



Black Law Student's Association of Canada

BOOK OF ETIQUETTE

Preparing for OCI's & Infirm Interviews

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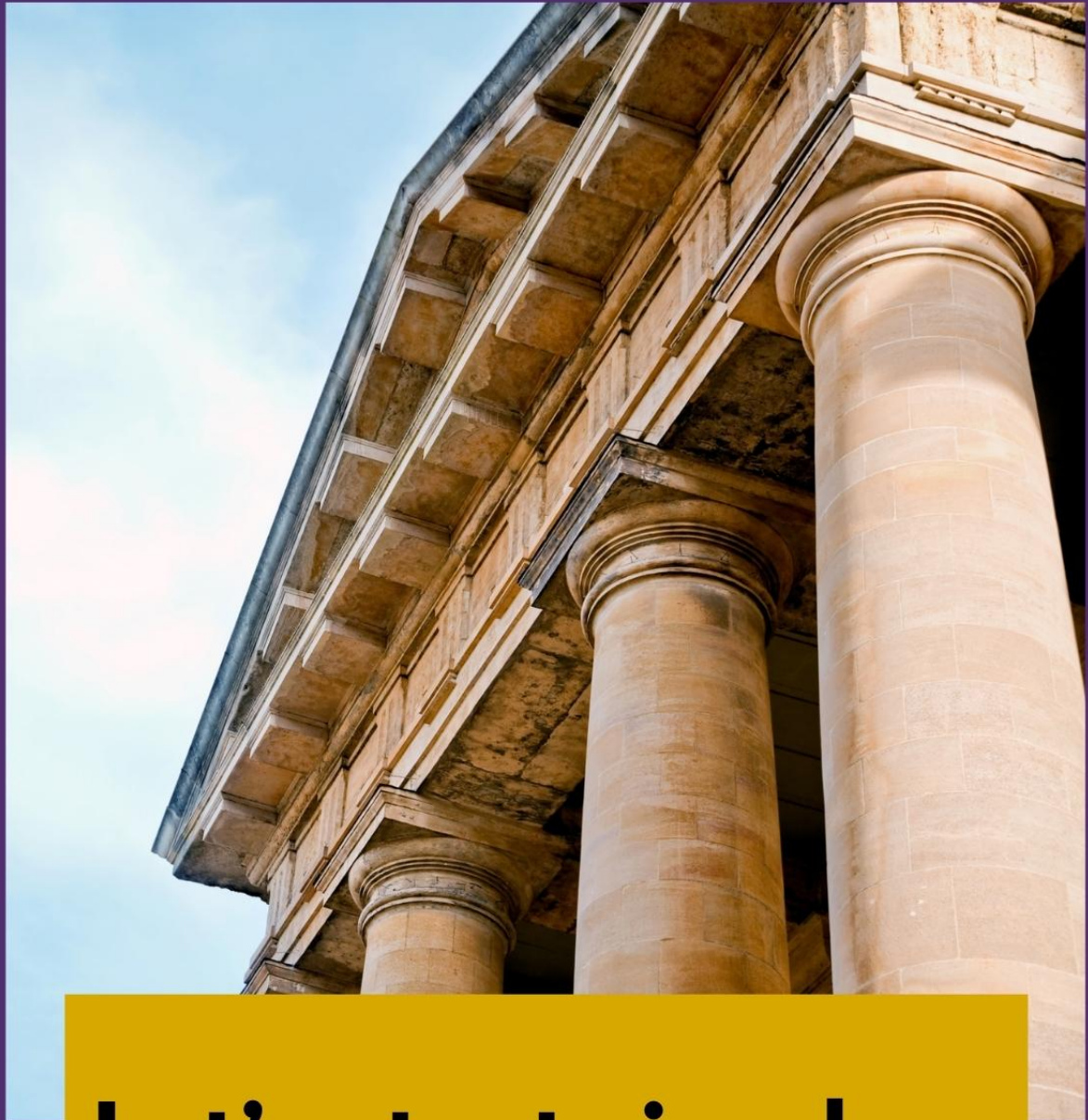
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PART 1



**Let's start simple...
what should you
wear?**

Dress to impress and make
the best first impression!

