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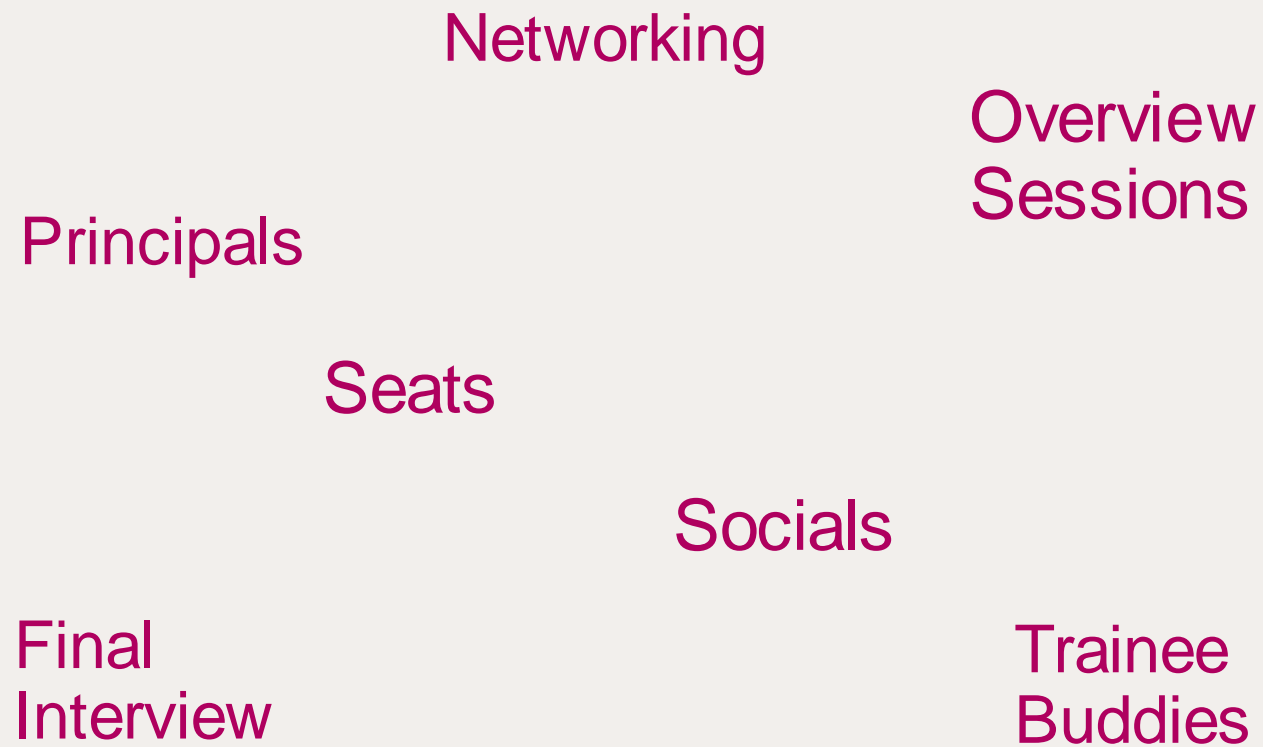
## How to succeed on a Vacation Scheme

**Sophie Thomas, Trainee Recruitment Advisor**



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# Scheme Structure



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# Preparation

- Look over your interview notes
  - Re-read your application form
- Seat allocation
- Firm website/social media
- Identify gaps in your knowledge



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# Feedback

- Ask for feedback from your vacation scheme assessment day
- Request feedback after completing a seat
- After completing a substantial piece of work for your principal or trainee buddy, ask if there are any developmental points.

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# Scheme Assessments

## Tasks

- Don't leave until the last minute
- Proofread, think about how you present the information
- Make use of internal resources

## Training Contract Interview

- Based on task, 1 hour with Partner and MA
- Make a note throughout the scheme of what you are working on
- Network during scheme, find out about other areas of interest

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# Our agile mindset framework

## Empathy

- Interpersonal skills
- Respect
- Working with others/one team

## Divergent thinking

- Critical thinking
- Intellect
- Technical capability

## Entrepreneurial outlook

- Commercial thinking/awareness
- Excellence
- Resource and work management

## Social & emotional intelligence

- Integrity
- Leadership
- Motivation
- Oral/written communication
- Resilience

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# Interview advice

- Anticipate common questions
- Examples and research
- Depth of analysis
- Enthusiasm and passion for Linklaters and the work we undertake
- Your case study - listen, think and be clear and succinct
- Commercial issues and deals from reading business press, sector publications, and the Internet

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# Top Tips



Be enthusiastic and confident

Don't understand something, ask questions (principal, trainees)

Keep your principal updated on your whereabouts

Ask for work (principal, trainees, department)

Remember, it's not a competition

Have fun!

Don't be late on your first day

Don't forget first day essentials (passport, visa documents, notebook)

Avoid using personal phone at desk

Don't be afraid to flag an issue to trainee recruitment

Don't listen to the rumour mill!

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# Remember...

- It's a two way process
- Get involved
- Network on the scheme
- Remind yourself of our mindset framework
- Make the most of your time!



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# What if it's virtual?

- Demonstrate interest and enthusiasm
- Communication is key
- Regular breaks, be mindful of time spent on laptop
- Network and build relationships



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# Our opportunities

## Winter Vacation Scheme

Application dates: 7 Sep - 15 Oct 2020

## Spring and Summer Vacation Schemes

Application dates: 1 Oct - 10 Dec 2020

## Training Contract 2023

Application dates: 1 Oct - 10 Dec 2020

## Singapore/London, China/London and Middle East/London Training Contract 2023

Application dates: 1 Oct - 10 Dec 2020

## Seoul/London Vacation Scheme

Application dates: 1 Oct - 10 Dec 2020

## Pathfinder

Application dates: 4 Jan - 8 Feb 2021



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# Any questions?



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