



WEBBER WENTZEL
GRADUATE
PROGRAMMES



GUIDE

EXCELLENCE.

IMPACT.

PASSION.



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ABOUT US

Webber Wentzel is the leading full-service law firm on the African continent with over 150 years of experience and industry knowledge.

We value **excellence** and innovation and we work with our clients to help them achieve success in whatever they do. Our **passion** to help our clients achieve their goals shows in the quality of the delivery of our service. We aim to add value in everything we do and to be the trusted adviser to our clients.

Our alliance with Linklaters and our deep relationships with outstanding law firms across Africa provide our clients with the best expertise wherever they do business.

We focus on the positive **impact** we can make to the communities in which we work and we are proud to call ourselves home to one of Africa's most long-standing, dedicated pro-bono practices. We are committed to promoting access to justice for all, upholding the Constitution, and protecting the rule of law. Our Corporate Social Investment initiatives also support initiatives and projects that promote access to justice, education, and access to education and socio-economic development.

We are committed to diversity and inclusivity and actively drive this agenda within our organisation, the legal sector, and our society. We are equally committed to good corporate citizenry across the core Environmental, Social, and Governance (ESG) principles and embedding the United Nations Sustainable Development Goals within the fibre of our firm.

We have worked on 1,125 cross-border African matters in the last 3 years. We have collaborated with our partner firms on over 130 separate matters.

OUR PURPOSE

We live our purpose in the work we do for our clients and in our organisational structure and culture.

At Webber Wentzel, Our stated purpose is

"to have a transformative and sustainable impact through our work and actions".



**DOES THIS PURPOSE
RESONATE WITH YOU?**

*If it does, visit our [early careers page](#)
on our website to apply.*

OUR VALUES

Our values shape what we expect of ourselves and each other. They also guide what we do and bring us closer to realising our goals.

Our 8 values at Webber Wentzel are:

Excellence in all we do: We are committed to excellence in all we do. We expect everyone who works here to have exceptional skills and commercial judgment, and to be committed to the highest level of service to our external and internal clients.

Integrity: Integrity is central to us. We will always maintain the highest ethical standards in conducting our business.

Collaboration & Teamwork: We are committed to collaboration and teamwork. We expect everyone here to put the interests of our clients and the firm ahead of their personal interests.

Transformation & Diversity: We are committed to transformation and diversity. We aim to create an environment where all our partners and employees feel at home and can be their authentic selves.

Respect: We will treat everyone we deal with internally and externally with respect.

Best People: We aim to attract and employ the best people at every level, and to develop and retain them.

Effective Leadership: We expect effective leadership at all levels.

Open and Creative mind: We encourage an open and creative mindset.

OUR PEOPLE VALUE PROPOSITION (PVP)

We offer a compelling value proposition for our people. We aim to attract and retain the very best people who are engaged and optimistic about the future and invested in the firm's growth, our clients, and our people. We offer market-related remuneration and best-in-class benefits. As importantly, we provide exceptional opportunities for growth and learning through exposure to top-quality work for top-quality clients and international exposure through our alliances and networks. We insist on a diverse and inclusive culture where everyone can realise their full potential, and we allow our people the opportunity to make a real difference. While we are a results-driven firm committed to excellence, we are also committed to the well-being of our people.



**DO THESE VALUES
RESONATE WITH YOU?**

*Then visit our [early careers page](#)
and be part of
the Webber Wentzel family.*

OUR WORK

As a full-service law firm, we offer a truly multidisciplinary offering. This broad service offering has significant advantages to clients as all aspects of complex transactions and matters are dealt with under one roof. It also has significant advantages for graduates who will get exposure to a wide selection of legal and tax areas as well work with some of the most knowledgeable subject matter experts.

One of the other key aspects of our work is that our matters often involve working alongside or opposite global players and other well-established African firms. We have found that as graduates have an increasingly global mindset, they really get a kick out of this kind of international exposure and relationship building.

