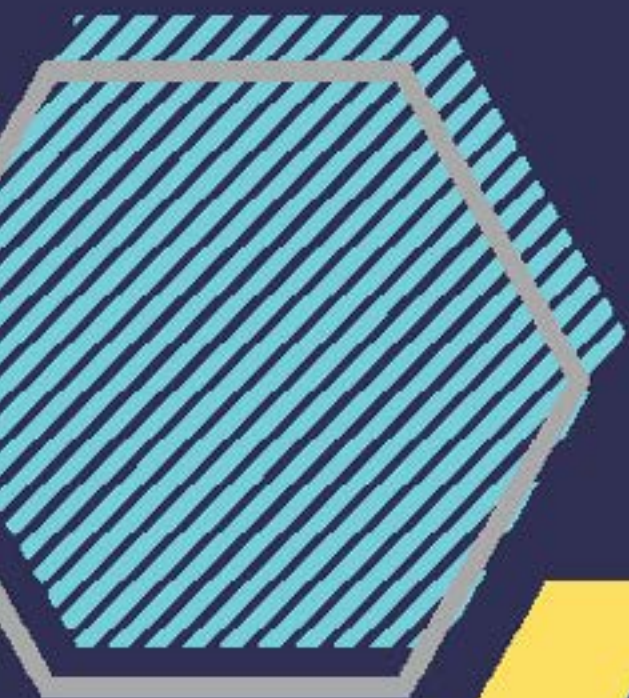


CLERKSHIP GUIDE 2019

AULSS



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Acknowledgement of The Country

The AULSS would like to acknowledge that the land of the University of Adelaide and the Adelaide Law School is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kaurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

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Director's Foreword

On behalf of the Adelaide University Law Students' Society, it is with great pleasure that I present you with the 2019 AULSS Clerkship Guide.

A clerkship is a challenging, rewarding and forming experience. It provides you with a unique opportunity to gain exposure to legal practice and the industry and increases your chances of acquiring a graduate job. Further, it is an amazing opportunity to put your skills to use and build on them as well. We hope that the information provided in the first part of this guide aids you in the application process.

The newly overhauled Firm Profiles section of this Guide is one that myself and the Careers and Sponsorship portfolio is especially excited to present. This section contains profiles for a number of the largest law firms around Australia and they answer the questions a clerkship applicant will need to research in writing their application. These profiles have been kindly provided to the AULSS by a representative of the firms themselves, therefore the information is highly accurate.

Lastly, it is important to note that clerkships are highly valuable opportunities. However, they are not make or break for your law school experience and your legal career. There is a myriad of other opportunities that provide for highly valuable experiences as well.

We wish you the best luck on the application process and hope that you find the information in this guide helpful!

Behshid Golshani

Director of Careers and Sponsorship

How to Use This Guide

This guide aims to provide advice and information which will assist in the process of applying for commercial clerkships.

The information in this guide has been entirely collated and assembled by the Adelaide University Law School Society. The views and guidance in this publication have not been produced by any other organisation or firm. The information has been primarily sourced from publicly available sources.

The dates in this publication are not set by the AULSS. The information in this publication may change without notice. The AULSS does not accept any responsibility if information in this guide becomes outdated and we strongly recommend that all students verify any application deadlines and requirements that may affect them.

Glossary

“Top-tier”: commonly refers to the largest firms in Australia, including Ashurst, Allens Linklaters, Clayton Utz, Herbert Smith Freehills, King & Wood Mallesons and Minter Ellison.

“Upper mid-tier”: firms are considered to be Corrs Chambers Westgarth and Gilbert + Tobin.

“Mid-tier”: commonly refers to large, commercial firms outside of the “top-tier” firms.

“Boutique”: refers to firms that specialise in a few areas of law.

“International”: refers to firms based in other countries with Australian offices. While their Australian presence can vary in size, these firms often have a very significant presence internationally.

“Big Six”: commonly refers to the top-tier firms.

“Big Eight”: commonly refers to the Big Six, with the addition of Corrs Chambers Westgarth and Gilbert + Tobin.

“Independent”: commonly refers to firms which have their decision-making and financial centre based in Australia.

“Global”: refers to firms which have offices globally. As a consequence, their work and internal management are influenced by their global leadership team.

“Magic Circle”: refers to the largest firms based in the United Kingdom. Large firms outside of the Magic Circle may be referred to as “Silver Circle” firms.

“Red Circle”: refers to the leading law firms in China.

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INTRODUCTION TO CLERKSHIPS

What is a Clerkship?

A clerkship is a short-term placement with a law firm. It will generally run for between 3 – 8 weeks during a university break, especially the summer or winter holidays. Generally, law clerks will assist with the work of solicitors in the firm and may have opportunities to engage in structured or on-the-job training. Ultimately, the nature of every clerkship depends on the firm and the experience can vary substantially between firms.

Should I Do A Clerkship?

Clerkships are an extremely beneficial opportunity for students. Undertaking a clerkship may help you to:

- Figure out where you would like to work – one of the best ways to determine what area of law, what type of law firm and what culture suits you (or even if you would like to pursue a career practising law) is simply to get the first-hand experience in the industry.
- Develop valuable practical skills – in your clerkship, you will be able to get hands-on experience doing legal work alongside practising lawyers. The skills you learn will be valuable both in the legal industry and any other professional jobs.
- Increase your chance of obtaining graduate employment – firms will sometimes offer ongoing work or graduate positions to students who have clerked with the firm, and many firms recruit most graduate lawyers from their pool of former clerks.
- Build your network - by meeting other lawyers and clerks, a clerkship opens the door to meeting a range of people who will be able to provide both helpful guidance and support throughout your clerkship and career.

To learn more about commercial clerkships, have a read below at Liv Jay's tips and take away from her experience partaking in a few different clerkships.

My name is **Liv Jay**, and I am on the careers portfolio this year, having done a couple of commercial clerkships in Adelaide myself. I gained a lot from my clerkships but perhaps what I consider most important is the following:

1. You up-skill dramatically in a very short period of time. For example, in my early years of study, I was conscious that being good at legal research was important, but did not feel as though I was provided with many opportunities to develop in this area. My clerkships improved my competencies in legal research and writing, which is great for the workplace, and has also improved the quality of my work at University.
2. A clerkship introduces you to what being in the workforce is like, and gives you a taste of whether you actually want to be a lawyer. I loved the environment of, and the work at, both of the firms I clerked at, and the experience really assured me that I was heading in the right direction. However, I know others who did clerkships, and it helped them realise that they did not want to be lawyers - and that's great too!
3. I have met so many new people through my clerkships, and have made such great friends. Your fellow clerks and the junior lawyers become, first and foremost, your friends, and being around people you trust and respect is an extremely important part of a happy professional life.

I'm sure the above speaks for itself, but for clarity's sake, I cannot recommend doing a summer clerkship highly enough and encourage all interested students to apply.

Which firms offer clerkships?

Most commercial firms offer a clerkship program. A list of firms offering clerkships in 2019 can be found in the Firm Directory.

Firms can be classified by size, type of work and the countries in which they operate. A list of terms commonly used to classify firms is in the Glossary. Importantly, firms are not better or worse depending on their classification. Firms of all types offer great opportuni-

ties and have relationships with significant clients. The classifications simply may assist you in thinking about the type of firm that you think you might be suited to. As it is difficult to know what you may like in the future, do not let this dissuade you from applying to firms of all categories. You might also be surprised by what you learn, the people you will meet, and the array of opportunities that can present themselves once you have a foot in the door. The application process itself enables you to learn a lot about different types of firms and their objectives, so go into it with an open mind!

How Do I Know Where To Apply?

It is well-known that the clerkship application process is incredibly competitive. With an ever-increasing amount of law students, it is common for firms to receive many hundreds of applications. However, it is important to keep the following in mind when starting clerkship application season:

- Do not let the competitive nature of clerkships deter you from applying. Firms look for a wide range of qualities in candidates – just put your best application forward and the results might just surprise you.
- Applications are essentially a numbers game – to increase your chances, it is helpful to apply to a wide range of firms.
- There is value in the process of applying, regardless of the outcome - After all, learning to be resilient is part of the preparation for a career in law.

In terms of figuring out which particular firms you should apply to, it is useful to try to get to know firms before the application process begins. Opportunities to do so include going to Careers Fairs, seminars, networking nights or other events. The AULSS and the Law School work to provide many such opportunities - keep an eye out for our range of Careers Events and Next Steps Seminars this year. Otherwise, think about the type of firms you would like to apply for, then take a look at the Firm Directory below and the websites of various firms to see which ones may suit you.

The number of firms you should apply for will vary depending on your priorities and time constraints. It is not uncommon for candidates to apply for as few as 3 or as many as 15 firms. While your chances of getting a clerkship will increase by applying to a wide variety of firms, applications take a significant amount of time and effort. If you are pressed for time, focus on writing good applications for the firms you are most interested in. Afterwards, spend some time creating a solid template resume and cover letter that can be readily customised.

APPLYING INTERSTATE

Why Should I Apply Interstate?

While there are a number of firms in Adelaide that offer excellent clerkship opportunities, many students also consider applying to interstate firms. If you are interested in moving to a different city after university, it is helpful to get your foot in the door by clerking at an interstate firm.

