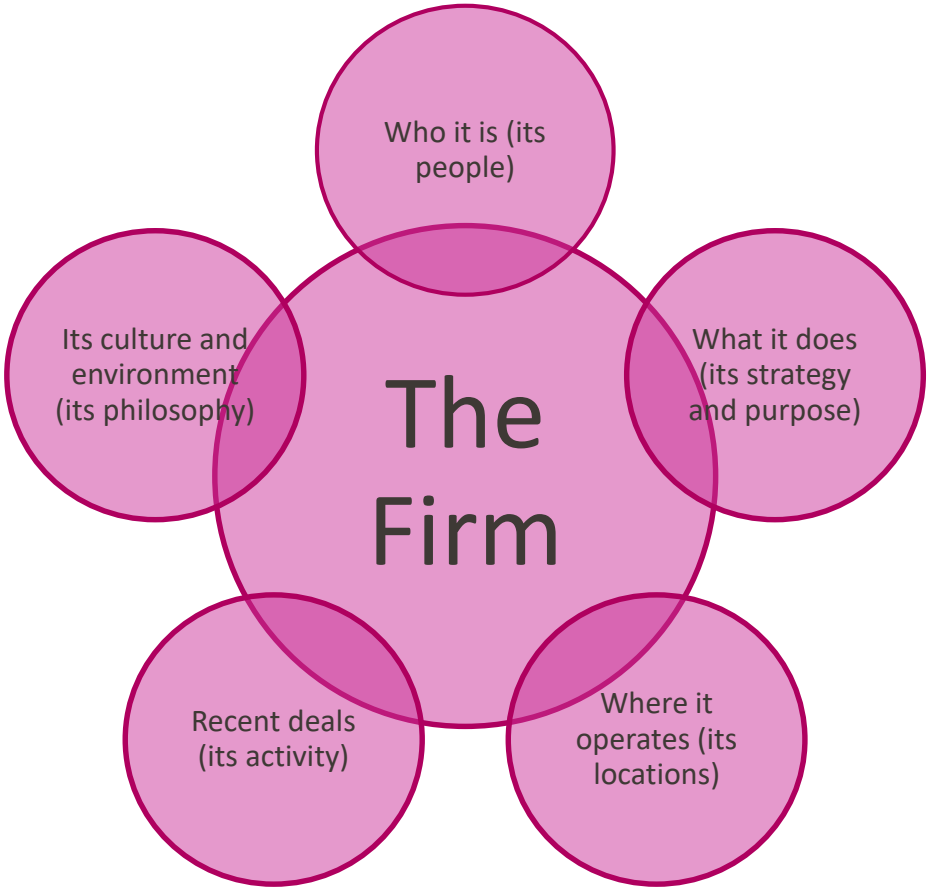
2. **Skills**
   Hard and soft skills? E.g. languages, IT skills, teamworking skills etc.

3. **Experiences**
   What counts are relevant and non-relevant experiences?

