



Careers

FAQs

- 1 How do I apply for a role?**

Visit our careers page for current vacancies, where you can apply directly. Your application goes straight to our Recruitment Manager, Jenny Smith (recruitment@law.uk.com). Or, if you'd like to find out more, please call Jenny direct on 01244 357296.
- 2 What is your recruitment process?**

First, we review CVs. We then select people who meet the criteria for the role to interview. The process will then depend on which role you have applied for; it will include at least one face-to-face interview with both competency and technical-based questions. You may also be asked to present to a small panel of interviewers, carry out tests or take part in an assessment centre.
- 3 How do I prepare for an interview?**

As a rule, it is always a good idea to review the company website and the profiles of the people or the department you may be working in. Make sure you know which office your interview is at and how to get there (directions will be included with your interview confirmation).

Review the job description and prepare for questions around your experience and the key responsibilities detailed. Review our core competencies in question 5 below and ensure that you can give examples of when you have demonstrated strong experience in these areas. Make sure you write down any questions you have prepared.
- 4 What are competency based questions?**

These questions provide a structure for a behavioural interview. You will be asked to provide specific work based examples of when you have been in certain situations. We will be keen to understand what actions you took, what led you to make those decisions and what the outcome was.
- 5 What are your competencies?**

Our core competencies which will be assessed at interview for every role are:

 1. Commercial awareness
 2. Customer focused
 3. Personable
 4. Results driven
 5. Effective communicator

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I applied for a role, but haven't heard anything back, what's the next step?

We aim to respond to all candidate applications within 48 hours of receipt. If we have a lot of applications, it may take a little longer. Please call Jenny Smith on 01244 357296 if you would like to discuss your application. You will only be contacted with individual feedback on your application if you have attended an interview.

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I'm an agency recruiter, how can I work with you?

We operate a PSL system across our business. Please refer to the Careers page of our website for more information.

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I want to work with you but can't find a vacancy which matches my skills. How can I make sure I don't miss out on upcoming opportunities?

We are always interested in hearing from talented people who are passionate about delivering great client service. So if you're thinking about a move now, for the future, or simply want to find out more about working with us contact Jenny, or connect with us on social media at the bottom of this page.

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I require some reasonable adjustments to be made for my interview. Who do I contact?

Our offices in Liverpool and Chester are fully accessible by wheelchair. If you do have any other requirements or are planning to visit our Birkenhead office, please contact Jenny to discuss your requirements in confidence.



**If you have any more questions, please contact Jenny Smith,
Recruitment Manager**

recruitment@law.uk.com

01244 357296