What is Professional Attire?



Your goal should be to look polished and professional – you want to be remembered for your answers, not what you were wearing!

It's always great to include bits of your personality in your outfit, but don't let personal touches overpower your message and goals for an interview.

Getting Started!



Our first tip when trying to figure out what to wear is to check out the firm's dress code!

You can also check out a firm's website or check out recent news reels and see what lawyers are wearing

Let's Talk Tops!



We suggest:



Opt for neutral or classic colours – we're talking Black, Brown, Grey, Beige, Whites and Blues. Or spice it up with pastel hues or a classic pattern like tartan!



And never forget a sleek suit jacket or blazer to tie the outfit together and bring a note of confidence and professionalism to your look

We suggest:

Collared, button ups and blouses are always a safe and classic option → it's always a great idea to wear a tie, but the option is yours



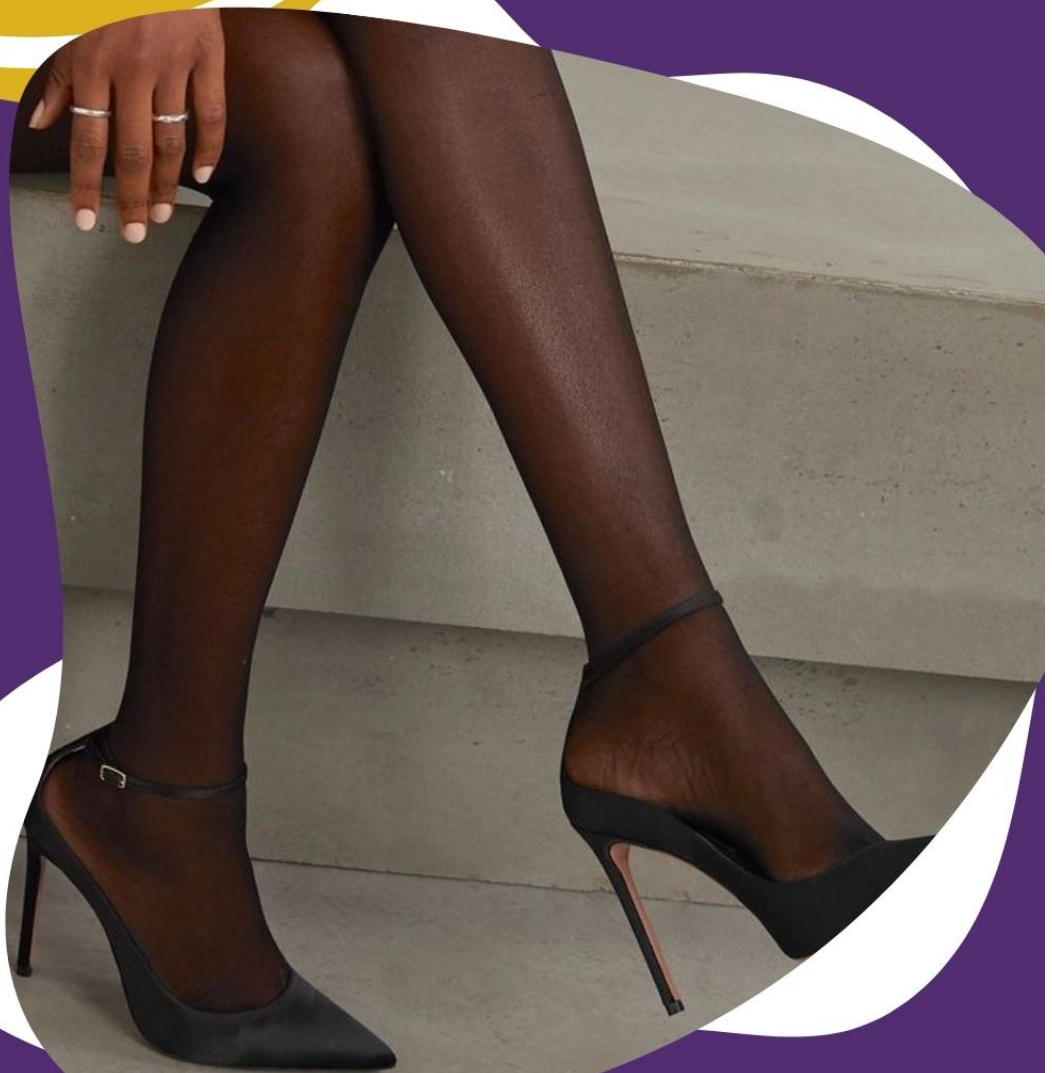
A cozy crewneck knit sweater would also be a great addition, especially under a nice jacket



