

OCI TIPSHEET



OSCG

Business. Governance. Guidance.

OCI TIPS

- **Tip 1:** Be yourself!
- **Tip 2:** Do your research in advance to demonstrate interest in that particular firm and prepare a profile on the firm for yourself.
- **Tip 3:** Know your application inside and out.
- **Tip 4:** Ask questions that indicate you have long term plans for your career at the firm.
- **Tip 5:** Prepare to spend a lot of time talking about your interests/hobbies.

Possible Interview Questions include:

- Tell me about yourself.
- Why law? Why X area of law?
- Why are you interested in business law?
- Why do you want to work at a full-service firm?
- Why are you interested in litigation?
- Where do you see yourself in 5/10 years? Tell me something that's not on your resume.
- Tell me about the skills you acquired in X [a particular job/task/course]? What did you learn about customer service from your time at...?
- Tell me about a recent work experience you found particularly challenging. What obstacles did you overcome? What result did you achieve? What would you have done differently?
- What are your greatest strengths and weaknesses?
- What is your favorite course at Osgoode, and why? Least favorite?
- What is your proudest accomplishment?
- How do you conduct legal research?
- What was an issue you encountered with a colleague? And how did you handle it?
- Describe a situation where you had to deal with a disgruntled customer/client.
- If you mooted, you might get asked about the mooted problem/relevant law.
- Tell me about X student club.
- What concerns do you have with summering?
- What are three adjectives that best describe you?
- What is one mistake you have made and what did you learn from this?
- What are your goals for your summer experience?
- How have you changed since starting your undergraduate degree?
- Why did you decide to go to law school?
- What would you be doing right now if you weren't in law school? How does this relate to law?
- Your resume indicates a strong interest in X, why are you interested in Y?
- After your interview, how do you want us to remember you?
- How would people describe your leadership style?
- How would you reconcile being assigned a case you were morally opposed to?
- Why did you choose your particular undergraduate program? Why didn't you end up in Criminology, etc.?
- Explain X grade.
- What skills that you learned in the customer service industry will apply to your career?

“Why are you interested in our firm?”

- Commitment to their students
- Extensive training upfront
- Professional development
- Caliber of the work
- Culture, specifically the emphasis on being supportive and collaborative
- Ability to take on significant responsibilities and be exposed to a variety of work
- Social events to help students get integrated
- Flexible summer law program
- Leader in a particular practice area
- Size (boutique, medium, large)
- Variety in clients
- Hands-on experience
- Growing firm
- Glowing recommendations (mention an associate or student that you’ve spoken with regarding the firm)

Questions for the firm

Every firm will ask you if you have any questions. You should prepare at least 5 questions per firm. Please see some sample questions below.

TIP: Avoid asking any questions such as “do you have a mentorship program?” that could easily be answered by visiting their website.



Student life:

1. What are your expectations for the person hired for this role? What does it look like when you say to a student, ‘good work’?
2. On what kinds of cases or issues are you currently working and how would you involve students in this work?
3. What kind of experience do summer/articling students get? (i.e. client exposure, practical exposure to courts/mediations/etc., continued engagement with files, etc.)
4. Can you tell me about professional development and the transition from student to associate at the firm?
5. How much direction/autonomy is there during the summer program?
6. I am really looking to grow and am eager to learn – how do students receive feedback?

About them or the firm:

1. Could you tell me more about your area of specialization? What does your day-to-day look like?
2. How do you enjoy your work overall? What’s the best part of being here? Is there anything you would change?
3. What personal attributes are required in order to do this type of work well?
4. Could you tell me a little about how you came to work here?
5. Is there anything that surprised you about this area of practice? Is it different from what you expected it to be?
6. How would you describe the culture at the firm?
7. What would you say is the biggest advantage vs drawback of being a large / mid-size/ boutique firm? What do you think the biggest advantage is for a student?
8. I spoke to one of your students, and one of the things she highlighted was her hands on experience with clients, is this usual for students to get this type of experience?



Partners:

1. What are some challenges the firm will face in the next 5 years- where do junior associates fit into the game plan?
2. What do you see as growing, or changing at the firm?
3. What has your personal experience been like at the firm? What attracted you or kept you here?
4. What are emerging practice areas for your firm? Areas where there is a lot of growth?
5. How often do your cases end up being negotiated or settled? Do you go to court frequently?

Associates:

1. When did you decide that you wanted to specialize in your practice area? How soon are associates typically required to specialize in a specific area?
2. What is the relationship like between associates and partners?
3. What drew you to the firm?
4. How was your transition from articling to associate?
5. What type of work do you usually assign to students?

**IN FIRM TIPS**

Tip 1: Prep for your calls: update your voicemail, be ready!

Tip 2: Create an in-firm package for yourself: have your schedule, profile of each firm, questions you can ask and talking points ready.

Tip 3: “Screenshot” of interviewer’s pictures.

Tip 4: Print a map of downtown and mark where each firm is. Know how the elevators/reception works.

Tip 5: This process is like dating...be candid and mindful about signals!

Tip 6: Make your intentions know when you know what you want.

Tip 7: Prepare your “thank you” emails in advance. Have a draft saved on your phone because this will save you time.

Tip 8: If you are invited to a reception, it is important that you go. If your name tag is still sitting there at the end of the night, they will know you didn’t attend.

Tip 9: Before attending a reception or dinner, look at the name of the individuals you met with during the day. This will come up in conversation and it can be stressful if you can’t remember.

Tip 10: Self-care is important! Try to make time for lunch, and make sure you bring water and lots of snacks to keep your energy up.

Tip 11: For offers...

If you don’t get an offer, call the firms to follow up.

If you receive an offer first from an office that isn't your top choice, thank them profusely, let them know you will think about it for a short time and then call the offices that are your top choices to see where/if you are on their offer list. This way, you will make an informed decision on what job offer to take. Remember, once you verbally accept an offer you have entered into a contract with that employer which precludes you from accepting other offers.