



## **Traineeship FAQs**

### **1. 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.

### **2. What are the entry requirements?**

We are looking for you to have achieved an upper second-class law degree or alternatively have passed the accelerated law degree and you are on track to pass the Diploma of Legal Practice

### **3. 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 3 April 2020 and invited to attend an interview.

### **4. 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.

### **5. 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.

### **6. What are the different departments within Murray Beith Murray?**

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

Further information on the departments is available from the "Information for Prospective Trainees" document



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

Murray Beith Murray currently has 7 partners, and around 60 staff.

**8. 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.

**9. 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.