

Selection Process

A summary 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/people/recruitment> from **Friday 14 December 2018**. Completed forms must be submitted **by 4pm on Friday 8 February 2019**.

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.

Stage 1 is conducted on an anonymised basis so those marking the application form do not know the personal characteristics of each candidate. 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 consider all completed application forms in accordance with the objective selection criteria ('the Selection Criteria') that is published online on the recruitment section of our website. The Pupillage Committee will then shortlist applicants for interview.

Stage 2

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 5 years, Chambers has invited on average 20 candidates to attend the Stage 2 interview.

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 25th February 2019**.

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 over the **weekend of 16/17 March 2019**. 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 30 minutes 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. This will also last approximately 30 minutes.

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 the Selection Criteria. At Stage 2, the main criteria being assessed are analytical thinking, effective communication, influencing/advocacy skills, resilience, interpersonal skills, and motivation.

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 the past 5 years is on average 5. Candidates will be notified whether or not they have been successful at Stage 2 in the **week commencing 18th March 2019**.

The final assessment will start in the **week commencing 25th March 2019**. Candidates will be given instructions for a written opinion on the morning of their assessment and will be expected to have completed and returned their work by the end of that business day. The exercise will involve researching a legal problem for which access to Chambers' library will be made available. The written work will form the basis of a discussion in a short, structured interview the following week.

If you are successful at Stage 3, you will be notified by in the **week commencing 8th April 2019**. In past years, Chambers has made offers of between 1 and 2 pupillages.

Timetable

The following timetable shall apply to applications in 2018/19 for pupillage commencing in 2020:

Stage	Event	Date/deadline
Stage 1	Application forms available	From Friday 14 December 2019
	Deadline for submitting application form by email	Before 4pm on Friday 8 February 2019
Stage 2	Notification of successful and unsuccessful candidates	w/c 25 February 2019
	Interviews	w/e 16/17 March 2019
Stage 3	Notification of successful and unsuccessful candidates	w/c 18 th March 2019
	Final assessments	w/c 25 th March 2019
Offers	Notification of successful and unsuccessful candidates	w/c 8 th April 2019

Pupillage Committee
November 2018