



the legal interview top 5 tips

*Shannon Leo, Director of Practice Excellence -
Student and Associate Program, Cassels Brock*

1. Do Your Homework

- ➔ Check the employer's website and their NALP profile on the Canadian Directory of Legal Employers
 - Know the basics about the organization and the summer program
- ➔ Do more in-depth research by speaking with a current or former student
- ➔ Understand the format of the interview
- ➔ Anticipate the type of questions they will ask
 - Think of examples from your past work experiences, academic and volunteer experiences

2. Practice Your Pitch

- ➔ Think of your strengths and have anecdotes to highlight them
- ➔ Review your CV before your interview
 - Think of the qualities they are looking for and the jobs or experiences you have had that match; prepare anecdotes to discuss
- ➔ Think about the "STAR" technique when framing answers: *Situation, Task, Activity, Result*
- ➔ Rehearse, but not too much – you want to be relaxed, confident and authentic

3. Make the Connection

- ➔ Manage your nerves
 - Use tricks that work for you like exercising, getting a pep talk from a friend, and remember to smile when you meet your interviewers
- ➔ Focus on the people
 - Follow their cues, ask follow-up questions, notice what topics get them engaged, move on from topics that they don't seem as interested in
- ➔ Exhibit emotional intelligence

4. Everyone Matters

- ➔ Be respectful
- ➔ Interviewers will likely canvas the other staff for their impressions of the interviewees
- ➔ Observe how people in the organization interact for clues about the culture of the organization, and to get a sense of how they might treat you

5. Show Interest

- ➔ Show enthusiasm by your words and actions
 - Tell employers you are interested in the job and the organization
 - Spend more time with them over the interview period, meeting as many lawyers as you can
- ➔ Great questions can show you are interested
 - Ask well thought out questions and listen carefully to the answers
- ➔ Thank interviewers for their time with concise thank you emails

about Shannon Leo

Shannon Leo is the Director of Practice Excellence - Associate and Student Programs, at Cassels Brock. In this role, she has the pleasure of recruiting, training and reviewing the performance of associates and students. Shannon is involved with coaching associates and students on performance, practice management and risk management and identifying and developing training opportunities for them.



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