Clerking interstate will also give you the opportunity to work with different kinds of firms and clients. Some firms from the Eastern States will be larger and frequently deal with high-profile transactions or practice areas that are present but less common in Adelaide. Additionally, there are a greater number of specialised firms interstate that offer clerkships which may suit your specific interests. While obtaining a clerk position interstate is competitive, there are a large number of positions on offer so it is definitely worth considering.

To learn more about applying interstate the AULSS sat down with **Mitchell Brunner** to talk about why students should consider clerking interstate.

Recount on clerking interstate

For two months over the 2018/2019 summer, I clerked at Herbert Smith Freehills in Sydney. I was attracted to the firm primarily because of its core practice areas in commercial law. In particular, I knew that HSF had a significant reputation in Dispute Resolution (amongst other areas), and this was an area I wanted to practice in.

Part of my desire to undertake a summer clerkship in Sydney was to experience larger commercial disputes of a kind not ordinarily seen in Adelaide. That is not to say that disputes in Adelaide are not legally or factually complex. However, it is no secret that some of the biggest disputes are litigated interstate. Over the course of my clerkship, I was exposed to those larger matters. Through that, I was able to develop a number of technical skills and gain experience working in a large team.

I would highly recommend clerking interstate to any law student. The experience of clerking interstate brings so much - regardless of the state, firm or area of law. You can learn a lot about yourself by jumping feet first into a new job and a new city. Even if you're more minded to start your career in Adelaide, doing a clerkship interstate can provide you with a whole different skill set to make you more employable here.

Which State Should I Apply to?

Generally, you should apply to the city in which you would most like to start your career as a graduate. This is because if you are successful in your clerkship, you may be offered a graduate role in the office in which you have clerked. However, if you are undecided you may wish to consider the following:

- The strengths of the firms in particular cities: the types of work differs between states, offices and firms. If you have a particular practice area in mind, you may wish to look at applying to the offices which you think do interesting work.
- The structure of the clerkship: clerkships in Melbourne, Perth and Brisbane are generally between 3 weeks to one month, with students completing up to three in a cycle (November/December, January/February and June/July). Clerkships in Sydney are 8-10 weeks over summer, and most students will only complete one.
- The total number of clerks taken in each city: firms in Melbourne will generally take the most clerks, followed by Sydney, then Brisbane and Perth.

When can I apply?

The Uniform Clerkship Scheme Application Dates outline the standard window of dates when applications may be received. They differ for every State. It is important to note that some firms do not adhere to these dates, so it is crucial that you double check the relevant dates for each individual firm you would like to apply to.

South Australia

Applications open: Monday 8 July (9 am)

Applications close: Friday 26 July (5 pm)

Interviews Commence: Monday 5 August

Offers made: Monday 2 September (9 am)

Offers accepted: Wednesday 4 September (5 pm)

New South Wales

Applications open: Tuesday 11 June

Applications close: Sunday 7 July 2019 and Sunday 14 July 2019

Offers made: Wednesday 18 September

Offers held open to: Friday, 20 September 2019 (5pm)

Victoria

Applications Open: Monday 8 July

Applications Close: Sunday 11 August (11:59 pm)

Offers Made From: Thursday 10 October (from 10 am)

Queensland

Dates have passed.

Western Australia

Applications Open: Monday 15 July

Applications Close: Sunday 4 August

Review and Interview: Monday 5 August to Friday 13 September

Offers Made: Friday 20 September 9 am

Offer Held Open to: Friday 20 September 1 pm

APPLICATION PROCESS

1) Writing An Application

Resume

Most firms will require you to submit a resume. Your resume should be between 2-3 pages, and include the following:

- academic and educational background;
- work experience;
- extra-curricular activities;
- volunteering;
- leadership positions;
- hobbies and interests; and
- awards or other recognition.

Make sure your resume is clear and easy to read, with professional formatting. The University of Adelaide Careers Service is an excellent resource for resume templates, proofreading and review of applications.

Some firms will require you to input relevant experience or achievements in their own system separately from your uploaded resume. While this can be time-consuming, be sure to fill this out in full.

Referees are generally not expected unless requested.

Quick tips:

- Include non-legal experiences— skills can be developed in all types of work, so do not hesitate to be inclusive.
- When listing your work experience, outline your key responsibilities, any skills you developed and any achievements.
- Try to show some personality or interesting hobbies in your application or resume.

Cover Letter

The purpose of a cover letter is to allow you to articulate your interest in the work, the firm and why you would be a suitable candidate. It is also an opportunity for you to demonstrate your writing skills and attention to detail.

A cover letter is generally structured as follows:

- An introductory paragraph, outlining the position you are applying for and your educational experience.
- One or two paragraphs outlining why you are interested in the work, and why you are interested in working with the firm in particular.
- One or two paragraphs outlining why you

are suited to the position, highlighting key skills and achievements.

- A concluding paragraph, containing your contact information.

Key considerations when writing a cover letter include:

- Demonstrating a clear, concise and professional writing style.
- Showing you understand what the firm does and their key cultural attributes.
- Making sure you match your skills and achievements to what the firm is looking for in the position you are applying to.

Research is the key to writing an effective cover letter. Ways in which you can go about researching the firm is:

- Talking to people that work at the firm, for example, people you know personally or by talking to the firms employees at careers fair.
- Looking at the firm's website, paying particular attention to the "About Us", "Careers" or "Publications" pages.
- Reading through news sources specific to the legal industry to gain an understanding of the types of matters the firm has worked on.

Once you have researched the firm, it can be difficult to translate your understanding of what they do into an effective cover letter. Generally, it is useful to first consider your interests and motivation for working in the legal industry. Once you have read through the available resources, think about what stands out about working for the firm in particular. Does the firm have a strong pro-bono program? Are they implementing technology in a way you find interesting? What are their areas of market expertise, and does it correspond with an area that you are interested in? Did one of the cultural values resonate with you? If you are stuck, some firms have testimonials from their employees that may provide some inspiration.

Referencing specific deals or matters may be a way of demonstrating an appreciation for the work that the firm does but be prepared to be asked about what you have referenced in the interview. Also keep in mind that if you reference a specific person in your application, recruiters are likely to ask them about you as a candidate. It is wise to ask the person you intend to reference prior to including them in your application or speak about people you have met from the firm in general terms (for example, "I have met members of your firm

at networking events on campus”).

If you are applying to a firm via an online portal, some will request that you cut and paste your cover letter into a box provided. Be aware that this may distort the formatting, so you may need to make another copy that is easily transferable to a text box.

Quick Tips:

- Use your cover letter to explain why you want to work at the firm and what skills you have which make you suitable for the position.
- Research the firm via their website and getting in contact with people that work there.
- Be aware that recruiters will sometimes read hundreds of cover letters, therefore be sure to customise your cover letter to include why you want to work at that firm in particular.

Academic Transcript

Most firms will request an academic transcript. Generally, an official transcript is preferred. You can order an official academic transcript from the University of Adelaide’s online shop for a fee. Delivery of printed transcripts can take a few days but can be expedited for an additional fee. If you cannot obtain an official transcript before the application deadline, your unofficial transcript may be acceptable. However, be aware that you are likely to be asked to provide an official transcript later in the application process. Some applications will also require you to input your individual marks into an online portal.

You may be asked for your:

- **Grade Point Average (GPA):** this scale of marks used in most applications and may be up to a maximum of 7. Your GPA can be found on your academic transcript. For double degree students, the application should specify if they are requesting your combined GPA or your law GPA. If it does not, be sure to specify on your application.
- **Weighted Average Mark (WAM):** a weighted average mark is essentially the average mark out of a maximum of 100 in each subject, adjusted for the number of units per subject.

Quick Tips

- Order an official academic transcript if possible.
- Confirm your law grade point average, combined grade point average and weighted average mark.

Testing

Increasingly, firms are choosing to use online testing as part of their application process. These tests will generally be automatically emailed to candidates after they have submitted their applications.

Interstate Tip

Testing is particularly common for the larger interstate firms who receive many applications.

Types of testing that may be used are:

- **Surveys:** firms may request that you fill in personal details to understand more about your background and demographics. A common portal for taking this information is ‘RARE Recruitment’. Information that they may request includes your race, education, sexuality, gender, religion or family income.
- **Personality testing:** these tests will ask you a series of question in order to identify your personality traits.
- **Skills-based testing:** these tests will ask you questions in order to test your verbal reasoning, logical reasoning or numerical ability. A common program is Cognify.

Be sure to read the email in order to determine how the results of the tests will be used in the application. Generally, the surveys will be optional and will only serve to put your application in context. Personality and skills-based testing may be taken into account, but only used in conjunction with other methods of assessment. However, some firms use tests as a method of automatically reducing the number of applicants.

Be aware that most personality-based tests have inbuilt detection for inconsistencies, so it is important to respond with answers you consider to be accurate rather than what you think recruiters want to hear.

If you have the specific skills-based testing type, you are likely to be able to access practice questions. Taking sample tests under timed conditions may be beneficial, particularly if you are not familiar with the type of test used. Bear in mind that some firms use the same testing

programs. Therefore, if you have already done that specific test for another firm, you will have to submit the same results for each firm.

It is also important to note that the testing may have time restrictions. Be sure to take the test in a quiet place with a good internet connection, when you have an adequate amount of time. Firms will often provide a set period of time in which to complete the test, generally around two days. Be aware of the time constraint, and let the firm know as soon as possible if this will cause any issues.

