

## Selection Process

An easy-to-use timetable of the selection process may be found at the end of this document.

### Stage 1

Application forms will be available to download from <http://www.tanfieldchambers.co.uk> from **Friday 15 December 2017**. Completed forms must be submitted **by 4pm on Friday 2 February 2018**.

Application forms received by Chambers will be printed by a member of Chambers' administration team after the deadline for submitting application forms. Only members of this team are able to access the Inbox at [pupillage@tanfieldchambers.co.uk](mailto:pupillage@tanfieldchambers.co.uk).

Each completed form will be assigned a unique number. Page 1 of the application form (boxes 1 and 2) will be detached from the rest of the application form, and the information contained thereon will be held securely by a member of Chambers' administration team. The Pupillage Committee will mark each application form without sight of page 1 (boxes 1 and 2).

The Pupillage Committee will then consider all completed application forms in accordance with the selection criteria that are published online. The Pupillage Committee will then shortlist applicants for interview.

Short-listed candidates will be invited to the Stage 2 interview. Only after candidates have been selected for Stage 2 will their names be provided to the Pupillage Committee. The number of candidates who are invited to Stage 2 is necessarily limited. As a guide, in past years, Chambers has invited 22 (2017) 16 (2016) 17 (2015), 17 (2014) and 22 (2013) candidates respectively.

### Stage 2

Invitations to the Stage 2 interview will be sent out by email by a member of Chambers' administration team. Likewise, candidates who are unsuccessful following Stage 1 will be notified by email. Notifications to both successful and unsuccessful candidates will be emailed in the week commencing **26<sup>th</sup> February 2018**.

A member of Chambers' administration team will contact candidates who have been invited to Stage 2 and have special requirements, as stated in box 1 of the form.

Interviews will be held **in the weeks commencing 12 March 2018 and 19 March 2018**. The Stage 2 interview will comprise two parts. The first part of the interview will involve the discussion and analysis of a legal problem (which will be provided to each candidate before the interview begins). This first part of the interview will last approximately 30 minutes. Candidates whose first degree is not in law will not be disadvantaged by the first part of the interview.

The second part of the interview will be a competency-based interview consisting of competency-based, situational, and biographical questions, as well as a question on an ethical issue.

You may be asked to sit the competency-based interview before the legal interview. Clear instructions as to the order of interviews will be provided to candidates on the day.

You will be assessed in accordance with published selection criteria that are available to download from the Recruitment section of Chambers' web site. At Stage 2, the main criteria being assessed are analytical thinking, effective communication, influencing/advocacy skills, resilience, interpersonal skills, and motivation.

Candidates will be notified whether or not they have been successful at Stage 2 **in the week commencing 3<sup>rd</sup> April 2018.**

### **Stage 3**

If you are successful at the Stage 2 interview, you will be invited to attend Chambers for a final assessment. The number of candidates who proceed to the final stage in past years, is 4 (2017) 5 (2016), 4 (2015), 6 (2014), and 7 (2013).

The final assessment will take place between **in the week commencing 9<sup>th</sup> April 2018.** Candidates will carry out a work sample exercise. The work sample exercise will involve researching a legal problem and producing a written answer which will form the basis of a discussion in a short, structured interview at the end of the second day.

Candidates will be notified whether or not they have been successful at Stage 3 **in the week commencing 16 April 2018.** In past years, Chambers has made 1 (2017), 1 (2016), 1 (2015), 1 (2014), and 2 (2013) offers of pupillage which have been accepted.

## Timetable

The following timetable shall apply to applications in 2017/18 for pupillage commencing in 2019:

<b>Stage</b>	<b>Event</b>	<b>Date/deadline</b>
Stage 1	Application forms available	From Friday 15 December 2017
	Deadline for submitting application form by email	Before 4pm on Friday 2 February 2018
Stage 2	Notification of successful and unsuccessful candidates	w/c 26 February 2018 2017
	Interviews	Between Monday 19 March 2018 and Friday 23 March 2018
Stage 3	Notification of successful and unsuccessful candidates	w/c 3 April 2018
	Final assessments	w/c 19 April 2018
Offers	Notification of successful and unsuccessful candidates	w/c 16 April 2018

Pupillage Committee  
November 2017