As a firm, we have over many years acted and advised on several landmark matters. Sometimes the deals are significant in terms of the scale of investment – sometimes the matters are significant in terms of upholding the rule of law or a fundamental legal principle being established or even debunked.

Set out below is a list of some of our recent key matters. This will give you a high-level sense of the type of work we are involved in across our teams and the types of matters you too would be involved in if you joined Webber Wentzel.

- Our Banking and Finance team advised on Africa's largest sustainability-linked loan for Mediclinic South Africa, a loan of more than ZAR8 billion. Sustainability-linked finance solutions are innovative 'green' solutions to help clients achieve their ESG objectives.
- Our IP team advised on all the agreements relating to the documentary, My Octopus Teacher – which won the Oscar for Best Documentary Feature.
- We advised Anglo American on the demerger of its SA thermal coal operations – the team on this transaction included 175 lawyers from our equity capital markets, corporate, commercial, competition, employment, BEE, finance, regulatory, and tax teams – who worked with our alternative legal service teams and Linklaters.

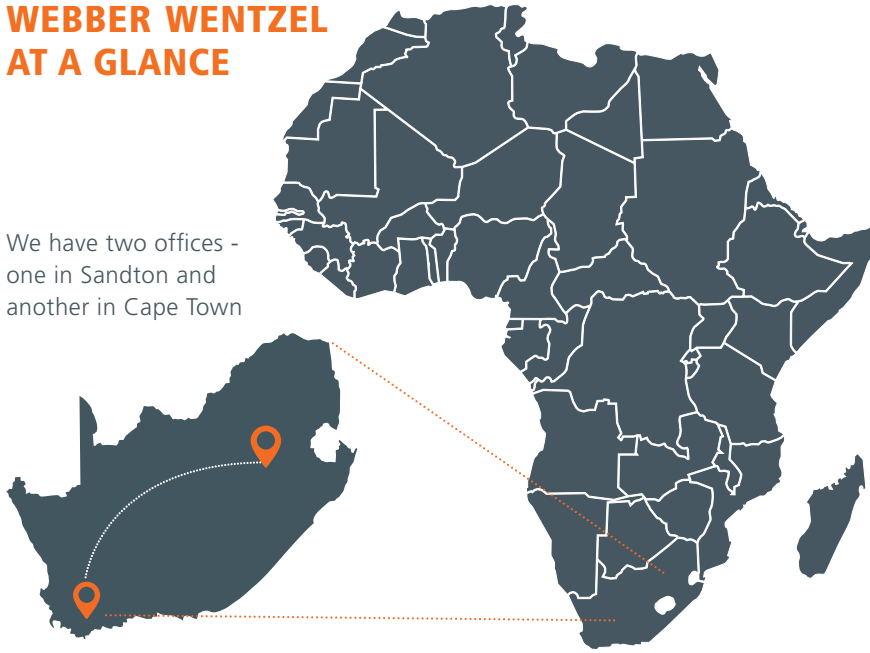
- We advised on Northam Platinum's ZAR33 billion BEE transaction. We also advised Northam on its acquisition of a 32.8% interest in RBP for ZAR17 billion, thwarting Impala Platinum's proposed takeover of RBH.
- Our equity capital markets team acted in a ZAR220 billion accelerated bookbuild offering of Prosus and Tencent Holdings (the second-largest accelerated bookbuild offering in history). In 2020/2021 our team also acted for Naspers and Prosus in a ZAR1.1 trillion Exchange Offer and Capital Restructure transaction.
- One of our dispute resolution teams advised Deloitte and Touche South Africa in relation to work it performed in its role as auditors of Steinhoff from 2012 to 2016 in relation to current and potential claims to be brought by shareholders in the Netherlands, an investigation by the Independent Regulatory Board for Auditors, as well as current and potential claims by shareholders and/or Steinhoff in South Africa.
- On a pro bono basis, we were also involved in several landmark matters. All in all, we invested over 17,318 hours and ZAR 49,7 million in pro bono in FY21. One of our key pro bono initiatives was playing an active role in the fight against Covid-19, working pro bono alongside Business Unity South Africa to kickstart and manage the National Ventilator Project and supporting the National Department of Health pro bono in relation to all contractual and regulatory aspects of the vaccination programme. Our 2021 pro bono report details all of the other matters we advised on pro bono.