Step 2: Looking at the firm

The firm, its activities, culture, competitors, strategy

Looking at the firm



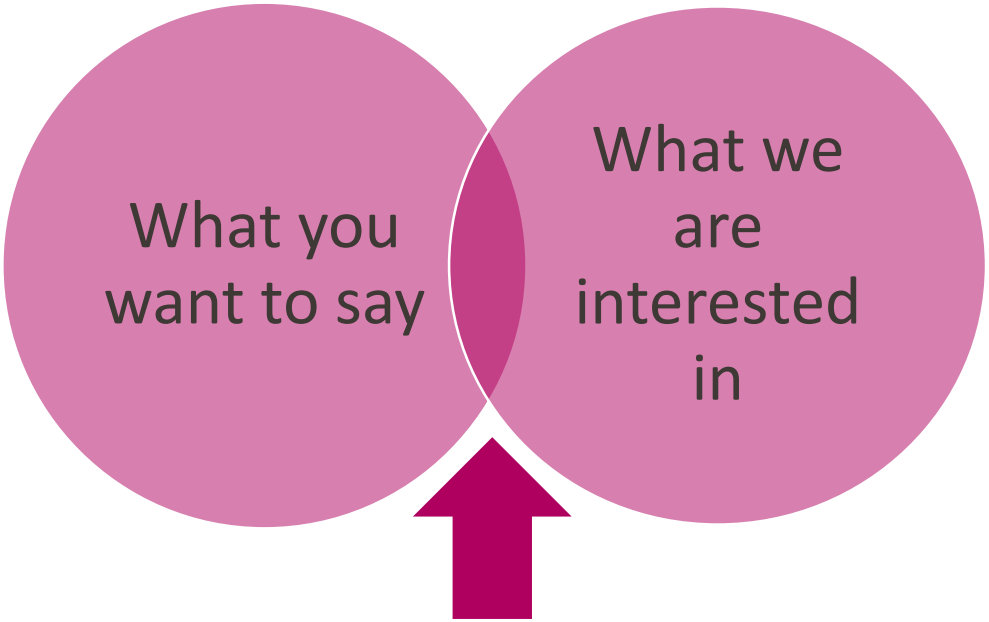
Information sources



Step 3: Being relevant

Identifying where you cross over with the firm

Being relevant



You need to identify what is relevant

Commercial awareness

1. What is it?

Understand how a business functions; comprehend legal, commercial and financial risks, understand key activities of the firm.

2. Why is it important?

- To you?
- To your studies?
- To your future employer?

3. What makes commercial awareness difficult to acquire?

Discuss in groups or pairs for 3 minutes.

Online written applications



Top tips – general

- Check your spelling and grammar
- Keep your language simple and to the point
- Be specific
- Set your argument out in a structured way (the logic and order should be obvious)
- Base your views on evidence
- Be authentically you
- Law firms are not “companies”

1. Extracurricular activities and positions of responsibilities

- Why do we want to know about this?
- What do you want to show?
- What is relevant?
- How do you talk about it in a meaningful way?

2. Why are you interested in the industry?

The opportunities:

- Your story and background
- Business drivers
- Future ambitions
- Alignment of interests

The risks:

- The “X-Factor” response
- The “Wiki” copy & paste
- Unsubstantiated name drop
- Overly broad/narrow interest

Why the firm?


DLA PIPER


Hogan
Lovells


SLAUGHTER AND MAY


NORTON ROSE FULBRIGHT


Linklaters


Baker
McKenzie.

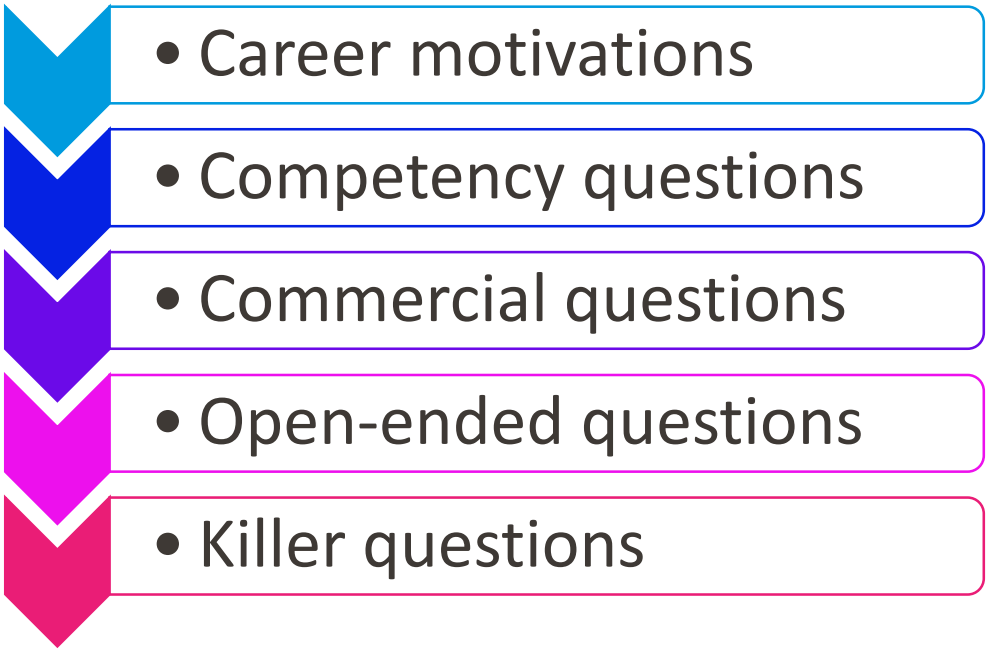
Interviews and Assessment Days



Interview preparation

- Know where you're going
- Be on time
- Wear business attire
- Check websites for up-to-date news (on the day)
- Read the papers
- Think about how to illustrate competencies
- Reread your original application form / CV

Categories of interview questions



What is the purpose of competency-based interviews?

- Designed to test your key skills
- Principle is that “past behaviour is best indicator of future performance”
- Finding out how you cope / handle situations
- Understanding you and your experiences first-hand
- Helps bring consistency to the interview process
- Tests how well you have prepared
- Shows how well you can sell / explain yourself

What is the format of competency-based interviews?

