Guide for students

• What is the Law Traineeship and Work Experience Fair?
  o This is your annual opportunity to meet a range of law firms and organisations who recruit law students and graduates into their work placement and traineeship positions. Attendance is free of charge to students but please register for a place. For the first time in 2020, the fair is being held virtually via Blackboard Collaborate.
  o Register on CareerConnect at: https://abdn.targetconnect.net/leap/event.html?id=5449

• When is the Law Fair running?
  o Monday 5th October 2020, 10:00am-12:00pm and 1:00pm-3:00pm
  o The same organisations will be available to visit during both sessions.

• How will it work?
  o Each organisation will be given a virtual room which will be their "stand". They will "hang out" in this room waiting for students to come and ask questions. Students can request a private chat with the representative from an organisation by sending a message in the chat box. You will then be moved to a breakout area. You can ask questions by turning on your video and microphone, or via the text chat box. When you are not asking a question, please turn your microphone and video off.

• What do you need to access the room?
  o Computer or laptop with internet connection and speaker, webcam & microphone.
  o Internet browser: we recommend Google Chrome or Firefox (please note Internet Explorer or Edge won’t work).
  o The link to each organisation’s virtual room can be found on our website: www.abdn.ac.uk/careers/virtual

Attending organisations

• Addleshaw Goddard LLP
• Brodies
• CMS Cameron McKenna Nabarro Olswang LLP
• Dickson Minto
• DWF
• Gillespie Macandrew LLP
• Government Legal Service for Scotland
• Law Society of Scotland
• Shepherd and Wedderburn
• Stronachs
• TARGETjobs Law
• The University of Law
• Thorntons Law LLP
• Womble Bond Dickinson

www.abdn.ac.uk/careers/virtual
How to navigate within the online room

After you have logged in you may be met with this screen. You will be prompted to set up the microphone and camera which are required for the session.

Once inside the room there are several tools you can use to interact with the speakers

Please make sure that your camera and microphone are on if you want to speak to the organisation but off if you are listening

Click to open the settings panel

Click to raise your hand to get the attention of the speakers

You can make use of the chat function in the side bar to ask questions of the organisation,

www.abdn.ac.uk/careers/virtual
If you would like to request a private conversation, please send a message via the chat box. The moderator can move you and the organisation representative into a private breakout room.
Questions to ask at the Fair

- Ask questions which show you have done some research about the firm already: Questions which show you know something about their vacancies, the areas of law they are known for, the types of clients they have, the history of the firm etc. will stand out immediately. The organisation information on our website is a good starting point: www.abdn.ac.uk/careers/virtual

- Avoid asking an overall question about what the firm does: this is something which firms are asked all day, so asking something which shows you know this already will be a refreshing change.

- Speaking to trainees: trainees are usually represented and will often be graduates from the University of Aberdeen. They will have been through the selection process recently so, if you know that you are speaking to a trainee, you might want to ask the following:
  
  - How did you find the selection process?
  - What kinds of experience did you gain prior to applying for traineeships?
  - Did you get a work experience placement at the firm? What was it like?
  - What would you recommend I do to help me to prepare for the interview?
  - How did you decide which firms to apply to, and what made you decide to accept this firm?
  - What is your traineeship like? Which seats have you completed so far?
  - What has surprised you most about your traineeship?
  - If you were a student again, what (if anything) would you do differently having been through the process?

- Speaking to HR/Recruitment Managers/Partners: since there will be a variety of representatives from the firm/organisation, it’s good to find out who you are talking to first so that you can ask appropriate questions. The following questions will hopefully give you some ideas:
  
  - How many vacancies do you have for traineeships/work experience for [insert year]?
  - What makes an application stand out from the crowd?
  - How would you recommend I prepare for an interview with your firm?
  - Your firm states that it is looking for [insert skill/competency listed as important], what kinds of experience can be good for developing and demonstrating this skill?
  - I see the firm is ranked top for [insert practice area(s)], are there any specific skills which are needed to excel in this/these area(s)?
  - Your firm has recently merged with [insert firm recently merged with], what effect has this had on the numbers of traineeship and/or work experience opportunities available?
  - I am interested in training at a firm where I can build my career in the longer term, what are your trainee retention figures like?

- Some final points: ask questions you genuinely want to find the answer to, smile and try to be yourself and don’t just rely on the questions suggested above – these are just to get you thinking!

For more information why not attend the 30 minute ‘Prepare for the Fair’ Careers eBite virtual workshop scheduled for Thursday 1st October at 3.30pm. Book a place via CareerConnect
  
  - https://abdn.targetconnect.net/leap/event.html?id=5619

www.abdn.ac.uk/careers/virtual