**ARE THESE THE TYPE OF
MATTERS YOU WOULD LIKE
TO BE INVOLVED IN?**

Visit our [early careers page](#) on our website to find out more about our graduate programme.

WEBBER WENTZEL AT A GLANCE

We have two offices - one in Sandton and another in Cape Town



WEBBER WENTZEL

Around **800** staff members 

Over **150** Partners



Established over **150** Years ago

We act on landmark social justice matters on a pro bono basis. For the most recent financial year we spent

17.318 hours on pro bono matters



Valued at approximately **ZAR 49.7 million**



LINKLATERS HAS GLOBAL REACH

30 Offices worldwide



Located in **20** Countries

Some key awards – from an **employee** perspective

Some key awards from an **impact** perspective

Some key awards from a **client** perspective

WHAT OUR CLIENTS SAY ABOUT US

“High quality SA law firm - probably the best in the country.”

- Chambers Global

“Sources value the firm’s commercially-orientated approach and ability to discuss complex issues in simple terms.”

- Chambers Global

“The team has a wealth of experience in providing tax support to various industries.”

- International Tax Review



**WHY SAY
YES TO US ?**

CHOOSE WEBBER WENTZEL, CHOOSE YOUR FUTURE

A few key things about Webber Wentzel you should know...

9 key reasons to choose us:

Quality training & development

At Webber Wentzel, we know the value of training. We offer our people continuous and world-class skills development programmes. At the candidate attorney level we:

- will develop your skills and knowledge as a lawyer, and we also help you develop your business acumen, interpersonal skills, personal brand, and more through a variety of online learning courses, knowledge-sharing sessions, facilitated training, and mentoring opportunities.
- offer an in-house Practical Legal Training Programme to help you prepare for your Attorneys' Admission Examinations. We will also support you in registering your practical vocational training contract and provide you with adequate study leave to ensure that you have enough time to prepare for these exams.
- offer individual and regular check-ins and performance feedback sessions and mentoring throughout your two-year period to ensure you are finding your feet and reaching your full potential.
- will rotate you through three practice areas, allowing you the benefit of being exposed to different matters, partners, and teams. We find that having broad exposure in your early career helps you to expand your legal knowledge base and to build relationships across the firm - both essential elements in building a successful long-term career. Being exposed to various practice areas ensures a well-rounded learning experience and broader understanding of the law.



Company reputation

With over 150 years of experience and deep industry knowledge, Webber Wentzel is the leading full-service law firm on the African continent. We service complex and multijurisdictional legal and tax matters seamlessly and combine knowledge and experience to offer tailored and commercially-minded business solutions in record times.

We focus on efficient and effective delivery of innovative solutions, adopting considered strategies around legal process management, legal process improvement and legal technology.

We believe in making a positive contribution to the communities in which we work and we are proud to call ourselves home to one of South Africa's longest-standing and dedicated pro-bono practices.



Company reputation (cont)

Our alliance with Linklaters and our relationships with outstanding law firms across Africa ensure that our clients have the best expertise wherever they do business.

People that work within Webber Wentzel can harness the value of a strong and established brand. The firm has been around since 1868 and is well known across the world.

Webber Wentzel as a brand is well known at both a client and employee level and has an excellent reputation. But that's what we would say of course – how do you know it's true? Here's how...

Most international corporate law firms focus on three key market metrics that assess sentiment and market position: League tables; Global directories and Awards.