Quick Tips

- Check the type of test, the time you have to take the test and when you need to respond by.
- Try to practice doing mental maths and identifying patterns.
- Do practice tests if available.

2) Meeting The Firm

Making it past the application stage of the process is a great achievement. If your application has made it through you should feel confident that you have the required grades, skills and extracurricular to clerk at the firm. At this stage, the main focus is your personality, cultural fit and attitude.

Interview Prep

The interview is the main way in which the firm decides if you are a good personality fit. Most clerkship interviews will be a relatively informal conversation. Broadly, the key things an interviewer should take away from an interview is that you are a personable candidate with an interest in practising law at their firm.

As such, preparation will primarily consist of:

- Considering your “narrative” – what you want from a career, why you want it and why working at that particular firm would be preferable.
- Being able to talk to experiences on your resume and explain what you learnt, and how it is relevant to the job you are applying for.
- Consider a few different examples of circumstances in which you had to demonstrate skills, which you may be able to adapt to different questions. Ideally, you should have a range of examples from different activities which you can use.

To break this down further, in order to prepare for the seemingly endless number of questions you may be asked, it is convenient to categorise questions as follows:

Question Type	Description	How to Prepare
<i>Personality-based</i>	These questions will aim to get to know you as a person, including your hobbies and non-law activities.	Remember back to the days before clerkship applications when you had free time, and consider what you do for fun, what you enjoy doing to relax, your favourite books or movies and things you are passionate about. These do not need to be related to law (and, in fact, it is often better if they are not).
<i>Interest base</i>	These questions allow the interviewer to determine if you have an interest in practising law.	Consider your ideal career and where doing a commercial clerkship fits in. While you are not expected to commit to working in a law firm until retirement, you should demonstrate a strong interest in working in the field. Questions which you may like to ask yourself include: <ul style="list-style-type: none"> • Where would you like to be in 5 – 10 years? • Why would you like to work in law? • What experiences have led you to the conclusion that commercial law is right for you? • What makes the law more attractive than other careers paths (working in the community/public sector, banking, finance or business)?

<i>Skill-based</i>	These questions seek to know more about your experiences and skills you have developed.	<p>This generally consists of asking you how you have gained a particular skill, or what you have learnt from a particular activity. Before the interview, make a list of circumstances you have faced which may be examples for such questions.</p> <p>Generally, the format of responding to these questions is:</p> <ul style="list-style-type: none"> • Briefly explain the situation. What was the activity? What was your role or responsibilities? • What was the issue that made the circumstance difficult to deal with? • What were the steps you took in addressing the circumstance? • What was the result of the action you took? • What did you learn from the experience? <p>Ideally, you will have a range of examples from your work experience, education, personal life or extracurricular activities that you can adapt to different questions.</p>
<i>Behavioural</i>	These questions seek to understand how you will respond to stressful or complex situations in the workplace.	<p>You may be presented with a scenario and asked how you would respond. While you should answer in the hypothetical, it is helpful to illustrate your answer with an example where you can. As such, the process of preparation is similar to that of skill-based questions as outlined above.</p> <p>The aim of these questions is to determine your emotional intelligence and ability to deal with complex circumstances, so it is important to explain why you would do a particular action in a circumstance.</p>

<i>Technical</i>	These questions assist in understanding if you have knowledge in a particular area.	<p>While these are uncommon, be sure to have an understanding of:</p> <ul style="list-style-type: none"> • What a law clerk does • What work the particular firm does (both at a conceptual level, and a few examples of matters they have worked on from news sites) • Issues in the legal industry • An area of law generally you are interested in (both at a conceptual level, and a few examples of cases of questions which have interested you).
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General tips for answering questions:

- Make sure your writing is clear and concise - use plain language.
- Consider what the question is asking, and make sure you are responding directly to the substance of the question.
- Researching the topic is encouraged and referencing is not expected, but if you are relying heavily on a source (or using similar language) it may be helpful to flag it.
- As with cover letters, be prepared to justify your responses in an interview.

Short answer questions can be time-consuming. It is helpful to go through the application forms of firms you are interested in applying for in their entirety at the beginning of the application process so you can adequately plan your answers. Online applications can be many pages, so be sure to take a look at the form until the end. Further, you may want to draft your answers on a separate document so you can save it incrementally and use handy functions such as spell-check.

First Round Interviews

Standard interview tips are applicable:

- Know where you are interviewing, how long it takes to get there and aim to be around 5-15 minutes early for your interview.
- Pay attention to your presentation. Formal business attire is standard for interviews in the legal industry.
- Double check if the firm requires you to bring anything – occasionally they will request that you bring an official academic transcript or a photo of yourself.
- Remember the interview commences as soon as you are near the building, so be polite and professional when talking to anyone you may meet (including receptionists and other staff).
- Greet your interviewers with a firm handshake and good eye contact.

In spite of all the preparation above, on the day the most important thing will be to build a positive working relationship with your interviewers. It is vitally important that you relax as much as possible and show your personality. Do not be afraid of asking follow-up questions, using humour or engaging in casual conversation with your interviewers.

When responding to questions in interviews, keep the following in mind:

- Listen and respond to the actual question. If

you do not understand it, ask your interviewer for clarification.

- Keep your answers brief and succinct – interviews are also a test of your verbal communication skills.
- Be as genuine as possible in your responses. Most interviewers will see many candidates and are relatively good at discerning when candidates are trying to mislead them.
- Your interviewers will set the tone of your interview, so follow their lead. However, keep in mind that you are not restricted to the question-and-answer format and you can ask questions of the interviewers throughout the interview.

Interstate Tip

- It is generally preferable to interview in person as it is easier to build a relationship with the interviewer. Video interviews are most common with interstate applicants. In person, interviews may be available upon request. However, most firms do not offer to cover the costs of flying up interstate applicants.

Second Round Interviews

The structure of second-round interviews is generally similar to the first round. Your interviewers may be more senior practitioners to the first round. Generally, the method of preparation will be similar to the first. A big focus of second-round interviews is to allow you to have an opportunity to ask questions of the firm, so be sure to come prepared with some you would like to ask.

Quick Tips

- If you have multiple rounds of interviews, it can be useful to write down the names of people you have met during the process (including your buddy, first round interviewers and anyone you have met during networking functions). You may be asked about them in future interactions with the firm.

Interstate Tip

- The second-round interview is likely to be a way for the firm to sell itself to you. Equally, the firm will be looking for you to demonstrate enthusiasm for their firm over other options. The interviewers may ask you how many firms you are interviewing at, and why you would be particularly interested in working with them. For each firm you are looking at, think of some key reasons that differentiate them from others to adequately answer this question. This is particularly common in Sydney, where candidates can only participate in one clerkship.

Post-Interview Contact

Interviewers from some firms call applicants after the interview before the offer day if they have any questions. Some interviewers may reach out to particular applicants on an ad-hoc basis to check in, or to arrange meetings with applicants and practitioners in their area of interest. The first thing to note is that a lawyer's time is valuable, and if you are receiving contact outside of the interview you should take it as positive news. While you should still be professional in all interactions with members of the firm, use this as an opportunity to discuss your areas of interest and ask questions in a casual setting. Equally, if you do not receive any additional contact do not worry- this is not a sign that you will not progress to the next stage of the process.

Buddies

Buddies are very common in interstate application processes. Some firms will allocate you a "buddy", who will generally be a junior lawyer. The function of a buddy is to provide you with a person you can talk to about the recruitment process outside of your interviewers or human resources. Your buddy will generally get in contact with you. If you are allocated a buddy before your interview, it can be helpful to ask them what to expect, and if they have any advice.

Your buddy is likely to take you out for coffee before or after your interview. This will be an opportunity to talk about how it went and learn more about the firm and working as a lawyer in general. It is informal, so feel free to ask questions you may not have wanted to ask during the interview (like what the hours are actually like and if they find the work interesting). This is a great opportunity for you to learn more about practising law and the firm in general.

However, keep in mind that the buddy is still able to provide feedback on you as part of the recruitment process and may know your interviewers socially. Be careful to be polite about everyone you have met through

the process and still demonstrate a genuine interest in the firm and work.

Cocktail Nights

Cocktail nights are an opportunity for you to get to know representatives of the firm in an informal setting. Candidates and practitioners will often be in a large room with food and drink provided and will be invited to mingle. Introducing yourself to firm representatives can be daunting, but it is important to get out of your comfort zone. It can be helpful to start by introducing yourself to a few junior solicitors. After some conversation, most will be happy to introduce you to other people with whom you may have common interests.

The conversation at a cocktail night is not the same as an interview, so focus on engaging in genuine conversation rather than talking up your abilities. Further, it is very important that you are polite to other candidates. Not only are they likely to become your future colleagues, but firms pay attention to the way in which you interact with others.

If not otherwise specified, business attire is appropriate. Alcohol will often be provided at cocktail nights. Keep in mind that you may be nervous and not have eaten much, and therefore may need to adjust your alcohol intake accordingly.

