

# 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.



INTELLECTUAL PROPERTY



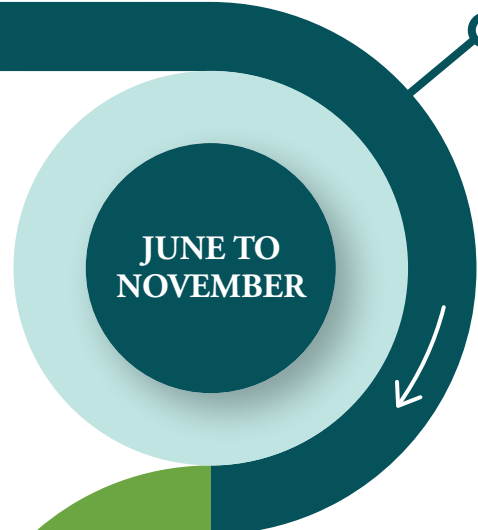
EMPLOYMENT



EDUCATION



COMMERCIAL



JUNE TO  
NOVEMBER

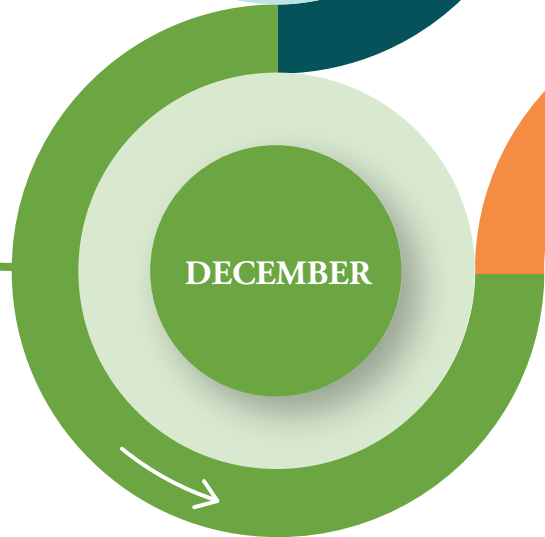
## BEFORE THE PORTAL OPENS

### You

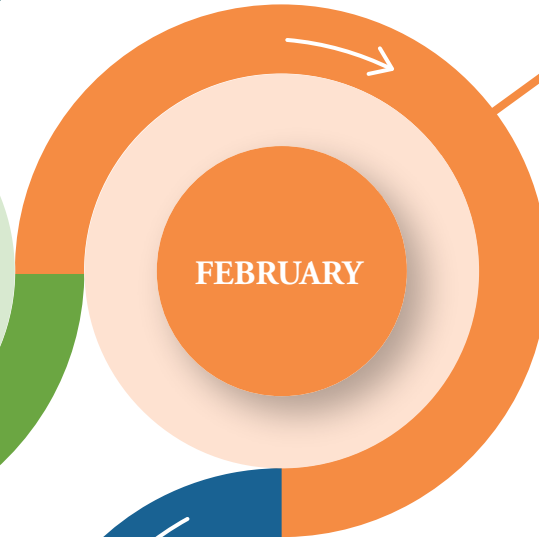
Get a good degree.  
Demonstrate a rounded skillset by work, volunteering and other activities.  
Do Mooting/Public Speaking.  
Do work experience/mini-pupillages.  
Spend time practicing doing the application form. Identify the competencies required and make sure that you can satisfy them.

### 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.



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.