- League tables: Dealmakers is a local league table that ranks the market positioning of various South African service providers – like law firms, investment banks, accounting firms, and sponsors – in the M&A field each year. In 2020, we were awarded Legal DealMakers of the Decade – an award that considers all the M&A transactions worked on by all law firms over the last ten years – impressively we had 25% of the market share of all deals done over this period!
- Directories: Global directories rank law firms, practices, and individual lawyers. Chambers Global is a highly reputable directory that is most used by international law firms and businesses because it ranks lawyers and law firms on the basis of thorough research from market commentators, competitors, and clients. We are ranked in 25 practice areas in Chambers and achieved 81 individual rankings in South Africa.
- Awards: Webber Wentzel has won several awards over many years. Below are a few that we are particularly proud of:
 - Chambers South African Law firm of the Year, 2021.
 - Environmental, Social and Governance (ESG) Initiative of the Year, African Legal Awards, 2021 for our pro bono work in supporting the government in minimising the impact of the Covid-19 pandemic on South Africa. This links directly to our firm's purpose - to have a transformative and sustainable impact through our work and actions.
 - We also received a Top 5 Best Managed Company Accreditation in the Legal Services sector by Top 500, a definitive guide to South Africa's most successful businesses.
 - We have also been recognised by SAGEA as one of the top 3 employers in law.



Long-term career prospects

For many of you the question may be well what after the two-year practical vocational training? What happens then?

At Webber Wentzel, the long-term career of all our candidate attorneys is important to us. We want to see all our candidate attorneys succeed, grow and realise their full potential. We are also in the privileged position of having a business which has grown consistently year on year which generally means we need more people to join our busy teams.

We have a formal retention process that we run for second-year candidate attorneys. Retention of candidate attorney's are based on business need and individual performance. We have an excellent track record of keeping high percentages of our candidate attorney's on to the associate level.

We are also seeing several young lawyers post their vocational training looking to travel, complete a master's abroad or work abroad for a bit during their early careers. We understand that this is part of a journey and we are delighted to see many people return to the firm after these endeavours. For those looking to work abroad, we are also often able to help them with this through our alliance with Linklaters.



Commitment to diversity & inclusion

We insist on a diverse and inclusive culture where our people feel a sense of belonging, are enabled to realise their professional aspirations and are empowered to reach their full potential.

We understand that if we want transformation to happen at the pace we need, we cannot rely solely on organic change, so we proactively drive change through deliberate thought and planning, measurable goals, intentional actions and diligent execution.

We have a structured and multipronged D&I strategy.



CHOOSE

On the job training and meaningful work

Let's hope it's clear from the list of work set out above and our pro bono work – that Webber Wentzel is involved in meaningful work.

To ensure you get on the job training we aim to include our candidate attorneys in all our matters and preferably as soon as possible. We know that there is a lot to be learned from seeing a matter through from start to finish and being really immersed in it.

We offer the opportunity to learn from some of the greatest minds in the legal industry, while working with high-profile clients from all around the world.

We also carefully consider work assignment and using technology and innovative tools to create efficiencies in our service delivery.



Top end and salary benefits

At Webber Wentzel, we don't only offer our graduates a competitive top-end salary, we also offer a wide range of benefits and perks to support our candidate attorneys in their personal and professional career.



Insurance Cover

Group Life
Income Protection



Medical Aid

CAMAF
Various options



Relocation

Salary advance to assist with relocation and settling in



Connectivity

Data & Cellphone Allowance
Laptop



Attorney Admission

Support with:
Practical Vocational Training
Practical Legal Training
Attorney Admission Examinations



Annual Leave

Maternity/Paternity
Family Responsibility
Study
Personal
Volunteer

Employee wellness



Momentum multiply starter rewards programme



ICAS is a wellness partner and provides employees with support including: medical advice from registered nurses and access to counsellors



Onsite canteen and coffee bar



Onsite gym and wellness facilities

Company culture of excellence & collaboration

Webber Wentzel has over many years established itself as an industry leader based on client-centricity and excellent service. To achieve client service at this level the environment is fast-paced, and results orientated.

