

The Interview & Application Process

WHEN THE PORTAL OPENS

You

Take time to do your application form. Answer the questions!

Finalise and check spelling and grammar and upload in time.

Remember to specify - if you have a preference - which practice/service areas you are most interested in.

Us

Double-check the marking schemes.

Ensure the topics for the 3PB First Interviews are appropriate.

Draft the brief for the Second Interview and persuade juniors to do test runs.

Get Pupillage Dashboard operational and run tests.

Set pupillage interview slots.

Panel of 3PB barristers and staff agreed for Interviews ahead.



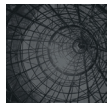
SPORT



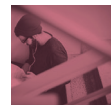
FAMILY



EMPLOYMENT



CONSTRUCTION & ENGINEERING



EDUCATION



COMMERCIAL

BEFORE THE PORTAL OPENS

You

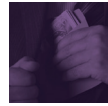
Get a good degree.
Demonstrate a rounded skillset by work, volunteering and other activities.
Do Mooting/Public Speaking.
Do work experience/mini-pupillages.
Spend time practicing doing the application form. Identify the competencies required and make sure that you can satisfy them.

Us

Persuade busy 3PB barristers to give up their time to mark the applications.
Set dates for First & Second Round Interviews.
Book conference rooms.
Persuade more busy barristers to sign up to do interviews.
Do the Portal Advert.
Check the marking schemes and ensure that they are equalities compliant.
Prepare the marking sheets.
Do training and calibration marking to ensure those reviewing applications understand the marking scheme and will apply it.



CLINICAL NEGLIGENCE



CRIME



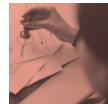
PERSONAL INJURY



MEDIATION



PROPERTY & ESTATES



PUBLIC & REGULATORY

JUNE TO NOVEMBER

DECEMBER

FEBRUARY

WHEN THE PORTAL CLOSES

You

Tell yourself not to worry then spend the next few weeks worrying.

Us

Paper Sift marking and moderation (two markers each paper; total approx. 125 hours).
Successful and unsuccessful candidates are informed and about 45 successful candidates invited to a First Interview with the panel from 3PB.

FIRST INTERVIEW

You

Select your interview slot.
Prepare for interview. Provide your self-selected written work in time. Turn up on time and appropriately dressed.

Us

Put together candidate bundles.
Organise the interview timing.
Check and calibrate First Interview Marking Scheme.
Have pre-interview meetings.
Interview the candidates, mark and do short feedback sheets (three markers each candidate approximately 75 hours).
Select about 14 candidates for the Second Interview.

MARCH/
APRIL

APRIL/
MAY

SECOND INTERVIEW

You

Prepare the brief provided to you a week in advance.
Provide the written work on time.
Prepare your advocacy exercise. Turn up on time and appropriately dressed.

Us

Send out the briefs. Monitor arrival of written work and mark (five markers each candidate).
Put together candidate bundles.
Check and calibrate Second Interview marking scheme.
Interview the candidates, mark and do feedback.
Discuss the candidates and select who will get offers (total approx 30 hours).

OFFERS DAY

You

Accept or not accept the offer from 3PB.

Us

Upload the offers and send emails to the successful and unsuccessful candidates.

MAY

AFTER THE OFFER

Before start of pupillage:

You

Provide bank details, visit your 3PB office/centre to meet your pupil supervisor.
Come to September Symposium with the pupils past, present pupils and you.

Us

Provide written pupillage handbook, information about Pupil Supervisor, set up email and Diary accounts.
Make advance payment of 1 month's pupillage award.

