

TRAINEE SOLICITOR Recruitment Policy

It is the policy of Bridge McFarland LLP to routinely provide places for Trainee Solicitors and where appropriate provide progression through Associate Solicitor to Partnership.

Candidates will be required to meet the following criteria:

1. Candidates must be committed to developing a career in Lincolnshire, Humberside and South Yorkshire.
2. Be able to demonstrate end of year grades commensurate with or achievement of a 2:1 degree in any subject. Alternative grades will be accepted with relevant previous experience.
3. Essential characteristics will include the ability to demonstrate a confident personality, to communicate easily with clients and fellow professionals, a desire to contribute and be an active part of the firm and the capacity to work under pressure.
4. As a precursor to the offer of a Training Contract, prospective candidates will be required to undertake a work placement either during a holiday period or as a fixed term Legal Assistant's position. All prospective Trainee Applicants will be asked to apply for one or more fixed term placements totalling 3 to 6 months, through summer holidays or as a fixed term contract. This may be in a support capacity for individuals in the early stages of their degree or as a Legal Assistant for those in the latter stages of their training.
5. Applications for work placements will be accepted through the submission of an official Bridge McFarland LLP Application Form.
6. Candidates will be considered for placements after the first year of their degree course however a final decision with regard to the offer of a training contract may not be taken until their final degree year or between their degree and LPC.
7. Closing date for applications will be 28th February. Each year a shortlist will be drawn up for interviews to be conducted during April, following which offers will be made for short-term or summer placements. At this point a maximum of 8 places will be offered for short-term placements across the practice.
8. Each placement student will be monitored throughout their placement, where they will be required to do some fee earning work and/or secretarial work and will include routine assessments.
9. Throughout the placement period Supervising Partners will have clear guidelines with which to measure students and will forward assessments to the HR Manager / Training Partner.
10. In the event of a placement student failing to perform, formal reviews will be held regularly to assist these individuals to reach the required performance.

11. Places will be offered taking into account Bridge McFarland LLP's:

11.1 Immediate and specific requirements

11.2 Future areas of growth

11.3 Succession planning