

FAQ Graduate Trainees



WHEN SHOULD I APPLY?

If you are sitting a relevant degree we recommend that you apply a minimum of 12 months prior to completion and before your LPC, but we will consider later applications.

If you are sitting a non relevant degree, you will be required to sit GDL/CPE so we recommend you apply at least 12 months prior to completion of your GDL/CPE. Again, we will consider later applications.

HOW MANY TRAINING CONTRACTS ARE AVAILABLE?

We recruit approximately 11 graduates a year across all three offices.

WHEN IS THE CLOSING DATE FOR APPLICATIONS?

We currently do not have a closing date on applications, when we have reached our allocated number we will close the application process for that year.

WHAT IS THE RECRUITMENT/SELECTION PROCESS?

Candidates should apply on line through our website. If successful, candidates will be invited in for a panel interview with up to 3 training partners from across all our offices. Following a successful interview, candidates will be invited to attend an assessment day, which involves sitting two assessments within the office environment.

DO YOU ACCEPT APPLICATIONS FROM NON-LAW UNDERGRADUATES / GRADUATES?

Yes, we welcome applications from undergraduates, graduates, postgraduates or career changers with any degree discipline. For those still at university we accept applications for our summer internship from penultimate and final year law students and final year non-law students.

DO YOU ACCEPT APPLICATIONS FROM MATURE STUDENTS AND PEOPLE WHO ARE CHANGING CAREER?

Yes, we accept applications from mature students and career changers.

WHAT QUALIFICATIONS DO I NEED?

Our minimum requirement is a 2:1 at degree level. Typically our applicants have strong A-level results and relevant legal work experience.

WHAT CAN I EXPECT AT THE INTERVIEW? DO I NEED TO PREPARE?

Preparation is key, so make sure you have researched the firm. You will also be expected to demonstrate good commercial awareness.

WHAT CAN I EXPECT DURING THE ASSESSMENT PROCESS?

Assessments are in place so we can make sure the candidates we select are the right fit for the firm. You will spend the day with us and will sit in two teams and complete a task that is typical of a task that a trainee would be expected to complete.

WHEN CAN I EXPECT TO HEAR BACK IF APPLICATION HAS BEEN SUCCESSFUL?

Following your initial application we will respond either way within 2/3 weeks and then if you have been successfully selected for an interview, our communication will be on going. We encourage students to contact our graduate recruitment officer with any queries.

WILL I HEAR BACK IF MY APPLICATION IS UNSUCCESSFUL?

Yes, we appreciate the time and effort you put into our application process, and we take the time to fully consider and respond to each application.

DO YOU SPONSOR LPC FOR THOSE RECEIVING TRAINING CONTRACT OFFERS?

Yes, we provide full funding to undertake the LPC course. Please note that unfortunately we are unable to make payments retrospectively for LPC courses which have already commenced or been completed at the time of a training contract offer.

DO YOU OFFER WORK EXPERIENCE / VACATION SCHEMES?

Yes, we offer work experience and also run a paid summer vacation scheme. We receive a high volume of applicants and suggest that applicants apply between Jan – March of the year they wish the placement to commence. Please note that our vacation scheme is open to penultimate and final year law students and final year non-law students. Work experience is an option for applicants who are aged 18 years and above.

WILL I HAVE TO COMPLETE A PARALEGAL POSITION BEFORE I START MY TRAINING CONTRACT AND IF SO HOW LONG WILL IT BE?

We like to ensure that our trainees have a good understanding of the firm and we therefore require trainees to complete 3 months as a paralegal prior to starting training contract.

WHAT ARE YOU LOOKING FOR IN YOUR TRAINEES?

We are looking for the future partners of the firm. The right candidates will have a strong academic background and commercial awareness. We look for candidates with personality and drive.

HOW CAN I MAKE MY APPLICATION FORM STAND OUT?

The best applications we receive are concise and free from grammatical and spelling mistakes. They are well researched and demonstrate a good understanding of the firm and what it takes to succeed as a solicitor. Make sure you include details of work experience and internships that are relevant to your application.

WILL I GET AN OPPORTUNITY TO DISCUSS WHERE MY SEATS WILL BE?

We work with each trainee on an individual basis to ensure that you get an opportunity to discuss your preferences at every stage. We like to provide individuals with a varied and challenging training contract, whilst balancing this with the needs of the business.

WHAT IS THE FIRM'S RETENTION RATE?

We are committed to retaining all our trainees and our current retention rate is 100%.

WHO DO I CONTACT IF I HAVE MORE QUESTIONS?

Please contact Emma King – Graduate Recruitment Officer : e.king@stephens-scown.co.uk