Finding the Perfect Bottoms!



Try neutral colours
when choosing a pair
of stockings! – stick to
nudes, black and
browns



We suggest:

Always picking comfortable bottoms that you can wear for long periods of time!



Modest dresses (best if they are no shorter than your knees), slacks, knee-length and pencil skirts are ideal → try to avoid jeans

And Lastly...



Shoes!



Sporting a groovy shoe is always fun, but for OCI's and infirms opt for not only comfort, but practicality and professionalism

We suggest:

A clean pair of dress shoes (try and keep the colour matching with your outfit)

Oxfords, loafers and simple flats are great options



And if opting for a heel, try a chunky heel or a lower heel (maximum 3 inches) → you'll be wearing these for a while so go with what's most comfortable for you!

PART 2



How Do You Research a Firm?

Go into your interviews with all the
needed information you need!



GETTING STARTED!

At a minimum you should check out a firm's website to get a rundown of their areas of practice, their mission statement and to gain an understanding of their values, commitment to inclusion and diversity and any available information or news that speaks to their work in action.



We suggest:

A great tip is to check out the bios of the people who will be interviewing you.



This is a great chance to see what specific ideas you can incorporate into your interview to peak their interest and make you stand out.

.....

Make sure you do outside research as well!

External research checklist

Sometimes information on firm websites are not always up to date, so make sure you do outside research:

1. If you know any attorneys at the firm, check in with them and see if you can get any helpful tips or information

2. Ask the career services office at your school – they might have pamphlets, infirm contacts or other helpful advice

3. Attending firm in person or virtual social events is also a great way to start networking and gaining contacts who you could turn to for OCI advice

4. See if there are any recent alumni from your school who have firm connections

5. Check out LinkedIn profiles

You're more likely to stand out if firms can see that you have actively taken an interest in them and their work.

External research Checklist

Here are some points you'll definitely want to know about a prospective law firm:

1. Name and years of operation → When was the firm established?
2. Location(s) → are there various offices or just one? Where are they located?
3. Areas of practice → you especially want to know what their strongest area(s) of practice are
4. Culture → is it a big or small firm, are they modern or traditionalists? Are they committed to creating an inclusive work environment?
5. Values → Do they value pro bono work or big clients? Do your goals align with a specific firm?
6. Recent Cases → It's always great to touch on recent cases a firm has been involved in, as long as they are relevant to your interview and interests
7. Reputation → What are they known for? Check out reviews