- Predetermined list of questions
- Structured, more formal interview
- Same questions asked of each candidate

What are some core competencies to consider?

- Teamwork
- Communication
- Adaptability
- Reliability
- Motivation
- Integrity
- Decision Making
- Initiative
- Work standards
- Problem Solving
- Tolerance
- Organising

How do I tackle this style of interview?

STAR Principle:

- **S**ituation
- **T**ask
- **A**ction
- **R**esult



Useful tips and tricks:

- Be truthful about what you have done in the past
- Look for the positives to turn a negative question around
- Keep a balanced perspective; make it specifically about what you've done
- Link it back to the role you've applied for
- Never breach client confidentiality. Huge red flag!

Example questions and links to competencies

Can you give me an example of a time you've managed conflict?
- Adaptability
- Diplomacy
- Team player

Provide me with an example of a challenge you faced and how you overcame it?
- Handling pressure
- Leadership
- Personal motivation
- Relentlessness

Can you give me an example of change you've experienced in the workplace and how you handled this?
- Resilience
- Adaptability
- Attitude

Tell me about a time where your communication skills improved a situation?
- Listening skills
- Verbal communication
- Client facing suitability

What's your biggest achievement and why?
- Relevant experience
- Getting to know you personally
- Drive and motivation
- Determination
- Commitment

Give me an example of a time you identified a new approach to a workplace problem?
- Problem-solving
- Lateral thinking

During the interview itself…

- Take a minute to think about your answer
- Pause for breath … you don't need to fill all awkward silences!
- Set the scene, but also get to the point e.g. "I'd like to give you an example from the time I worked at X …" then answer the question
- Change up the examples
- Find a way to weave in the research you've done about the role, firm, sector
- Have some relevant questions handy and ask them!
- If you do ask questions, don't go straight in and ask about pay/holiday/hours
- Don't fidget – hold your hands to steady your nerves, have a sip of water
- Play to your strengths, and show your enthusiasm and passion!
- Remember the interviewer wants to hire someone – give them some good reasons to!

Practise time

Opening an interview, big questions, killer questions

The central questions throughout

- Why commercial law?
- Why this firm?
- Why you?

Opening questions

Tell me about yourself?

Walk me through your CV.

Killer questions

- What is your biggest weakness?
- Tell me about a time when have you failed?
- Which other firms have you applied to and why?
- What is your proudest moment?
- Which question would you hate to be asked?
- How would your friends describe you?
- Who are you at your best and at your worst?

Closing an interview

Why should we choose you?

Do you have any questions?

Top tips: A summary

- Smile
- Give a firm handshake
- Give good eye contact (but don’t eyeball)
- Use different examples
- Pay attention to your body language
- Be confident but not arrogant
- Take your time – a good answer is always better than a quick answer
- Share any relevant work experience and skills
- Research competitors
- Ask questions (always)
- Practise

Questions

Requesting Adjustments & Openness

Helen Cooke; MyPus

OBJECTIVES

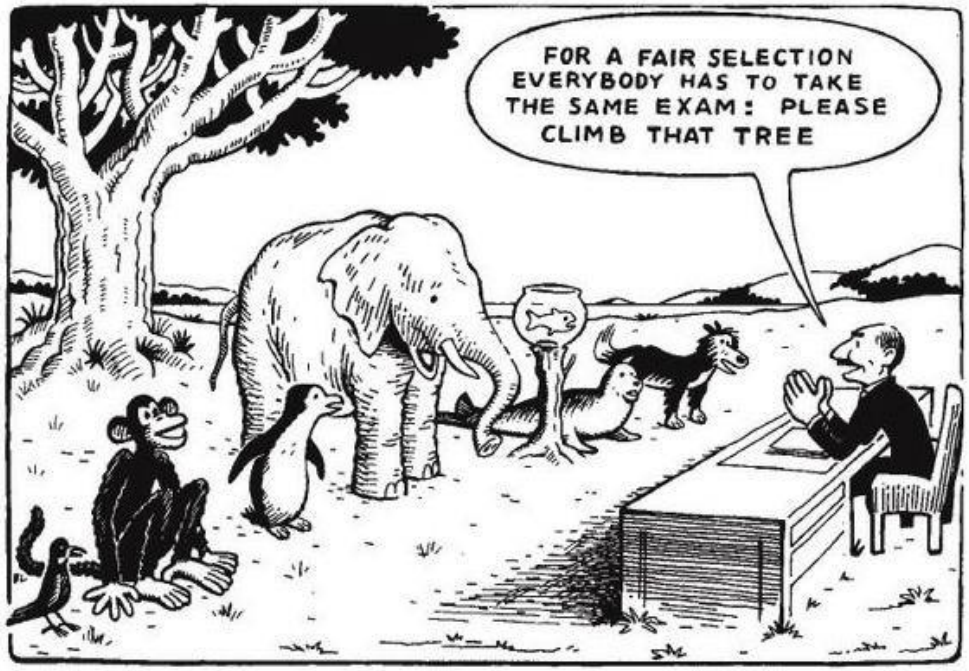
- To understand how to ensure the appropriate adjustments are in place during the recruitment process.
- To feel comfortable in sharing relevant information with a potential employer.



