



fletchers
solicitors

Applying for a job at Fletchers



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We know that applying for a job can be a nerve-wracking experience, especially if you aren't used to the way companies select, interview and appoint people. This guide will explain how we approach recruitment at Fletchers. We want to make sure everyone can do their best during our interview and recruitment process. We think that to do that, you need to know what to expect from us!

We'll cover:

- 1 Applying for a job
- 2 CV Tips
- 3 Our Selection Process
- 4 What to expect at an interview
- 5 Some more information about Fletchers



Applying for a job at Fletchers

Our process works like this:

1. Hopefully, you find a job advertised at Fletchers that you like the look of, most likely on our own website or on Indeed.com, where all of our jobs are advertised.
2. The advert will describe what the person who gets job will actually do (the job description) and will tell you what knowledge, skills and experience we are looking for (the person specification).
3. You can start the process by following the instructions on the platform you found the job to apply for the role.

Applying on Indeed

- You'll be asked to enter your contact information and login for Indeed.
- You'll be asked to upload a CV*. You can send us your CV as a PDF or a Word document. Indeed can help you build a CV if you don't already have one. See the 'CV tips' page later on for our thoughts on what makes a great CV!
- Indeed will guide you through the rest of the process which ultimately sends all of your details through to our Applicant Tracking System (ATS).
- If you already have your CV ready, it just takes a few minutes!

*CV stands for 'Curriculum Vitae' - a summary of your education, qualifications and previous jobs. There are lots of online resources that help you build your own CV - Indeed.com themselves offer useful advice.

CV tips from our recruitment team

We see a LOT of CVs! We don't use AI to sift them like some employers – a real person looks at every single one. Everyone has different views on what CVs should look like – here are a few of our key pieces of advice:

- **We need your contact details** - preferably at the top! Ideally give us both an email address and a phone number to make it as easy as possible to contact you.
- How long should a CV be? As a guide, **two A4-sized pages** (in a reasonable 10-12 point font, with some white space!) will normally be plenty.
- Your job history should have the **most recent job first**, then work backwards to your oldest role. Give us clear dates (month and year) when you worked there and tell us a bit about what you did, focusing on any **specific achievements**.
- Speaking of achievements, **be as specific as you can** – for example, 'increased sales by 70% in six months' is much better than 'increased sales'.
- If you don't have much work experience, put your academic qualifications in first – otherwise **always start with your job history**.
- We don't recommend including a photograph on your CV, but we don't mind if you do.
- If you're looking to change focus from what you have previously done, it's helpful to include a bit of information why – and explain what **transferable skills** you have that will help in the role you are applying for.
- We all use fancier/more corporate language on our CVs than we do usually – but **don't say anything that** isn't true and/or you can't back up with examples at interview.
- The best CVs we see are **written specifically for a particular job**, showing us exactly how you match our person specification.

Everything in your CV should be there for a reason. Don't feel like you have to add things in for the sake of it.

Check your spelling and grammar carefully – most word processing software has built-in checking capability, so use this as a minimum and ask someone else for help if you need to.

Our selection process at Fletchers

1

Initial Selection for Interview

- Either the job's manager or one of our lovely Recruitment team will consider your application, comparing your knowledge, skills and experience to the person specification and job requirements.
- If we have a lot of interest in a role, or a lot of candidates match the person specification, we might ask for a brief informal phone chat with you before shortlisting for full interviews.

2

Interview

- We will hold an interview either online (usually via Microsoft Teams – don't worry, you can do this in a number of ways to suit you) or in person at one of our offices.
- We'll try to make it as informal and relaxed as we can!
- We might also ask you to carry out a task or a test related to the job's requirements. If we are going to do this, we will tell you before the interview: we'll never surprise you with one.

3

After the Initial Interview

- After the interview, our appointing managers usually take a bit of time to think about things. Sometimes there are other candidates to see at different times. This means it can be a few days before we come back to you – this isn't anything to worry about!
- Sometimes there is a second stage interview, either to clarify some points or to meet other members of the team. This is perfectly normal for us!
- After the interviews have been concluded, we will let you know if we are making you an offer or if you haven't been successful this time.
- If you weren't quite right for a specific role, we may keep your details on file for a future role.

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What to expect from a Fletchers interview

Very few people actually enjoy being interviewed but we really want you to be at your best, therefore:

- We will try to put you at ease as much as possible.
- We are generally fairly informal, so you don't need to wear a full suit if you don't want to.
- At least two Fletchers colleagues will be involved – we never interview 1:1.
- All of our questions will relate to the job description and person specification – we don't use 'quirky' interview questions or try to catch you out.
- We will give you plenty of time to answer the questions we ask – take some time to think before you start to answer to think about your response.
- We don't use any surprise tactics or manufactured scenarios just to see how you react!
- We know it's a big decision so we will always give you a chance to ask us questions. Whilst it is for us to see if you would be suitable for a role, it's equally important for it to be the right fit for you. Take this opportunity to find out things that will help you make a decision should you be successful.

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To help us make sure we understand what you could bring to Fletchers:

- Don't assume that we know what you did at a former employer or how they work – spell it out for us (and why it's relevant)!
- Spend some time before the interview thinking about how your knowledge, skills and experience and how they relate to the person specification and job description.
- Prepare some specific examples of things you have done that relate to the person specification – you can use them in your answers so you aren't trying to rack your brains on the day.

Good luck and any questions please get in touch

We know that selecting a new role is an important decision, so if you have any questions about our recruitment process, or anything related to the role please contact the Recruitment team at: jobs@fs.co.uk. We want to make sure you are fully prepared and our friendly recruitment team will be happy to help.

Why Work at Fletchers

We aspire to be the best place to work in the legal sector



We offer:

- Genuine flexibility of both time and location plus modern ways of working
- An exceptional opportunity to develop your skills and career, whatever your current experience
- Competitive rewards and benefits that grow over time
- A fun and collaborative culture underpinned by our values
- A chance to work on a wide range of legal cases from multiple secure sources
- We are a fast-growing business, underpinned by exceptional financial security through our owners Sun European Partners
- A truly diverse and inclusive environment, which welcomes and celebrates our colleagues

How we work

We offer the best hybrid and flexible working practices in our industry

Most colleagues work in a hybrid way, spending 4-5 days per month working with their team in one of our offices

We continue to develop an informal, unstuffy and supportive environment

We value social connections and offer exciting opportunities for colleagues to come together regularly

We have a great working culture

We are a people-focused company: we care about our colleagues

We are forward-thinking

We love technology and the possibilities that it offers in helping us serve our clients and colleagues better

We are nice people!

We would say this - but we genuinely have a welcoming team and work hard to make sure we offer a very friendly and sociable working environment