PART 3



How to Prep for a virtual interview

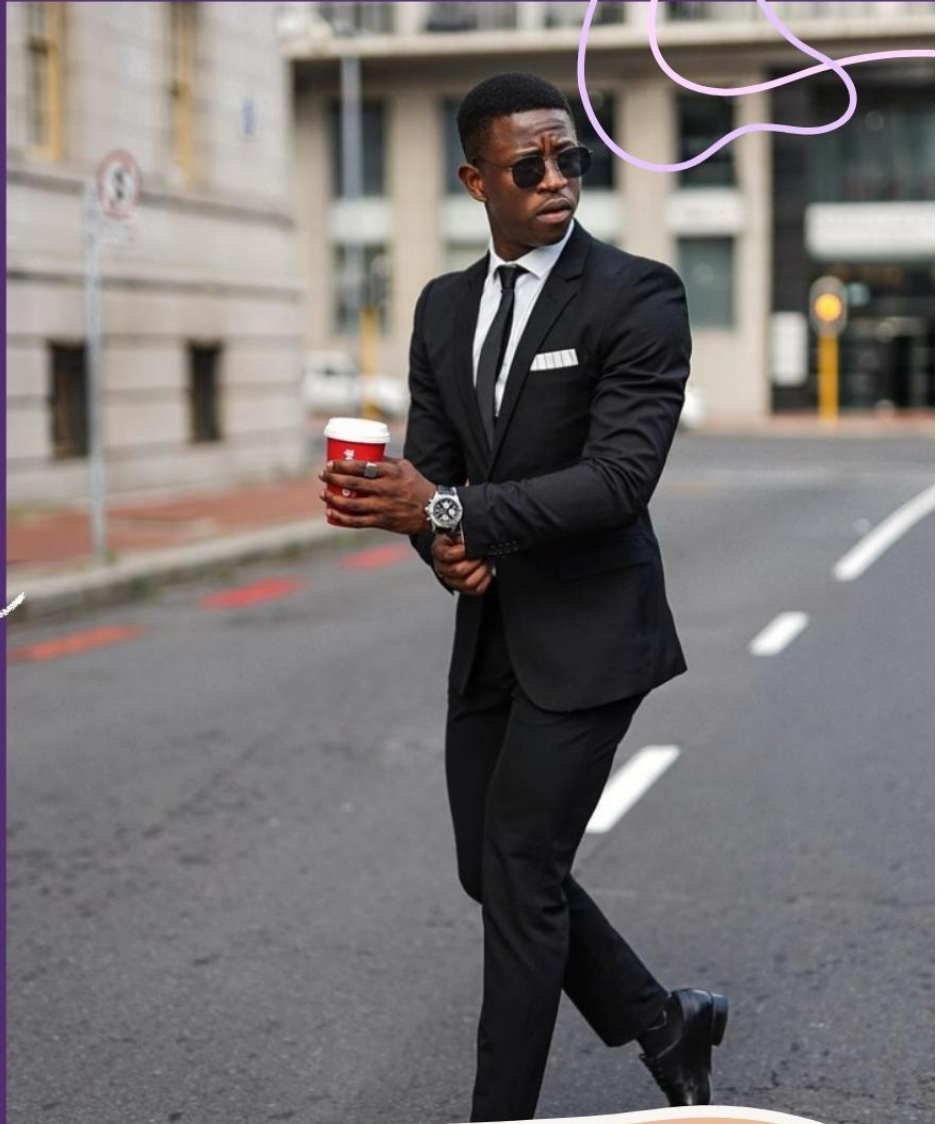
Keep reading for some tips and tricks to prepping and executing a hingeless virtual interview

PREPPING FOR THE INTERVIEW



Outfit:

Check out our outfit tips to guide you in picking out a professional outfit!



Your appearance plays a big role in how others perceive you. You want an interviewer, upon first glance, to immediately associate you with charm and most importantly How to have a virtual interview

Backdrop:

Make sure
your
background is
clean and
professional



Choose a spot that is free from distractions → items on the wall, camera obstructions, noise, and other people are things you want to avoid in your background



Lighting:

You want to make sure the lighting on you is bright enough for you to be clearly seen



Unfortunately achieving good lighting at home can be difficult. In this case it's always great to have a ring light or some other LED light that can brighten up your space and give you a more professional look



More Prep:

Prep as you would for an in person interview!

Make sure you have a copy of your resume to refer too



Prep some behaviour based questions they might ask you like “what would you do if...” and “tell me about a time when...”



DURING THE INTERVIEW



We suggest:

Take advantage of any information you can gain about a law firm you're interested in!



Remember you're trying to sell yourself in an interview. Be authentic and interested, and find ways to intertwine your own goals and values with those of the firm, throughout your interview.