But we know at our core that this level of service could not be achieved without having, attracting and growing the best people. We are deeply committed to the development and well-being of our people. We are also focused on creating a working environment where people feel engaged and able to reach their full potential and to bring new ideas and innovation.

Key to our success has also been creating a culture of collaboration and one where people feel supported.

We are a firm that wants to make a real difference and we want our people to feel that they can make that difference too.



International opportunities across the globe

We have increasingly seen many young lawyers seek to travel and have more of a global experience.

What is important to realise is that being part of Webber Wentzel creates international opportunities. Several of our young lawyers have been seconded to Linklaters -to any number of their global offices. Linklaters knows the quality of our professionals and have welcomed many of our people. Similarly, we have hosted many Linklaters people at both our Cape Town and Sandton offices over the years. This back and forth of people between our offices builds the strength of our alliance and allows us to ensure alignment of our cultures.

We also work closely with several firms across Africa and have also had junior lawyers attend training sessions together at their respective offices.

Remember, just because we have offices only in South Africa does not mean we don't have the networks and relationships to give you the international exposure you may one day want.



FUTURE

Making a difference

Webber Wentzel is committed to serving our community and upholding our duties as members of the legal profession. In 2003 we established a dedicated pro bono team whose mandate is to provide free legal services to poor and/or vulnerable members of the public.

Through establishing a dedicated team, we have been able to assist on many key and ground-breaking matters which have required extensive resources and made a truly significant impact to the lives of many South Africans. Each year we spend thousands of hours on pro-bono matters. In our most recent financial year, our firm spent 21,056 hours on pro-bono related cases, valued at approximately ZAR 63.1million.

Want to know more about the pro-bono work you can be part of at Webber Wentzel? [Download](#) our 2021 pro-bono work overview.



Mentoring opportunities

Every Webber Wentzel candidate attorney will be offered the opportunity to choose from a range of mentors within the firm to support them throughout their development journey, through our Graduate Mentoring Programme.



Rotational programme

During your two-year training you will rotate through three practice areas, allowing you the benefit of being exposed to different matters, partners and teams. We find that having broad exposure in your early career helps you to expand your knowledge base and to build relationships across the firm - both essential elements in building a successful long-term career.

We want to expose our law graduates to various practice areas to enable a well-rounded learning experience and broader understanding of the legal field. Our graduates are given the opportunity to rotate through different practice areas every 8 months and are thus given the opportunity to explore and find their niche through practical and personal experience. We also ensure a good balance between the number of rotations and the importance of you becoming entrenched in each of these environments, having enough time to learn and grow. Based on this, we believe that a maximum of three rotations allows you to have the best experience possible.



Demonstrated corporate social responsibility

We focus on the positive impact we can make on the communities in which we work. We demonstrate our commitment to CSR through our pro bono work and several other initiatives and projects we support that promote access to justice, education and access to education and socio-economic development.

All in all, we invested over 21 000 hours and ZAR63 million in pro bono in FY21. Our 2021 pro bono report details all of the other matters we advised on pro bono. We also assisted on several other CSR-related initiatives detailed in our [2021 CSR report](#).

We are also committed to good corporate citizenry across the core Environmental, Social, and Governance (ESG) principles and embedding the United Nations Sustainable Development Goals within the fibre of our firm.



WHAT OUR OWN PEOPLE HAVE TO SAY: THEIR YES



TESTIMONIALS

We asked some of our current candidate attorneys to answer some questions so you could understand their insights and experiences

And of course, we asked them to answer honestly ...and to provide the whole truth and nothing but the truth ...



*Masibulele Mabanga
Candidate Attorney*

What has been your real lived experience of the firm?

"Apart from the coffee Bar and Bra Trust's amazing Chai Tea combination, the real lived experience that has brought me joy has to be the human interactions and lessons I have learnt in going about my work, for these continue to shape me into a solid legal professional."



*Raeesah Shaik
Candidate Attorney*

What about the firm and its culture really stand out for you?