As this is part of the formal recruitment process, you should assume that you are being assessed on your 'performance' at the cocktail evening. It is important to keep in mind that cocktail evenings are not a part of the formal assessment process. They are often optional and interstate candidates are not always required to attend. However, observations may be made during the evening that can affect your formal assessment. This can mean everything from your ability to genuinely engage with others and make a lasting impression, through to the way in which you simply carry yourself in the room. If the firm will reduce the number of candidates in the process after the cocktail night, you should place a focus on getting to know a number of practitioners. If the firm is not making a cut to the number of candidates after a cocktail night, then the focus is likely to be for you to get to know the firm (although any very positive or negative interactions may affect your application).

3) End of The Process

Submitting the Application

It is crucial to understand the application submission process for each firm you apply to. Most applications are completed through online portals. These can be time-consuming to fill out. It is a good idea to check the application itself at the start of the opening dates.

Most online portals will give you an opportunity to review your application before submitting it. If you have just filled out a number of questions, take a break and then come back and review to make sure all of your entries are correct and complete.

If you are submitting your application through an online portal such as cvmail, be sure to save a copy of what you have submitted. You may need to save prior to submitting, or the portal will allow you to download what you have submitted. This will be helpful to refresh your memory if you are asked to attend an interview.

If you are submitting through an online portal, you will generally receive an automated confirmation email within the next day or so. If you have concerns about if your application has submitted, it is best to get in contact with the recruitment manager prior to the application deadline.

Waiting to hear back

Waiting to hear back from firms can be stressful and understandably make you feel on edge. Firms may provide an estimate of the time when they commence interviews, or you may have no information between the closing of applications and offers. Try your best to get this information: sometimes it will be in the clerkship application or it can be a good question to ask in the interview process.

Quick Tips

- Make sure that your voicemail is set up, and that your voicemail message is professional.
- Check your emails regularly, including the spam folder.

Mental health

Clerkship season can be stressful, so it is important to maintain your mental health and general wellbeing during this time. How do you do this, you ask? Here are some helpful tips from the AULSS Equity and Well-Being officer, **Brooke Washusen**:

1. **Be Active:** Physical exercise relieves tension, produces endorphins and lifts energy levels, even if it's just a 30-minute walk. Did someone just say healthy procrastination?
2. **Take Breaks:** We are most productive when we work in 20-minute intervals, so make sure you are taking regular breaks when writing your applications.
3. **Space Out the Work:** If you leave all your applications until the day they are due Stress Level 100 is a guarantee. Work on your applications a little bit each day and you'll have them all done with plenty of time to review, revise and edit.
4. **Stay Rested:** Make sure you're still getting your 8 hours of sleep every night. To improve your quality of sleep stick to a sleep schedule, turn off electronics 30 minutes before bed and make sure your bedroom is quiet and dark.
5. **Keep Up Your Hobbies:** Like soccer? The clarinet? Under-water knitting? Make sure you keep doing the things you love and keep you sane, especially when your workload starts to increase – your mental health will thank you for it.
6. **Practice Mindfulness:** This can be through meditation, yoga, breathing exercises or journaling.
7. **Be Open and Talk:** Talk to your friends, talk to your family, talk to your peers. Being open about how you are feeling with your support network can make your workload seem a great deal easier.
8. **Seek Support:** If you think you may need additional help the University offers students free and confidential Student Life Counselling Support. For more information see www.adelaide.edu.au/counselling/home. REMEMBER: it's always better to ask for help.
9. **Have Perspective:** Getting a clerkship is not the be-all-and-end-all. The truth is not everyone can get one. The most important thing to do is learn from the application process and any feedback that is given.

Peer support

Your friends can be a wonderful source of support for you, and you can be a fantastic support to them too.

However, everyone deals with the clerkship process in different ways and it is important to know how to recognise and respect this: for example, some may want to debrief about every step of the way, whilst others may only wish to share their experience if successful. Similarly, everyone deals with stress and the waiting period differently, so just be kind to one another (always) especially during this time.

Online forums can be a great method to communicate with other applicants, particularly in interstate applications. But like any online platform, think carefully about whether you want to be involved as they can breed inaccurate information, rumours or other anti-social behaviours which will do you more harm than good.

Following up

Most firms will send an email indicating whether or not you have progressed to the next stage of the application. However, emails indicating you have not been successful are unfortunately notorious for coming late, or not coming at all. If you do not hear back by the time interviews have commenced, it is safe to presume you have not progressed. If you have any concerns or are interested in receiving any feedback on your application, you may like to send an email to the human resources contact. Perhaps most importantly, take a moment to reflect on the application process: what have you learnt about the different firms and opportunities out there? What have you learned about the application process? What have you learned about yourself and the type of clerkships or work you may be interested in applying for in the future?

Offer Day

Most firms will contact successful candidates on offer day, as specified by the relevant uniform clerkship scheme. Successful candidates will be contacted by phone, email or text message. This generally occurs between 8.30am – 10.30am. Unsuccessful candidates are likely to receive a notification towards the end of the day. There is no denying that offer day can be a bit stressful, so try not to wait by the phone and, if unsuccessful, remember that it is not the end of the world! The fact that you have gotten as far as you have is a great testament to your ability, and there are always more opportunities out there.

Choosing Where to Go

If you are interviewing at multiple firms, put some thought into how many clerkships you would want to accept and which firms you would prefer. This will be primarily based on your interactions with the firms throughout the process, your areas of interest and the type of firm you think you would like to work for. For example, if you know that you want to be a litigator, and you have one offer in disputes and one offer in

property, it may seem natural to take the first offer. By contrast, if you are not bothered as to practice groups, you may find that you gravitate towards the culture at one firm more so than the other/s.

Generally, you will have one or two days to accept or decline offers. However, some firms may request an indication of if you are likely to accept on the phone at the time at which they offer you. In this circumstance, it is appropriate to give a positive indication qualified by the fact you will officially respond at a later time.

Other opportunities

If you do not receive an offer to undertake a clerkship, it can be disheartening and disappointing, particularly considering the amount of effort put into the process. However, do not doubt your own abilities because of this. Clerkships are by no means the only way to get a great job in commercial law, and there are many opportunities out there that are not advertised. It is important not to be phased by the simulacrum of clerkships, but to embrace other opportunities such as volunteering at community legal centres, or helping out with university legal aid centres and committees.

To learn more about alternative opportunities for law students, the AULSS sat down with **Alison Gunning** and asked her about her experience working at the Aboriginal Justice Unit at the Attorney General's Department.

During my time with the AJU I undertook a range of tasks from a variety of disciplines including those rooted in social science, policy and the legal profession. My role began with me finessing the fundamental skills, I was tasked with editing a section of the draft Northern Territory Aboriginal Justice Agreement (NTAJA) and confirming an abundance of legal authorities to be listed in the final NTAJA. I was also responsible for compiling key information on the formation of the draft NTAJA into a concise presentation to be presented to government officials and their respective departments, including briefing notes.

The research I undertook was grounded in social science, I was exploring broadly, Aboriginal people's relationships with the justice system and the factors that can influence these interactions, specifically around 'cultural laws' and 'cultural authority' present in Aboriginal communities. The research I conducted was moved into the legal space when I was exploring the courts response to these issues by researching multiple cases in the NT jurisdiction and the commonwealth. The research I conducted was important to show the shifting attitudes of the judiciary over the past few decades in alternative sentencing practices of Aboriginal people. This experience took me completely out of my comfort zone and was completely different to any of the work I had

4) Acceptance and Beyond

What to expect from your first day/week

The first day of a clerkship can be a scary experience: a new environment, new people, and an introduction to new tasks and expectations. Knowing what to expect on the first day, and over the first week, can help to settle some of these nerves.

On your first day, typically you and your fellow clerks will be told to meet in the morning in a communal area, ready for a day of orientation. It is a very good idea to make the effort to chat with the other clerks in the morning before you enter, as they will be both your friends and a great resource to you over the coming weeks. Typically, someone from the firm will greet you, provide you with induction folders, and get you started on a big day of introductions to the firm. Orientation will vary depending on the firm, but it may include things like practice group presentations, IT inductions, legal research seminars or memo writing workshops. You will also likely be introduced to your buddy and supervisor, and will probably be taken for a tour around the firm to meet lots of new people. Late in the afternoon, you will probably be sent to your office or to the clerk area, and practitioners within your practice group may get you started on some work.

The rest of the week, again, will depend on the firm. At some firms, orientation may be completely finished after the first day, and the rest of the week will be straight into work from your supervisor and other practitioners. At other firms, induction may be longer lasting and may involve other seminars or introductions to the firm throughout the week. Regardless, it is a good idea to familiarise yourself with your induction materials and the firm's systems, as this will make the rest of your time a lot easier!

Tips for Your Clerkship

Congratulations on securing a clerkship! This is a great achievement and you should be proud.

On your clerkship, you can expect to be undertaking work similar to that of a paralegal or junior lawyer. This can include drafting documents and correspondence, research and administrative duties. The firm is likely to provide you with training during the clerkship. However, here are some key tips to help your time with the firm run more smoothly:

- The most important attribute is your attitude. Being positive, collaborative, willing to help and learn will go a long way.
- Seek out feedback as you go where possible

- and seek to constructively integrate it into your work.
- Take an interest in the work that is going on beyond the tasks you have been allocated and ask questions where appropriate. This will help you find out what you are interested in.
- Always communicate more rather than less. If you are confused, having trouble completing a task or have multiple competing priorities in a set time, always let your supervisor know early and keep them updated if the circumstance changes.
- Make an effort to get to know your colleagues and fellow clerks – at the very least, they will be an important part of your professional network (and may even end up as your friends!).