Pre-Interview checklist

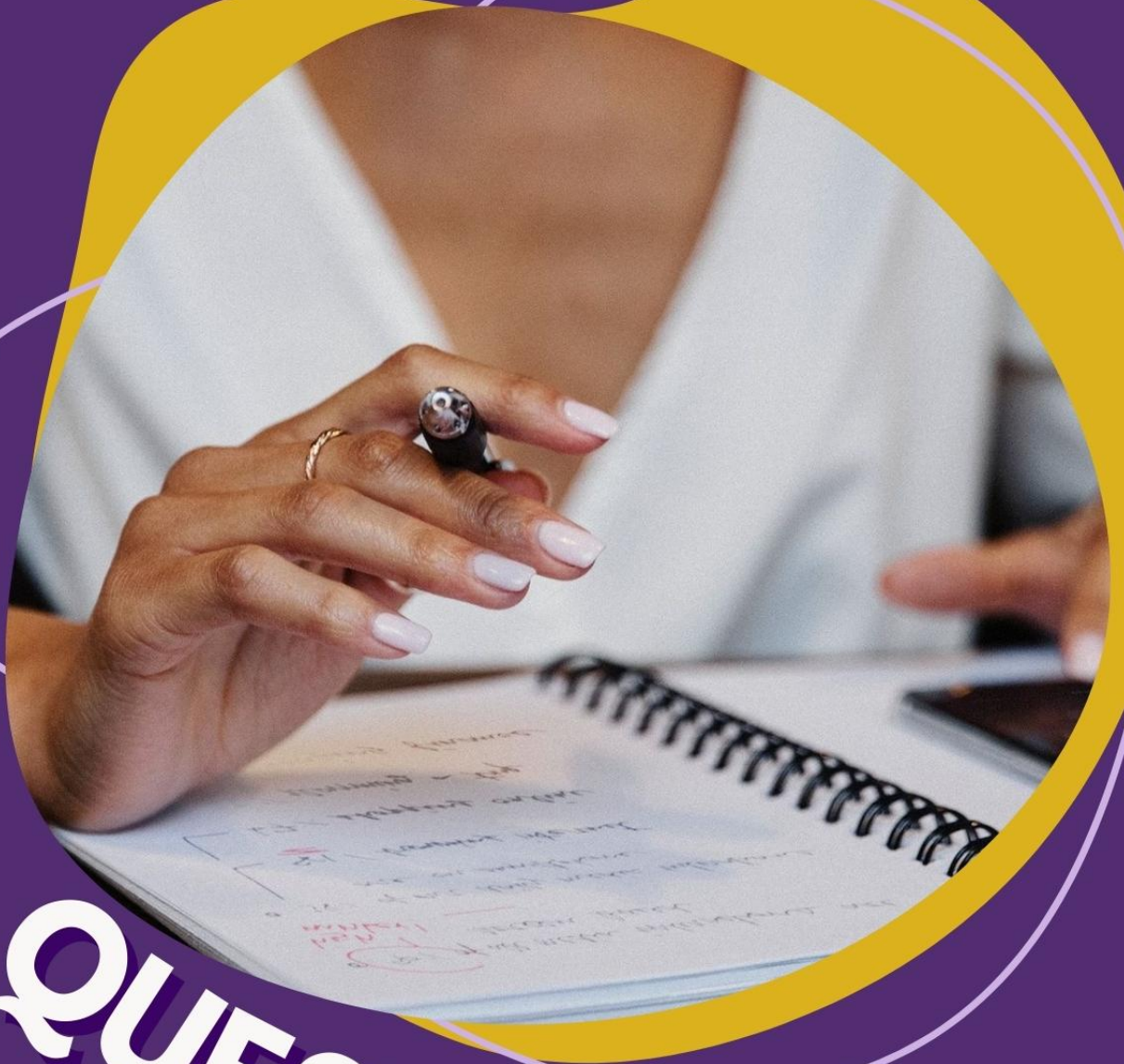
Be Aware of your body language!

1. **Keep your posture as straight as possible** → no one likes a slouch! It screams to employers that you're disinterested
2. **Avoid fidgeting** → over-exaggerated hand movements, excessively moving your arms could be distracting, touching your clothes or face, drinking, and any other fidgety behaviour is very distracting and can be interpreted as uncomfortability
3. **Try and keep eye contact with your interviewer** → this could be difficult in a virtual setting, but eye contact will make you appear more confident, and interested
4. **Judge when facial expressions are needed** → keep nodding to a minimum, you don't want to seem overeager or ingenuine. Smile when appropriate and know when to keep a neutral face
5. **Take a moment to consider your answers before you give them** → don't wait too long, but long enough for the interviewer to know that you are seriously contemplating their questions and are putting intention behind your answers

2L RECRUIT QUESTIONS TO PREPARE FOR



GENERAL



QUESTIONS!