"Culture is made by the people and the people are wonderful. Everyone from the facilities staff, cleaners, chefs, CA's, associates and partners are all people that you can get around a coffee table with and have loads to talk about. There's no division based on status. We're all a family."



*Duane van Wyk
Candidate Attorney*

What about the firm and its culture really stand out for you?

"The people and its diversity have made Webber Wentzel feel like home."



*Naledi Mbaba
Candidate Attorney*

What has been your real lived experience of the firm?

"Everyone's respective quirks and eccentricities are accepted instead of seen as a hinderance."



*Jess Fung
Candidate Attorney*

Why Webber Wentzel?

"Webber Wentzel has the ability to provide big opportunities and great exposure to all areas of law. It is also known for its excellence – one of the values I live by."

THEIR YES



*Roxy Harrington
Candidate Attorney*

What has been your real lived experience of the firm?

“Realising how much I have learnt in such a short space of time.”



*Hoosein Mayet
Candidate Attorney*

What has been your real lived experience of the firm?

“What makes the ups substantially greater than the downs is not only the rewarding work we’re doing, but who we’re doing the work with. At Webber Wentzel, there’s personalities for every personality and the support of your team is what makes the difference. You won’t fit in with everyone, and that’s perfectly okay, but if you are yourself, you will find your people. This is where my enjoyment (in addition to the gym and coffee bar) and fulfilment at Webbers has comes from – the sharing of a journey through the trenches with those committed to the same goal as me.”



*Jamie Battersby
Candidate Attorney*

Why Webber Wentzel?

“The name Webber Wentzel carries weight, and for good reason. The opportunity to learn from lawyers consistently recognised as leaders in their respective fields whilst they work on newsworthy and important matters provides the best platform imaginable for one’s legal career.”



*Darius Pillay
Candidate Attorney*

What about the firm and its culture really stand out for you?

“Hierarchy is not flaunted and every person regardless of their title, time of service, or level of responsibility is treated as exactly that, a person. When everyone is seen as equals it makes for a better and more productive working environment for us all.”

**DO YOU THINK YOUR
YES IS WITH US?**

*Then send in your
application by visiting our
[early careers page](#)
on our website.*



**DO WE
HAVE YOUR
ATTENTION?**

ABOUT THE CANDIDATE ATTORNEY PROGRAMME

The Webber Wentzel Candidate Attorney programme offers an incredible early career start to any passionate future attorney who's looking for excellence and to make an impact.

Our programme is not only focused on the legal and technical skills but also on building business knowledge and personal mastery and development.

Within the two-year vocational training programme we rotate candidates through three different teams/practice areas to allow them to be exposed to different matters, partners, and teams. We find that having broad exposure in your early career helps expand to build skills and relationships across the firm - both essential elements in building a successful long-term career.

We also have a formal mentor and development programme to ensure we support and guide candidates on their journey.

To prepare for Attorneys' Admission Examinations, we offer our candidate attorneys the convenience of an in-house Practical Legal Training Programme.

Our candidate attorneys will, over their two-year period, work on some of the continent's most transformative matters under the banner of one of Africa's most prominent firms.

We offer a supportive environment and one that empowers people to reach their full potential. We also have a diverse and inclusive culture where our people feel a sense of belonging and can be their authentic selves.

Watch this great [video](#) for a quick snapshot of our Candidate Attorney Programme.

HOW TO APPLY

If you have read all the above and you believe that Webber Wentzel is the right fit for you, you should get cracking and apply.

Our application process is online. There are some important points to note:

- We are not on Leaply – so don't assume that if you applied through Leaply – that you have applied to us;
- Only South African Citizens and Permanent Residents are eligible to apply; and
- Don't email us your application – these will not be accepted. Apply online. The links to apply are below:

[Click here to apply](#)

WHEN SHOULD I APPLY

Many people ask us what year they ought to start chatting to us. The reality is that it's never too early to start the conversation.

If you believe that we are the right fit – start in your first year and load your details, just ensure that you update these details along the way and that a formal application is lodged before any of our closing dates if you are eligible.