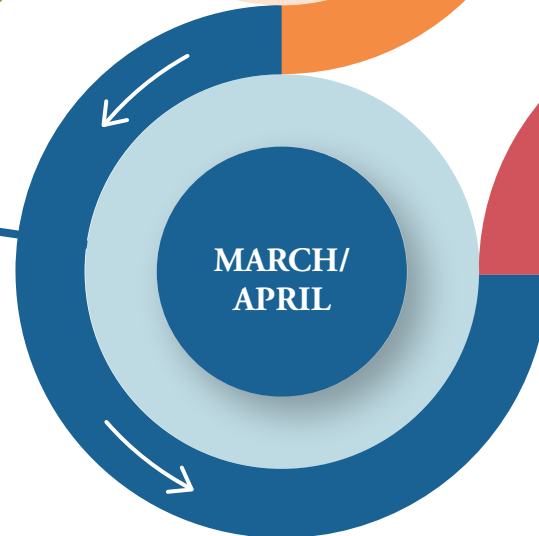
## FIRST INTERVIEW

### You

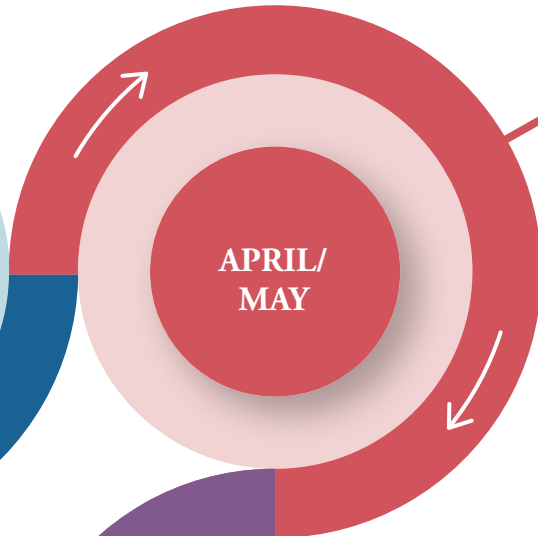
Select your interview slot.  
Prepare for interview. Provide your self-selected written work in time. Turn up on time and appropriately dressed.

### 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).

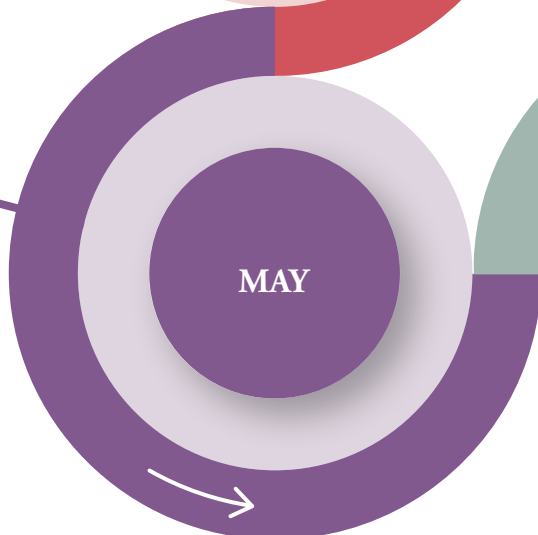
## OFFERS DAY

### You

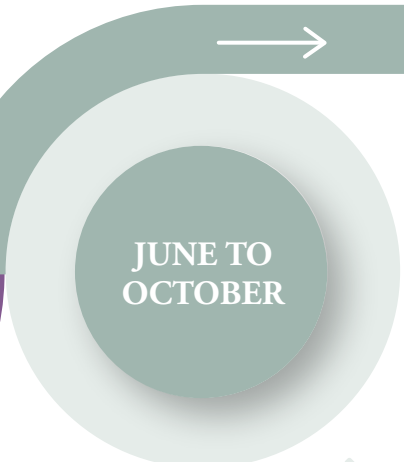
Accept or not accept the offer from 3PB.

### Us

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



MAY



JUNE TO  
OCTOBER

## AFTER THE OFFER

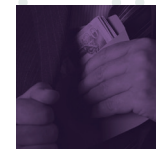
### Before start of pupillage:

### 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.



CRIME &  
REGULATORY CRIME



MEDIATION



CLINICAL NEGLIGENCE



PERSONAL INJURY



## 3PB Pupillage Award and Benefits

A remuneration package worth at least £77,000 including...

### Award:

**£60,000** 50% paid award over 12 months and 50% guaranteed earnings in second six\*

### Benefits:

**£17,000**

- Nothing to pay to chambers on earnings during pupillage
- Free travel expenses (restrictions apply)
- Free training courses covering everything from advocacy to IT skills
- Inclusive Private Medical Insurance with an industry leading provider
- Free access to Lexis Nexis PSL+, Lexis Ai+, Westlaw Edge with Co-Counsel (inc. Whitebook), Practical Law & Lawtel
- Free access to the full Office 365 package, including Outlook, OneDrive and Teams (inc. telephony)
- Free IT support to ensure you do not fall foul of information security issues
- Free advice on risk and compliance issues
- Free assistance with promoting your practice and developing your profile including access to the specialist marketing team
- Free provision and management of the diary system
- Free access to bespoke financial management controls for easy management of your billing and fees due
- Unlimited access to Chambers Independent Financial Advisors for assistance with being self-employed, income protection, taxation issues, pensions, mortgages, general financial advice
- Access to Perkbox – global rewards platform

### Plus special discounted rates for:

- IT equipment including laptops, PCs, tablets and mobiles
- IT software including document management and file sharing

\* Every pupil in the last five years has earned more than the guaranteed earnings – some significantly so. Please note that Award and the remuneration are subject to change.

Making your application for

*pupillage*



**3PB**  
BARRISTERS

### 3PB Pupillage

E: [pupillage@3pb.co.uk](mailto:pupillage@3pb.co.uk)

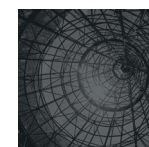
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FAMILY



CONSTRUCTION &  
ENGINEERING



PROPERTY & ESTATES



PUBLIC &  
ADMINISTRATIVE LAW

**3PB**  
BARRISTERS