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WHAT IS THE AIM OF AN ADJUSTMENT?



"Everyone is a genius, but if you judge a fish on its ability to climb a tree, it will live its whole life believing that it is stupid"

Albert Einstein

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WHAT IS THE AIM OF AN ADJUSTMENT?

- Levelling the playing field:
  - Provide the candidate with neither an advantage nor a disadvantage.
- Ensure that the candidate can perform to the best of their ability.
- Once an adjustment has been made, the candidate can then be assessed on an equal basis to their peers.

TYPES OF ADJUSTMENT

- Physical access
- Use of technology
- Change to the format of the interview
- Use of an interpreter
- Additional time
- Orientation visit prior to interview

IMPLEMENTING ADJUSTMENTS: ROLES AND RESPONSIBILITIES

Question 1:
What does the candidate need to do to ensure the appropriate adjustment is made for them?

Question 2:
What does the employer need to do to ensure that the appropriate adjustment is made for the candidate?



IMPLEMENTING ADJUSTMENTS: ROLES AND RESPONSIBILITIES

Candidate

- Inform the employer of your disability / health condition.
- Provide the information that the employer requires
- Be open and honest
- Don’t be afraid to ask for exactly what you require
- Make your self available for assessment
- Provide timely feedback on effectiveness of adjustment
- Help the employer to understand!

IMPLEMENTING ADJUSTMENTS: ROLES AND RESPONSIBILITIES

Employer

- Provide the candidate with the opportunity to inform them about their disability
- Engage in conversation with the candidate
- Be realistic about what is achievable
- Implement adjustments effectively and efficiently
- Invite the candidate to review adjustments, if they wish to
- Conduct a standard interview

A FEW THINGS TO REMEMBER

The information you provide is only used to implement adjustments

The information is confidential

Only share what is relevant

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Informing with confidence

WORK OUT WHAT YOU WANT TO TELL AN EMPLOYER, AND WHY:

1

This is my disability / condition

2

This is the implication for the recruitment process

3

As a consequence, this is what I require



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	Condition:	Implication:	Requirements:
Wheelchair user:	I am a wheelchair users	Unable to walk and use a wheelchair at all times	Require access, a toilet and a parking space
Anxiety disorder:	I have an anxiety disorder	Very nervous and anxious particularly in new situations	Useful for me to have an orientation visit prior to my interview, a schedule of the day's events and for people to be aware that I may be more anxious than others
Dyslexia/ Dyspraxia:	I have dyslexia and dyspraxia	I have weak short-term memory and I am unable to write comprehensive notes while I am listening	To have handouts in advance and be able to record conversations, I will also require additional time

WRITING YOUR OPENNESS STATEMENT

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Task 1

Choose a few words for each of the following:

- Your disability/condition
- The implication
- What you need

Task 2

Turn those words into a short, succinct 'openness' statement

Task 3

Let's practice.

- Practice until you love it!



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TOP TIPS

Only share what information is relevant; you don't need to go into all the details of your disability

Do not use complicated medical terminology when talking about your disability

Become an expert in what you need so you know what to ask for


Accessibility
About
For Employers
For Universities
Login
Register
MyPLUS STUDENTS' CLUB
Job Listings
Inspiring Stories
Advice & Resources
Disability Confident Employers
REALISE YOUR CAREER POTENTIAL
Connect with us to meet top employers and receive essential advice on how to achieve your dream job.
Register
Win an experience day

PANEL DISCUSSION

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Michelle Blunt	Baker McKenzie
Charles Cook	DLA Piper
Graham Cutts	Hogan Lovells
Bam Thomas	Linklaters
Sir Nomme	Norton Rose Fulbright
Heather Broadbent	Slaughter and May

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Networking, drinks and canapés