Graduate Role Recruitment

The graduate recruitment scheme will differ for each firm, and the expectation of being offered a graduate job at the end of your clerkship will also vary between firms.

Some common options are that:

- You may be retained as a casual clerk or asked to do a second clerkship. Then, after spending a bit more time working at the firm, you may be offered a graduate contract close to the end of your degree. This is common in South Australia.
- You may be asked to re-apply for a graduate position under the standardised scheme. This is common in Victoria.
- You may be offered a graduate position, set to commence within a few months of completing your clerkship. This is common in South Australia and New South Wales.

Keep the graduate recruitment process in mind, but try not to let it stress you so much that you don't take in the clerkship experience! If you get to the end of your clerkship and do not know what the graduate recruitment scheme is, consider asking the human resources team.

Ashurst

Brisbane, Canberra, Sydney, Melbourne and Perth

1. What are the firm's practice areas?

- Competition
- Corporate Transactions
- Digital Economy
- Dispute Resolution
- Employment
- Energy & Resources
- Finance
- Global Loans
- Infrastructure
- Intellectual Property
- Project Finance
- Real Estate
- Restructuring & Special Situations Group (RSSG)
- Tax

2. What are the key values of this firm?

- We're passionate about quality
- We deliver through collaboration
- We think differently

Our Strengths

We are renowned for helping our clients navigate through complex and constantly evolving global landscape. With 26 offices across the world's leading financial and resource centres in Europe, Asia-Pacific, Middle East and the USA, we operate at the cutting edge of the financial, resources and infrastructure, corporate and new economy markets. We tackle diverse areas of law, including finance, M&A, disputes and competition. In each, we offer advice that is as commercially astute as it is technically accurate.

As a firm, everything we do is characterised by a pursuit of insight, understanding and clarity. We share our client's ambitions and we cut to the heart of their issues with speed and clarity, whether we're working locally or globally.

How we work together

The different cultures, communities and countries within which we operate around the world are immensely varied. The way we actually interact with each other isn't. The simple fact is: people here like working with each other to develop our thinking and deliver our best work. In every office, you'll find different perspectives, backgrounds, cultures and personalities to learn from.

3. What do they look for in an applicant?

There's absolutely no Ashurst 'type'. We want to actively involve a broad range of minds with a broad range of backgrounds, all united by a common set of strengths. There is no required past experience- but it is advantageous to have a diverse range of experiences that demonstrate the following competencies:

- Excellent academic record and a passion to develop a career in an international law firm
- Outstanding communication skills
- Analytical ability, motivation, determination and drive
- Commercial awareness
- Teamwork and interpersonal skills

Our Clerkship Program

The best way to understand what it feels like to work here is to actually work here! Every year, we hold clerkships in each of our offices to give you an intensive experience of our culture and the kind of work we do.

You can expect to be involved in a wide variety of work and activities during your clerkship. Ranging from drafting, research for client advise, preparing file notes and case summaries to assisting with pro-bono matters and research projects.

We work hard to make sure our clerkships are as useful and as stimulating as possible. Our clerkship program includes a range of activities and events designed for you to get to know is as a firm and find out if a career at Ashurst is what you are looking for. It includes a comprehensive induction program, events to understand each practice area and activities to ensure you build connections and relationships within the clerkship cohort and across the firm. At Ashurst we ensure you are adequately supported throughout the program with an allocated 'buddy', supervising partner and lawyer who will guide your experience, provide you with on-the-job training and support.

Our Graduate Program

As a graduate, your program kicks off with an induction and education series where you'll meet your peers in one location, giving you a chance to build your networks across the nation.

Back in your home office, you'll benefit from local induction plus an in-house Practical Legal Training (PLT) course. It's tailored to our firm and so, as you might expect, some modules are chosen for you. We cover all the costs.

Over the course of the 18-month graduate programme, you'll enjoy a mix of classroom and on-the-job experience. In collaboration with you, we plan three rotations of six months each and review that plan at regular intervals. Each rotation starts with a handover and training, complete with technical expertise, so you know exactly what to expect.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Melbourne

Tara Isaac

HR Consultant - Graduate Programs

Tara.isaac@ashurst.com

181 William Street, Melbourne, Victoria 3000

(03) 9679 3000

Sydney

Joanne Dean

HR Manager, National Graduate Programs

Joanne.dean@ashurst.com

5 Martin Place, Sydney, NSW 2000

(02) 9258 6000



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Arnold Bloch Leibler

Sydney and Melbourne

1. What are the firm's practice areas?

We organise our practice groups to allow our lawyers to be broad generalists, our groups are split between transactions and disputes.

From the client perspective, our services cover:

- banking & finance;
- competition;
- corporate & commercial;
- dispute resolution & litigation;
- native title & public interest law;
- property & development;
- reconstruction & insolvency;
- taxation;
- technology & intellectual property; and
- workplace advisory.

2. What are the key values of this firm?

People

At Arnold Bloch Leibler, people are central to the firm's success. We recognise that it is only with motivated people that the firm can provide personal service and practical, commercial and cost-effective solutions to client problems.

We hire the best and the brightest and recognise and reward our people with professional development and mentoring opportunities, competitive remuneration, community involvement opportunities and a deep and true interest in accelerating individuals' careers. We want every ABL person to be well-rounded and accomplished, and to bring their whole selves to work.

Clients & Solutions

From a client perspective, our aim is not to service our clients for all of their legal needs – rather, we position ourselves as the lawyers to go to when everything is on the line, where strategic imperatives are invoked, and when commercial thinking that's out of the box is required. We aim to develop long-term relationships with our clients and to gain a solid understanding of their businesses and needs. This enables us to formulate unique solutions to their problems with a broader context.

At ABL, we give our clients value by finding simple, practical, commercially intelligent and

cost-effective solutions to what often seem to be complicated and confusing problems.

Excellence & Success

Our firm has an unswerving dedication to professionalism in everything we do and putting the client first. We aspire to the highest standard of integrity, honesty and fair treatment.

ABL is a meritocracy - we reward success and excellence. This reflects our prime business focus of partnering with clients in their success by helping them achieve their business imperatives through innovative and commercially intelligent solutions.

Community

Giving back to the community has always been one of our core values. Pro bono work is an inherent part of the firm's DNA and we do it because it is the right thing to do. The firm is deeply committed to indigenous constitutional recognition and reconciliation.

At ABL, we proudly have a stand-alone pro bono practice group, led by partner, Peter Seidel. All lawyers at the firm are given the opportunity to get involved with pro bono work. The firm engages with many not-for-profit and charitable organisations that are active in communal, social, health, research, religious and environmental sectors. At ABL, we feel that we punch above our weight, and pro bono work is no exception.

Diversity

Our approach and longstanding deep commitment to diversity and inclusion has been, and will always be, a clear and significant aspect of the firm's culture and a key contributor to our enduring success. Our ongoing diversity initiatives are far-reaching and include support for working parents, gender pay equity, policy information and education on a wide variety of topics, cross-cultural awareness training, our internal Reconciliation Action Plan committee, among many more.

Arnold Bloch Leibler

Lawyers and Advisers

The ABL difference

Arnold Bloch Leibler is regarded as one of Australia's leading commercial law firms.

We're known for doing things a little differently by the way we work and our approach to problem solving.

We do not try to be everything to everyone – rather, we strive for excellence in our chosen areas of expertise.

For information about our seasonal clerkship and graduate recruitment programmes, visit our careers page www.abl.grad.careers



3. What do they look for in an applicant?

We look for exceptional people who are seeking, and can provide, something extraordinary. We value good grades and intelligence, as well as life experience, lateral thinking, imagination and a passion for the law. Work experience and extra-curricular activities show your ability to manage your time. We look for people who know how to use initiative and accept shared responsibility for their career development. The other personal qualities we consider are a willingness to learn, sense of humour and preparedness to assume responsibility. We also like to know why you're interested in us, so please tailor your covering letter to explain why you've chosen to apply to ABL.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Hayley Brown
Human Resources Consultant
Level 21, 333 Collins Street, Melbourne
hbrown@abl.com.au
03 9229 9802

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Are you ready?

At Allens, we're focused on equipping our people with the skills and experience they need to be the lawyers of the future. We're ready to define tomorrow. Are you?



With us, **you'll be more than a lawyer**. Our people are technical experts, but they're also trusted business advisers who think bigger, more broadly and more strategically. Together, we solve complex legal challenges, and collaborate across practice areas and disciplines to guide our clients.



We **work across borders** too, thanks to our alliance with Linklaters. This provides opportunities for our firm and our people, including annual rotations in Linklaters London, Hong Kong and Singapore being available to our graduate lawyers.



An early legal career at Allens includes highly **tailored training** through the Allens Academy. Developed in partnership with the Australian National University, our Graduate Diploma in Legal Practice will help you transition from law graduate to legal expert and trusted business adviser.



In a rapidly changing world, we seek opportunities to innovate, **embracing creative thinking**, new approaches and emerging technology. We don't just seek opportunities to benefit ourselves and our clients, we believe strongly in driving positive change to do right by our community too, as demonstrated through our strong pro bono practices.