Pt. 1

1

Tell me about yourself

2

Tell us about something that is not on your resume

3

What is your greatest personal asset? Your greatest weakness?

4

Tell me about your last job

5

What have you learned from some of the jobs you have held?

6

What type of people do you feel you work with best?

7

What type of people would you have trouble working with?

8

How did you like ___ (work experience)?

Pt. 2

1 What are you looking for in a job?

2 Why do you want to work for us?

3 What are you looking for in a job?

3

4 What do you hope to take away
from a summer program?

4

5 What courses are you planning on
taking / most excited to take?

5

6 What courses have you liked
best? Least?

6

7 Why did you choose law?

7

8 When did you develop this
interest?

8

Pt.3

1 Why do you want to be a lawyer?

What has surprised you the most

2 about law school so far?

3 How do you like law school

What do you do in your spare

4 time?

5 What is your favourite movie?

Tell us about your involvement in

6 law school.

7 Why this firm?

BEHAVIOURAL



QUESTIONS!

Pt. 1

1

Tell me about a time you had persuaded someone

2

What does diversity mean to you? How will you continue to diversity at our firm?

3

How would people describe your leadership style? Give us an example

4

Give me an example of when you showed initiative and took the lead?

5

Tell us about a challenge you faced

6

Tell us about a time when you managed a conflict.

7

Tell me about a time you went above and beyond the call of duty

8

Tell me about a time when you had too many things to do and you were required to prioritize your tasks?

2L RECRUIT QUESTIONS TO ASK



QUESTIONS TO ASK



IN OCI'S

Pt. 1

1 Can you tell me what mentorship looks like at your firm?

2 How does the firm evaluate a student's success?

3 What do you want students to take away from their summer at _____?

4 Why did you choose your firm?

5 Does the company partake in any community enhancement initiatives?

6 Are there opportunities for feedback?

7 Do summer students receive any professional development sessions?

8 Can you tell me about a recent diversity and inclusion event and how it went?

QUESTIONS TO ASK



IN IN-FIRMS

Pt. 1

1

What kind of client interactions will a student at your firm receive?

2

What is the most memorable file you've dealt with?

3

How has the firm helped you to achieve your professional goals?

4

What do you think contributes to the firm's success?

5

What is the interaction like between students and associates, and students and partners?

6

Can you tell me about the opportunities for advancement within the firm and the typical career path and timeline?

Pt. 2

1 How does _____ measure students' success in the summer?

2 How do you support students of colour during their summer at _____?

3 Can you tell me more about the secondment opportunities?

4 What is the most memorable file you've dealt with?

5 Can you describe the typical client the firm represents?

_____ I saw that you do work in the area of M&A - what's the timeline like for a typical deal?

7 (Follow-up question): At what stage of an M&A deal do summer students mostly help? At the due diligence stage?

Pt. 3

- 1** _____ I saw that you do work in
_____ I actually worked in
_____ so I'd love to hear about a
_____ you worked on

- 2** How do you support young women and young mothers at your firm?

- 3** Can you tell me about a time a student made a mistake and how it was handled?

- 4** What is the biggest challenge that students face in this role?

- 5** What are some of the long and short term goals the firm has in relation to diversity?

- 6** Can you tell me about the opportunities for advancement within the firm and the typical career path and timeline?

Pt. 4

1

Can you tell me about a time were something was implemented at the request of a student

2

How do articling students select their practice areas? Does an articling student have a choice over his/her practice area, or is it assigned based on firm needs?

3

What values or traits do you want students to take away from their summer at the firm?

4

I am actually taking _____law this semester and I have found it super interesting so I'd love to hear more about your practice. Can you tell me about a recent file you worked on?