



ENL



Candidate  
Interview  
Guidelines



# Preparation is key

Before the interview, make sure you have planned ahead and are aware or have the following information:

- Approximate length of time and general style the interview will take
- Details of tests, group exercises etc
- Additional documents to prepare and take with you
- Plan your journey, have the address to hand and name/position of interviewer/s
- Contact number of the the firm/company
- eNL Consultant contact number

- **Do Your Homework** - Find out as much about the firm or company as you can, its history, current situation, recent news, awards & accolades and what the future holds. Their website is a good place to start, alongside LinkedIn & Google. Gain information about the role and have a thorough understanding of what the interviewer is looking for, top 3 essential candidate attributes and 3 desirable attributes for the role etc.
- **CV - How well do you know yourself?** - Your CV is a basis for discussion, make sure you are familiar with it and review your career history thoroughly. Be prepared and well rehearsed for the 'tell me about yourself' question. What have been your responsibilities and accomplishments so far in your career. Be ready to refer to specific examples. Know your strengths and weaknesses. Concentrate on your most recent positions, whilst not ignoring the past.
- **How do I Look?** - Decide what to wear, ideally a suit or equivalent business wear, but also something you feel comfortable in. Find out what their dress code is and dress accordingly.
- **Lasting Impressions** - On the day, make sure you have a copy of your CV, reference/s if available and a brief summary of your key achievements to date. Leave copies with the interviewer.

# Important to note:

01

Arrive promptly for your interview – not too early (10-15 minutes before your slot is fine) and definitely not late

02

Ensure your mobile phone is switched off

03

First impressions count – make sure you smile and use a firm handshake

04

Make sure your answers are relevant and to the point

05

Try not to be too negative about your current or previous employers

06

Represent yourself honestly

07

Emphasise what you can do for your prospective new employer, not what they can do for you

08

Please speak to us prior to your interview about how to handle the “salary” question



# Online/Remote Interviews



Online interviews via Teams, Zoom, Skype or telephone have become a very popular choice for the first stage of the process, or where it's not possible for the interviewer or interviewee to be physically present. Preparation is still really important for these types of interviews and you should still prepare yourself in the normal way in terms of a face to face interview.

How you present yourself is still very important. Whilst nobody expects you to be working at home in your suit, you should be mindful of what the interviewers can see at the other end of the camera. Our advice would be to dress as if you were seeing them face to face. First impressions are very important and looking the part can often give you the added bit of confidence you need to present yourself in the best possible way.

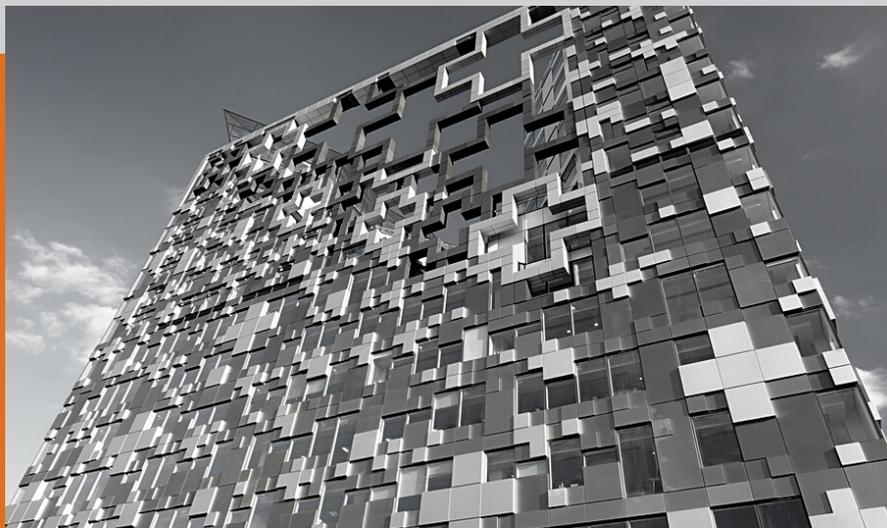
## Key Points:

- Make sure you check you have the right equipment
- Ensure your laptop/device has enough charge and is connected to the internet
- Check the sound & video is working and that you are in a good spot for Wi-Fi
- Choose a spot free from distractions or noises. Also a location with good lighting and position the camera at eye level
- Log on early to ensure you have everything ready to go

# Questions

Some questions you should be prepared to answer:

- What skills do you have that would be beneficial to this role?
- What management style suits you? How do you like to be managed?
- How confident are you in your abilities & why?
- How will you deliver profitable performance?
- What are your 3 biggest achievements so far?
- How do you cope with pressure & tight deadlines?
- What do you look for in a job?
- Why are you leaving your present position?
- Why should the firm/company hire you?
- What is your biggest strength/weakness?
- What interests you about the position?
- In what way do you think you can make a contribution to the team/firm/company?



