

## Traineeship FAQs

**1. When does your recruitment start for a Traineeship commencing in 2020?**

Our application process for 2020 Trainees begins August 2018 and ends on 7 September 2018 at 5pm.

**2. What will the recruitment process consist of?**

The application process is a straightforward two staged approach.

For the first stage, you should complete and submit the Traineeship Application Form from our website. After shortlisting, successful candidates will then be invited to attend a face to face interview.

**3. What are the entry requirements?**

We are looking for you to have achieved or be on track to achieve an upper second class law degree or alternatively to pass (or have passed) the accelerated law degree.

**4. When should I apply?**

Everyone's circumstances are different, you may have chosen to take a gap year, for example. You should aim to apply at the end of your third year of your honours LB or after the first year of your ordinary LLB.

**5. When will I hear back regarding the outcome of my application?**

If you have been shortlisted to attend an interview, you should hear back from us by 21 September 2018 and invited to attend an interview.

**6. Will I receive feedback on my application if I am unsuccessful?**

Unfortunately we are unable to give tailored feedback on unsuccessful applications because of the volume of applications that we receive.

**7. How many seats will I get to experience?**

Your traineeship will consist of three seats. This will be divided into three 8 month seats. We are of course driven by business needs, therefore this is subject to change.

**8. What are the different departments within Murray Beith Murray?**

Our firm can be divided into our Asset Protection, Executry, Property and Litigation departments.

Further information on the departments is available from the “Information for Prospective Trainees” document available on our website.

**9. How many partners are there in the firm?**

Murray Beith Murray currently has 6 partners, and around 65 staff.

**10. What type of work will I experience as a trainee?**

We will involve you in quality legal work from very early on in your traineeship. This could include drafting wills, dispositions and powers of attorney or managing an executry estate. You will benefit from client contact as much as possible and will be fully supported by your supervisor throughout each seat.

**11. What training will I receive during my traineeship?**

Your traineeship will commence with an induction providing you with useful information on the firm to help you get started. You will receive quality training throughout each seat as you learn from more experienced members of staff. You will also be required to complete trainee continuing professional development (TCPD) as part of your traineeship. We regularly run in-house training sessions which you will be invited to attend and will count towards your TCPD. Your



performance will also be measured through quarterly reviews with your responsible supervisor, giving you an opportunity to discuss your performance and any needs requiring further training.