Our teams are **open, inclusive and encouraging**, giving you the opportunity to learn and grow while feeling supported. You'll have the flexibility to drive your own career, and we'll recognise your achievements and hard work as you progress through the firm. Are you ready to begin?



Clerkship program

A clerkship at Allens is the first step in a rewarding legal career, and will give you invaluable insights into our work and culture. With support from a buddy and development supervisor, you'll work on real matters for real clients and be involved in a variety of projects. The programs:

- > run from three to 10 weeks;
- > are available at our Brisbane, Melbourne, Perth and Sydney offices;
- > feature ongoing support, including a buddy system; and
- > include exposure to one or two practice groups.



Graduate program

In each rotation, you'll gain a depth of experience that comes from seeing matters through to the end, and get exposure to stimulating legal challenges. At Allens, we don't work in silos, meaning you won't be limited to working with only one partner or by your practice areas. You'll work alongside a range of partners and lawyers, giving you exposure to a wide variety of tasks. Working with different teams and leading organisations, you'll grow a solid skills base and develop the agility needed to thrive in our ever-changing world. The programs include:

- > two 12-month rotations in your areas of interest;
- > secondment options in London or Asia, via our alliance with Linklaters;
- > ongoing supervision, coaching and mentoring;
- > completing a Graduate Diploma in Legal Practice (via Allens Academy); and
- > a 12-month weekly legal seminar series (Cornerstone Program).

Find out more at allens.com.au/yourcareer

Allens

Brisbane, Sydney, Melbourne and Perth

1. What are the firm's practice areas?

- Banking & Finance
- Competition, Consumer & Regulatory
- Corporate
- Disputes & Investigations
- Intellectual Property
- Projects, Real Estate & Development
- Tax

2. What are the key values of this firm?

- In it together
- Eyes on the horizon
- Fostering greatness
- Courageous and creative
- Driven by excellence

3. What do they look for in an applicant?

We're proud that there isn't an 'Allens' type'. We know that diverse perspectives help solve complex problems, strengthen teams and enrich client relationships. The more you enjoy working with a diverse range of people, the greater your success will be.

While we celebrate our differences, it's important to understand what unites us. These are attributes that our people have in common. These help us to succeed as a team and individually:

- Initiative: a curious mind is vital. The more adaptable you're able to be and the more energy you bring with you, the more you'll get out of a career at Allens.
- Excellence: it's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn.
- Commerciality: the law is more than an academic pursuit; it's about understanding the client – their objectives and the challenges they face – as well as the wider commercial environment in which we operate.
- Flexibility: a key priority for the firm is to ensure our people feel they are trusted to work in a way that allows them to balance the needs of the firm alongside the pursuit of their own career and life goals irrespective of gender, age or life stage.
- Commitment: positive people thrive in our environment. We look for people who can build sustainable careers with us, and successfully juggle work and personal life while maintaining their wellbeing.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Manreet Singh, Graduate Resourcing Consultant
Student.careers@allens.com.au

Baker McKenzie.

BORN GLOBAL

At Baker McKenzie we are different in the way we think, work and behave. Like no other law firm, we were born global.

Baker McKenzie has been thinking globally in Australia for more than 50 years. In 2014, we opened our Brisbane office making our Australian practice the fourth largest in our network of 78 offices with more than 80 Partners and 220 lawyers across Melbourne, Sydney and Brisbane. In Australia, we act for leading multinational and domestic companies on market leading local and global transactions.

Founded in 1949, Baker McKenzie is one of the world's largest law firms by markets, revenue and headcount. We offer our clients and lawyers the uncompromising commitment to excellence expected of a leading firm and a distinctive way of thinking, working and behaving as a passionately global and genuinely collaborative firm.

We understand the challenges of the global economy because we have been a global law firm from the start.

OUR CLERKSHIP PROGRAM

Right from the start, our Clerks get involved in real work. You will be exposed to our Australian and international clients through client meetings, shadowing, research and other everyday activities within your assigned practice group.

Our Clerks work closely with other lawyers, are guided by a Supervising Partner and enjoy the extra support of an experienced Associate "Buddy". You will develop practical and legal skills through our national learning program and by attending workshops specifically designed for Clerks, as well as Firm-wide sessions.

In Melbourne, we have three Clerkship intakes, each for four weeks – late November to late December, throughout the month of February and late June to late July. Clerks who accept a Graduate role with Baker McKenzie are eligible to apply for an International Clerkship, with the opportunity to work in one of our overseas offices in the year following their Clerkship.

OUR GRADUATE PROGRAM

Over the course of the program, Graduates gain experience in different areas of law before they join a particular practice group as an Associate. You will be assigned a Supervising Partner and an Associate "Buddy" in each rotation to oversee your on-the-job and formal learning.

DEVELOP GLOBALLY

At Baker McKenzie, we have a deep commitment to development. We work with each Graduate to create a tailored development plan and career goals. To help you reach your goals, we provide targeted learning opportunities – from seminars on core legal topics to practical skills development in areas such as communication, drafting and presenting.

We work hard to facilitate on-the-job learning and the many ways it happens – through informal mentoring relationships, client secondments, involving Graduates in global teams working on international deals or supporting them to run their own files for our award-winning Pro Bono Program.

We also bring Graduates from our Melbourne, Sydney and Brisbane offices together to help our people foster networks across the Firm, and support professional development by covering the costs of Practical Legal Training and your admission.

Our regional practice group structure means many of our lawyers attend regional training in our Asia Pacific offices and, once Graduates complete their Graduate Program, they will travel overseas to attend a regional orientation program with other mid-level Associates from the region. In addition, the Firm offers opportunities for lawyers at varying stages of their career to work directly for clients or with our other offices globally.

WHAT DOES THE FIRM LOOK FOR?

Baker McKenzie looks for people who genuinely want to work with us and who understand Baker McKenzie's unique offering, values and position in the market. We look for well-rounded, motivated individuals who share our global perspective; who are intellectually curious and have sound academics; who display business acumen and are practical in their approach; who enjoy a challenge and seek new opportunities; who take responsibility and use their initiative; who act with integrity and honesty in all of their dealings, decisions and actions; who express themselves confidently while staying open to new ideas; who strive to provide excellent service to their clients; who seek a friendly, diverse, and inclusive culture; and who take seriously our role in making a difference to our local and global communities.

THRIVE IN A CULTURE OF INCLUSION

Quality and excellence together with integrity, honesty, team work and responsiveness are some of Baker McKenzie's key values - and are central in us delivering outstanding service to our clients.

The values that make us a unique and great place to work are deeply embedded and you will notice our difference in all of your interactions with us, in Australia and across the globe.

- We are passionately global, and leverage our global expertise for our clients.
- We strive to stay ahead of the curve and encourage entrepreneurship.
- We have a strong culture of friendship and collaborative working style.
- We are commercial pragmatists who simplify issues for our clients.
- We actively encourage and support contribution to the community, through our pro bono and community service programs.
- We want everyone at Baker McKenzie to reach their potential so we invest in global, regional and local world-class development and mobility programs for our people.

Our award-winning diversity strategy, initiatives and programs are focussed in five areas:

- **BakerWomen** – Gender equality and supporting the progression of women
- **BakerDNA** – Ethnic, indigenous and cultural diversity
- **BakerBalance** – Supporting carers and parents, employee wellbeing and workplace flexibility
- **BakerLGBTI** – Lesbian, gay, bisexual, transgender and intersex diversity
- **BakerIndigenousEngagement** – Commitment to engagement with our Indigenous community achieving better social, economic and cultural outcomes for Aboriginal and Torres Strait Islander people and to make a real difference in the lives of our nation's First Peoples.

HOW TO APPLY

Applications for Clerkships can be submitted via www.bakermckenzie.com/careers/Australia.

Applications should include a cover letter, as well as details of your work experience, your extra-curricular activities and interests, and your academic results.

Applications for Clerkships open at 9.00am on 8 July 2019 and close 11.59pm on 11 August 2019.

Natalie Mascarenhas

Talent Management Consultant

+61 3 9617 4349 | natalie.mascarenhas@bakermckenzie.com

www.bakermckenzie.com/australia#careers

OUR KEY AREAS OF PRACTICE

- **Banking & Finance**
- **Commercial Real Estate**
- **Construction**
- **Corporate (including Mergers & Acquisitions, Capital Markets and Private Equity)**
- **Dispute Resolution**
- **Employment and Industrial Relations**
- **Energy, Resources and Infrastructure**
- **Environmental Markets**
- **Technology Communications & Commercial**

Baker & McKenzie, an Australian Partnership, is a member firm of Baker & McKenzie International, a global law firm with member law firms around the world. In accordance with the common terminology used in professional service organizations, reference to a "partner" means a person who is a partner or equivalent in such a law firm. Similarly, reference to an "office" means an office of any such law firm. This may qualify as "Attorney Advertising" requiring notice in some jurisdictions. Prior results do not guarantee similar outcomes. Should this communication contain a marketing message that you would prefer not to receive in the future, please email baker_mckenzie.australia@bakermckenzie.com to opt out of all Baker & McKenzie publication communications or all future Baker & McKenzie marketing communications.

Baker McKenzie

Brisbane, Melbourne and Sydney

International Clerkship Recount by James Geremia - Graduate

After completing a Seasonal Clerkship with Baker McKenzie in February 2018, in the Firm's Banking & Finance team, I was fortunate to receive a Graduate position with the Firm. I was then thrilled to be selected to undertake an International Clerkship at the Firm's first office which was established in Chicago, which I completed during January/February 2019.