# Questions

Questions you may consider asking:

- What are the required skills and attributes to progress within the firm/company?
- What challenges do you envisage for the firm/company over the next 12 months?
- How will my success be measured in the role?
- What is considered to be superior performance?
- What is a typical day like?
- How much client contact will I have?
- What I.T. systems do you have in place?
- What are the firm's/company's plans for the future?
- What would my billings, targets and chargeable hours be?
- How is your reporting structure set up?
- What are the opportunities for growth and further development in the firm/company?
- Enquire about the next stage of the overall process



# Salary Questions

In larger, more traditional firms/companies with set salary structures, there may be a predetermined salary range that's already been assigned to the position. In such cases, the employer will likely tell you what the range is and you will at least have some idea of what they have in mind before you have to say what you think is the appropriate level. But in many cases, you'll just be asked what your expectations are with nothing to go on from the employer.



- I applied for this position because I am very interested in the role and your firm/company, and I know I can make a positive impact, but I'd like to table salary discussions until we are both sure I'm right for the position.
- It would depend on the scope and scale of responsibilities involved. What do you have budgeted for this position?
- I am flexible, compensation comes in the form of the salary, benefits, bonuses, training, career opportunities etc. So I am open to discussion. I am interested in working for you and feel I can make a meaningful contribution. I am currently on £xxx and would hope that you would make me your very best offer.

# Follow up



What can you do next to help ensure that you get a second interview or a job offer? The most important thing is to follow up and reiterate your interest in the position and to thank the interviewer for taking the time to meet with you. This communication can help you stand out from the crowd and reinforce the fact that you're a strong candidate for the role. A little bit of time and effort can go a long way.

Send a brief email as soon after the interview as possible including the following points:

- Thank them for their time
- Convey your ongoing interest in the role
- Highlight key relevant experience
- How you might make a significant contribution
- Reiterating interest in the next stage of the process

# Resignation

## **Telling your Employer**

Once you have reached the decision to resign, take a look through your contract and company handbook to see what specific procedures your employer has in place.

Make sure you're aware of the length of notice period you are required to work. If you don't have a formal period of notice in your contract, try to allow at least two weeks for the handover period as a good will gesture.

As well as having an official resignation letter, it's common courtesy to speak to your employer in person about your intentions to leave.

Work out what you're going to say and stick to it. They may try to dig for more information, so be certain what information you're willing to divulge.

This can be an emotional and stressful time, be prepared it relieves the pressure.

Whenever you leave a job you're required to give a resignation letter to your employer, even if you've had a face to face discussion.

The simplest way to do this is to state that you're leaving, specify the date and to say thank you for the opportunity. Your resignation letter also provides official notice that you are terminating your employment with the firm/company.



# Example Resignation Letter

Your Name  
Your Address  
Postcode  
Phone Number  
Email

Name  
Title  
Firm/Company Address  
Post Code

Date

Dear

I would like to inform you that I am resigning from my position as Head of Legal effective from month/date/year.

Thank you for the opportunities for professional and personal development that you have provided me during the last five years. I have enjoyed working for xxxxx and appreciate the support provided me during my tenure with the firm/company.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Signature  
Typed Name

# Counter Offer

## Reasons to Decline a Counter Offer

What type of firm/company, or people, do you work for if you have to threaten to quit or resign before they give you what you are worth or give you the promotion you have been waiting for.

Where is the money for the counter offer coming from? It's usually your next raise early. All firms/companies have strict salary guidelines and budgets to consider.

Your firm/company may immediately start looking for a new person at a cheaper cost or someone they will have to pay as much as they have offered you.

You have now made your employer aware that you are unhappy. From this day on your loyalty will always be in question.

When promotion time comes around, your employer will remember who was loyal and who wasn't.

When times get tough, your employer may begin any cutbacks with you.

The same circumstances that now cause you to consider a change will repeat themselves in the future, even if you accept a counter offer.

Statistics show that if you accept a counter offer, the probability of voluntarily leaving in six months or being let go within one year is extremely high - surveys suggest some 80%.

Accepting a counter offer is an insult to your intelligence and a blow to your personal pride, knowing that you have been underpaid for a number of years.

Once the word gets out the relationship that you now enjoy with your co-workers will never be the same. You may lose the personal satisfaction of peer-group acceptance.

So there you have it - however every case is different and it's not beyond the realms of possibility that you could accept a counter-offer. On the balance of evidence however, which is substantial, your best bet is to not just sit on that fence, but move forward with your career.





7 George Road  
Edgbaston  
Birmingham  
B15 1NP

Tel: 0121 454 1004  
Fax: 0121 410 6998  
[www.enlegal.co.uk](http://www.enlegal.co.uk)

@enlegal



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