Being loaded onto the system as a contact also means that you will get updates from us from time to time sharing new information, details about coming graduate events, and tips for the journey.

We usually dial up the conversations when candidates are in their penultimate year with offers most often made in that year.

WHAT SKILLS SHOULD YOU BE HONING TO SUCCEED IN LAW?

It's important to know what we deem as important in our potential candidate attorneys.

At Webber Wentzel we are looking for:

There is certainly no one magic formula to success in law or any prescribed singular path – but here is what we know:

- **Critical thinking and decision-making** are valuable skills to learn and build over your legal career. Law is a career that requires some deep probing, mulling and analysis. Challenge yourself, your thinking and your biases and interrogate everything. Rigour is key.
- **Building skills around agility and resilience** are also critical for long term success and growth in law (and probably life in general). Life and law can be a challenging environment. Being able to be agile in our thinking and approach and resilient are great assets to anyone within a high-performance workplace like a law firm. Also adding to this knowing what areas you would like to develop are and working proactively towards self-development is part of your own self-mastery. There is no end point to personal mastery – we are all continuous works in progress.
- **Building basic business acumen and understanding** takes time. Clients value this insight from us and working with commercially minded people. Some of this thinking and understanding can be developed early on in your career by keeping up with business daily papers / podcasts (like Business Day) and reading Legalbrief. Watch the news and keep abreast of what is going on in business and politics. Try make the links between global events and developments and business shifts. Big picture thinking and developing a more rounded perspective is part and parcel of the journey.
- **Working with multiple people** and on several matters at one time can be tough – a lot of the time you will feel unsure of what to do first and for whom. But the reality is that there is a lot of that in the law and probably in several other

professional services. To deal with this, it is essential to foster skills to manage your work and to appropriately prioritise your tasks. University learning is also a lot of volume and multiple courses – you know this story. The trick is to start early and focus on getting organisation and prioritisation right. The more you can do this the less stressed you will find your life and the more balance you can create. It also is worth mentioning as a very complimentary skill to managing workload – is the ability to communicate clearly and effectively. Where deadlines may need to shift as other new urgent matters come to life – we are all better off if we are able to communicate those changing dynamics to our clients and colleagues and manage expectations.

- There is a lot of working with people in the law - including with clients and colleagues. Learning how to **work as a team and collaborate well** with others is one of the most important skills to master. Teamwork and collaboration make for a better work-life balance. It also means that the advice / decisions we take will be better because more diverse teams find better, more creative and more robust solutions.
- Professional services environments are often focused on results. To this end, **being action orientated and resourceful** are great characteristics to harness. Get the tasks done in a focussed manner and find clever and even new ways of doing them.

GO-GETTER
PLANETSHAKER
MOVER
LEADER

SETTING YOU UP FOR SUCCESS

Your go-to guide

EXPERT TIPS TO UP YOUR APPLICATION GAME

It's crucial to ensure that your application does more than simply list your grades. It has to make you stand out amongst the crowd. Here are a few tips to help you take your application to the next level:

1 **Introduction**
Your introduction can be seen as your first impression. Prepare a convincing, short summary.

2 **Clarity**
Keep things simple and to the point. When listing your experience/skills, consider keeping your writing concise and only mention the most relevant points.

3 **Layout**
Writing your resume is pretty straight forward, but the layout does not have to be average. Use a modern, yet professional resume design that highlights the most important points.

4 **Tailor your experience and skills**
Your previous experience or skills should make you look proactive and give us a good indication as to what you are capable of achieving. A simple touch like using strong verbs in the beginning of your sentences could do just that. For example: "Spearheaded a full website update." instead of "Tasked with completing a full website update."

5 **Research**
Find out as much as possible about us before starting your application. Knowing as much as possible about your potential employer is important. This will guide your thinking during the application process through knowing what they deem as important, what their values are, and what they are looking for in employees.