I was drawn to Baker McKenzie because of the Firm's high-quality cross-border work, its unrivalled international presence and its ability to provide training and secondment opportunities across its global network. Having been born in Los Angeles, California, I always held ambitions to return to the US to work in commercial law or to undertake further legal study. However, I never anticipated that my legal career would involve working in a major US commercial hub at one of the world's largest law firms, so early in my legal career.

Melbourne to Chicago: 44 to -30 degrees Celsius

I departed Melbourne for my International Clerkship in the midst of a heatwave in late January. In the lead up to my departure, I was closely monitoring the conditions in Chicago. To my dismay, I learned that I was leaving behind the Melbourne summer for the coldest winter that Chicago has ever experienced, with temperatures reaching historical lows of up to -30 degrees Celsius! As I trudged through the terminals of Tullamarine, I was dressed in a manner that would have indicated to on-lookers that I was embarking on an arctic voyage, rather than an International Clerkship with a commercial law firm.

International M&A

When I arrived in the Chicago office, I was welcomed by a fellow Melbourne Bakers colleague who was working in the Corporate & Securities team as part of a year-long secondment. Upon exiting the lift on level 50, I was immediately struck by the remarkable views that the office enjoys over Lake Michigan - which at the time was frozen. I worked in the Corporate & Securities team, which is one of the largest groups in Chicago, comprising more than 20 partners. I quickly learned that the culture of the Chicago office was similar to that of the Melbourne office, where people are very down to earth and friendly.

During my International Clerkship, I gravitated towards one of the Corporate Partners who had a very interesting M&A practice. Included amongst his clients were some of the most well-known technology, logistics and

food companies in the world. Throughout the Clerkship, he involved me in a broad range of matters that demonstrated the remarkable quality and international flavour of the work at Baker McKenzie. Most notably, I was involved in the due diligence processes for two major M&A transactions which subsequently made international headlines. One involved a major international fast food client acquiring an artificial intelligence company and the other involved the purchase by a high profile Hollywood celebrity of a stake in a global fitness company. I also had the opportunity to draft several share purchase agreements on some smaller transactions. I learned how different the US style of drafting is, compared to Australia. On the business development front, I assisted one of the Corporate Partners in his preparation for a pitch at a major technology company in the Silicon Valley. I produced a presentation on the recent increase in antitrust and regulatory scrutiny faced by tech companies and the impact of this upon M&A activity in the US. Having undertaken an honours thesis on related issues in my final year of law school, I was very excited to engage with these topics in a commercial context. Whilst working in the Chicago office, I also attended a series of professional development seminars delivered by external lawyers on shareholder activism in the US.

Other highlights

The International Clerkship also provided me with the opportunity to explore one of the great American cities. Despite the arctic conditions, I immersed myself in Chicago's restaurant and bar scene and went to see a variety of musical performances, including Hamilton. I spent time at the Art Institute of Chicago, one of the world's great art museums and visited the home and studio of storied architect Frank Lloyd Wright. On the way home from my International Clerkship, I traded thermals and down jackets for board shorts, stopping off in Hawaii for some much-needed sun and surf!

Ultimately, the International Clerkship gave me a great insight into the possibilities that exist for lawyers at Baker McKenzie, including the ability to be seconded to one of the Firm's 78 offices worldwide and to work on matters that transcend national borders. The experience enabled me to build a network of colleagues (and friends!) in a US office, whom I remain in contact with and whom I will inevitably deal with on future transactions. I look forward to an exciting career ahead with Baker McKenzie!

**STAY
TRUE.**

WE DO.

CLAYTON UTZ

Clayton Utz

Brisbane, Canberra, Darwin, Sydney, Melbourne and Perth

1. What are the firm's practice areas?

At Clayton Utz, we have 14 national practice groups within our commercial law firm, as listed below. Please visit our website (www.claytonutz.com) for further details about each of our practice groups.

- Banking & Financial Services
- Commercial Litigation
- Competition (Sydney office)
- Corporate, M&A, Capital Markets
- Environment and Planning
- Forensic and Technology Services
- IP and Technology
- Major Projects & Construction
- Public Sector / Government Services
- Real Estate
- Restructuring and Insolvency
- Tax
- Workplace Relations, Employment and Safety
- Pro Bono (Sydney office)

2. What are the key values of this firm?

Our culture is founded on the behavioural values of trust, respect and co-operation and our foundation value of highest ethical standards. They underpin everything we do. It affects the way we approach each other and our work, our service to our clients and our community involvement.

3. What do they look for in an applicant?

We're looking for people who are personable, practical, commercially-savvy, as well as flexible. Our lawyers undertake complex and innovative legal work, so it's important that our clerks and graduates are motivated individuals who aren't afraid of a challenge.

We are also interested in learning more about your outside interests. You need to be able to balance your professional and personal lives and have fun!

Most importantly, we are looking for people we'd enjoy working alongside. We want clerks and graduates who embody the firm's behavioural values of trust, respect and co-operation and our foundation value of highest ethical standards in all that they do.

Our seasonal clerks are typically involved in a variety of work, including:

- Legal research
- Writing clients memos/ letters
- Attending client meetings with lawyers
- Attending court with lawyers
- Pro bono work
- Liaising with internal colleagues; and
- Assisting with the preparation of matters for hearings.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

To get in touch with our Graduate Recruitment Team, please visit our Graduate website at www.claytonutz.com/graduates or email us at careers@claytonutz.com

Be exceptional.

At Corrs, we provide opportunities for outstanding graduates to become exceptional lawyers.

From your first day at Corrs you will have the opportunity to accelerate your career in a high-performing and supportive environment. Our lawyers work together across practice groups to deliver exceptional results and support you in building your future, wherever you want to take it. Corrs offers:

- Opportunities to work on high-profile and complex matters
- Mentoring by leading partners
- International secondment opportunities to premium independent firms in locations such as New York, London, Paris, Frankfurt, Hong Kong, Singapore and Tokyo
- Scholarships to study at leading international universities including Oxford, Cambridge and Harvard
- Opportunities to contribute to our award-winning pro-bono program

Corrs is Australia's leading independent law firm. For almost two centuries we have been advising our clients on their most complex challenges.

Our culture is built upon excellence, mutual trust, energy, integrity and empowerment.

Our clients include large corporations, governments, banks and financial sponsors.

Through our long-term relationships with leading law firms across the world, we participate in the biggest global matters and connect with the best lawyers internationally to provide our clients with the best team for every engagement, every time, everywhere.

We equip our people for success – as leaders in their fields with long-term careers at the firm and also beyond, with our alumni including judges, QCs, CEOs and senior government representatives.

Melbourne key dates

Clerkship Periods for 2019/20:	Three clerkship programs are run each year in the Melbourne office with each program being three weeks in duration. Program 1 – Nov/Dec 2019 Program 2 – Jan/Feb 2020 Program 3 – Jun/Jul 2020
Application dates:	Applications open: 8 July 2019 Applications close: 11 August 2019 Offers made: 10 October 2019

Sydney key dates

Clerkship Periods for 2019/20:	The Sydney office offers one ten-week placement from November 2019 to February 2020, where each clerk will rotate through three different practice groups.
Application dates:	Applications open: 11 June 2019 Applications close: 14 July 2019 Offers made: 18 September 2019

WWW.CORRS.COM.AU/GRADUATES

**CORRS
CHAMBERS
WESTGARTH**
lawyers

Corrs Chambers Westgarth

Brisbane, Sydney, Melbourne, Perth and Port Moresby

1. What are the firm's practice areas?

Nationally, we have 17 practice groups. In the Melbourne and Sydney offices, we specialise in the following areas of law:

- Arbitration
- Banking & Finance
- Class Actions
- Commercial Litigation
- Competition; Corporate
- Employment & Labour
- Environment & Planning
- Financial Sponsors Group
- Intellectual Property Projects
- Property & Real Estate;
- Restructuring, Insolvency & Special Situations (RISS) Tax
- Technology, Media & Telecommunications (TMT).

2. What are the key values of this firm?

Generous of Spirit: We respect and care for each other, our clients and our communities. We value difference. Trust and integrity are at our core.

Connected: We build long-lasting relationships with and for our clients. We work across boundaries for the benefit of our clients and our people.

Pioneering: We encourage insights that provide an edge for clients. We learn from experience. We will disrupt to create an advantage. Change doesn't scare us – we expect it, create it and work with it.

Agile: We think and act quickly when we need to. We take ownership and get things done.

Team players: We treat each other with civility and respect. We work together to solve problems. We rely on each other to deliver excellent performance all the time, not just some of the time. We encourage diversity of thought.

To the point: We communicate openly and honestly with each other and our clients. We provide commercial and decisive advice to clients. We offer practical solutions.

World class: We aim to be recognised as the benchmark of excellence within the global legal sector. We know what we are doing. We are relentless in the pursuit of success for our clients, our people, the community and the firm.

3. What specific qualities do Corrs look for in a potential Clerk?

We appreciate diversity in our clerks and are not looking for identical or 'cookie-cutter' candidates. We look for well-rounded individuals who can demonstrate exceptional academic performance, evidence of work experience (law or non-law related), as well as experience in leadership positions, volunteering or community service, and other extracurricular activities. People who can demonstrate an understanding of commercial law and how a firm operates, looking for a broad experience with exposure to different practice areas and clients and who want hands-on and intensive learning.