INTERVIEW PREP 101

Nailing an interview is about much more than merely dressing up well.

Follow these easy steps to come across more confident and to calm those nerves:

1

Understand the questions

We fear the unknown, the same goes for interview questions. Reach out to previous candidates to have a better idea of the types of questions you might be asked. In addition, preparation is key. Run some practice interviews and prepare a few answers to potential questions.

Typically questions might be structured around motivation, employer knowledge (e.g. 'What do you know about us?'), competency-based, or hypothetical scenarios.

2

Research

Return to the research you did prior to your application and use it as a foundation. Looking at an employer's website will give you better insight into their recent work, values, and culture.

3

Introspection

Think about yourself and identify your unique skills that you can bring to the role. It's about understanding yourself better. Showing up confident and being well aware of your achievements, skills, and interests will surely blow the interview panel away. Furthermore, combine your existing skills with that you identified through employer research to ensure that you mention the skills that are relevant to their criteria.

4

Avoid the rush

No one can be at their A-game when they're in a rush. Set time aside to plan everything pre-interview. It's a good idea to consider planning things like:

- What are you going to wear
- Your route to the interview location (if in-person). Should your interview take

place virtually, draft a schedule with enough time to do a quick technology test to ensure internet and connectivity, video quality, lighting etc.

- The documents you'll need to take with you or keep at hand. It's a good idea to have your CV or other supporting documentation printed out to take with in a neat folder or to keep nearby during your virtual call.

5

Manage the nerves

It's natural to feel a rush of emotions and nerves before the interview, but if you know that your nerves tend to get the best of you, we suggest that you have a plan to manage them. Consider a quick check-in with a mentor or trusted advisor before your interview or plan a last-minute booster for the day or evening before.

6

Post interview

We all know the situations where you scream and someone sees you (awkward). Take into consideration your actions when you leave the interview room. The feedback from existing employees who might be in contact with you pre- and post-interview might count. You would want to be ready to talk and act in the same professional way.



6 STEPS TO PREPARE FOR YOUR PSYCHOMETRIC TEST

A psychometric test features in most recruitment processes. These tests give the employer insights into the candidate's level or mental ability and agility, as well as their behaviour and personality styles. Although these tests are often administered in various forms (pencil and paper or online), the preparation from the candidate side remains the same. The sound of a psychometric test might seem overwhelming and daunting at first, but investing time into preparation and understanding will leave you feeling confident!

Here are 6 steps to prepare for your test:

1 Clarity
First step in preparing yourself is to understand the testing process as much as possible. Reach out to enquire about the specifics as far as possible. This can include the test publisher to be used, and the specific requirements for example: Will it be done online or in-person, how, when, where etc.

2 Research
The next step would be to read up on the test format. Psychometric tests come in all shapes, forms, and sizes. This is dependant on the type of psychometric test and what is being assessed (numerical, verbal, logical or situational judgements). Having a general idea around the time given for completion, the sections or number of questions will already ease some nerves.

3 Refresh
Identify the key knowledge that is relevant to your test and prioritise time to revise certain elements sufficiently. For example: If verbal reasoning is important, then it might be a good idea to consolidate grammar and spelling notes.

4 Examples
The questions in psychometrics tests are often presented and structured in a different way in comparison to normal exams or question papers. Search for example tests beforehand to familiarise yourself with the typical question types.

5 Pace
Psychometric tests might vary in question number and time allocation, but they are nevertheless timed. It's best to run through example tests and calculate how you can pace yourself better. This will reduce the chances of you feeling overwhelmed during the test and not completing all of the questions within the allocated timeframe.

6 Tech Check
Most psychometrics tests are conducted online. To ensure that you can focus solely on accurately answering the questions without unnecessary distractions, we suggest that you do a technology check beforehand. This includes checking browser compatibility, button functionality, internet connection, screen format, power outage schedules etc.

PREP

CHAT TO US

WE'D LOVE TO HEAR FROM YOU

Feel free to reach out to our graduate recruitment team

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