4. Who is the relevant contact person

Melbourne

Hannah Blandford

People & Performance Consultant

(03) 9672 3156

hannah.blandford@corrs.com.au

Sydney

Kimberly Howe

People & Performance Consultant

(02) 9210 6044

kimberly.howe@corrs.com.au

Cowell Clarke

Adelaide and Sydney

1. What are the firm's practice areas?

- Agribusiness
- Banking and Finance
- Building, Construction and Infrastructure
- Commercial Transaction
- Competition and Consumer
- Corporate
- Debt Recovery
- Defence
- Dispute Resolution
- Employment and Workplace
- Energy and Resources
- Environment, Planning and Sustainability
- Equity Capital Market
- Estate Administration
- Financial Services
- Franchising
- Health
- Insolvency and Turnaround
- Insurance

- Intellectual Property and Information Technology
- International Trade
- Personal Property Securities Act
- Pharmacy
- Private Clients
- Probity
- Property
- Superannuation
- Tax and Revenue

2. What are the key values?

Opportunity, potential, effective, noteworthy.

3. What do they look for in an applicant?

We seek applications from students who are academically excellent. We also place great importance on life experience and extracurricular activities.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Pina Zito, HR Advisor

D: +61 8 8228 1102

E: pzito@cowellclarke.com.au

Cowell Clarke
COMMERCIAL LAWYERS

Summer Clerkships

Our clerkship program enables our clerks to work with directors and senior lawyers while experiencing a broad range of practice areas, with rotations through property, corporate & commercial and our various dispute resolution teams.

We focus on creating a supportive and enjoyable work environment. We recognise that it is not the time you spend at work, but rather what you do when you are there.

Cowell Clarke participates in the South Australian Law Students' Association Uniform Clerkship Scheme. Penultimate and final year law students are encouraged to apply.

Applications open
9am, Monday
8 July 2019

Applications close
5pm, Friday
26 July 2019

For more information visit
cowellclarke.com.au/careers/clerkships

Growing

Today's Talent *for* Tomorrow's Success

**Recruitment commences in March
to join our unique
12 month clerkship program
beginning in July**



**Allow us to cultivate
the skills and
attributes you will
need to launch your
legal career.**

**Details available online @
www.finlaysons.com.au/careers/clerkship**

Finlaysons Lawyers

Adelaide and Darwin

1. What is the firm's practice areas?

PRACTICE AREAS:

- China
- Corporate
- Environment
- Hospitality & Licensing Intellectual Property
- Migration
- Planning
- Risk & Dispute Management
- Tax & Revenue
- Workplace & Safety
- Wills Estates & Succession Planning

INDUSTRIES:

- Agribusiness
- Banking & Finance
- Defence
- Education & Research
- Energy
- Family Business & Private Wealth Management
- Health & Ageing
- Insurance
- Property & Development
- Resources & Native Title
- Wine

2. What are the key values of this firm?

- Integrity
- Respect for All
- Teamwork
- Service Excellence
- Innovation
- Developing Talent
- Work/Life Balance

3. What do we look for in an applicant?

Outstanding academic results combined with an innovative mind and sense of humour will ensure that you become a welcome addition to the Finlaysons' team. You should enjoy challenges and communicate confidently with people at all levels.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Jessica Houston
People and Development Advisor

Adelaide 81 Flinders Street Adelaide SA 5000
Phone +61 8 8235 7845
Mobile +61 (0) 400 810 122
Email jessica.houston@finlaysons.com.au

THERE'S MORE+

Not all corporate law firms are the same. A clerkship with Gilbert + Tobin is your chance to see if you'll thrive here. To test yourself with meaningful work from day one. To learn skills and concepts beyond the legal scope. To be integral to an organisation that's challenging the very way legal services are delivered.

If you want to be part of something different then G+T is the place for you.

Gilbert + Tobin

Sydney, Melbourne, Perth

1. What are the practice areas of this firm?

- Banking + Infrastructure;
- Competition + Regulation
- Corporate Advisory
- Disputes + Investigations
- Energy + Resources
- Intellectual Property
- Legal Service Innovation
- Pro Bono
- Real Estate + Projects
- Tax
- Technology + Digital

About G+T:

Gilbert + Tobin is an independent Australian corporate law firm. We serve corporates and governments throughout Australia, and around the world, on a broad range of legal issues.

We are renowned for our progressive approach to legal issues, procedures and client service. From our Sydney, Melbourne and Perth offices, our lawyers bring a proactive, commercial approach, and a relentless drive to deliver superior results.

Founded as a disruptive start-up in 1988, we have built a firm with the scope to take on the tough matters. We cut through complexity – helping clients make the right decision in the most effective way.

Clerkship Program

Each year we invite law students to complete a 9-week summer clerk placement from late November to early February, consisting of two rotations. Penultimate and final year students are eligible to apply.

From your first day, you'll be given the opportunity to test your skills and interest – you can expect to be involved in some challenging matters, and your work will be presented to clients. Often, you'll work directly with a partner on a matter, or as part of a bigger team on larger transactions. While every experience varies, you might be asked to draft documents and memos, carry out research, attend client meetings and court, and assist with preparing for hearings or negotiations.

While your most valuable learning will be the experience of working on real matters during your practice group rotations, you'll also receive structured training including sessions on the different practice areas, tech-

nology, how to create your personal brand, and business development. It's a practical blend of on-the-job, workshop and online learning that covers a broad range of technical, interpersonal and leadership skills.

You'll also have access to G+T's regular practice group training with other lawyers, as well as online resources to help you keep up to date with the latest legal developments.

If you're up for the challenge of working with Australia's most innovative corporate law firm, find out more at www.gtlaw.com.au/theresmore.

2. What do we look for in an applicant?

We're not a prescriptive firm when it comes to our people; we invite individuality and diversity. We also hold ambition, creativity and entrepreneurial spirit in high regard.

Our people are collaborative, passionate and dedicated — but most of all they enjoy what they do and never forget to have fun. We seek clerks and graduates who will complement our practice groups and don't feel the need to take themselves too seriously.

3. Who are the relevant contacts for G+T?

Sydney:

Kristie Barton Clerk + Graduate Program Manager:
kbarton@gtlaw.com.au
P: 02 9263 4575

Melbourne:

Sarah Crinningan
HR Advisor
E: scrinnigan@gtlaw.com.au
P: 03 8656 3396

Perth:

Lisa Harold
HR Manager
E: lharold@gtlaw.com.au
P: 08 9413 8411



360°
thinking

We're looking for those who see things differently, the kind of people who bring new ideas and create innovative opportunities for our clients.

EVERYTHING ABOUT US

With over 20 offices spanning Asia, Europe, Australasia, and the Middle east, we can show you exactly what a world class law firm has to offer, giving you the chance to work as part of an international team, on high-profile matters, for some of the most significant organisations in the market.

Our focus is on the future: the future needs of existing and new clients, the future of the legal profession and investing in our future lawyers. That's why we aim to attract the best talent from a broad range of backgrounds, ensuring we are optimising our position as a progressive, forward thinking professional services business. At Herbert Smith Freehills, you'll be given the opportunity to develop the skills you need to help solve our clients' most complex challenges in thoughtful and innovative ways.

WHAT WE LOOK FOR

Great lawyers are both curious and creative. We encourage you to challenge assumptions and open yourself up to new ideas. It's this growth mindset that creates opportunities for you and your clients. So, what exactly are we looking for?

There's no single path to becoming an exceptional commercial lawyer. We look beyond your academic record and your technical aptitude. We're focussed on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes. Building great relationships takes a certain understanding and as our global village gets ever smaller, we look for graduates who think of themselves as citizens of the world.

CLERKSHIP PROGRAM

There's nothing more important than finding a role and an organisation that's right for you and there's no better way to really get to know our profession than gaining practical, hands-on experience. Our vacation clerkships will immerse you in our business, networks and the international world of law. We encourage students to participate in our vacation clerkship program and we fill the majority of our graduate positions through this program.

As a vacation clerk you'll truly discover what it's like to work at Herbert Smith Freehills, working alongside lawyers and partners. We'll support you throughout your time with us with extensive training, touching on all aspects of the firm. We'll also invite you to an exciting range of workshops and events, giving you the opportunity to network with people across the firm and the diverse groups we engage with. This is your unique opportunity to show us who you are.

With us, you'll be a part of everything. From the very start, you'll be client-facing, gathering insights across diverse matters. You'll be working in highly-specialised teams, equipped with the resources you'd expect from a market leader.

JOINING US

We offer a range of summer and winter clerkships across our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: careers.herbertsmithfreehills.com/au/grads/vacation-clerkships or contact one of our graduate recruitment team.

KEY DATES/DEADLINES

MELBOURNE	
Approximate number of positions	60-65
Clerkship programs	Summer 2019/20 & Winter 2020
Applications for all 2019/20 programs open	8 July 2019
Applications for all 2019/20 programs close	11 August 2019
Offers made	10 October 2019

Please note: An application should only be submitted to the office where you intend to start your career as a graduate. Multiple applications will not be considered.

Our global practice groups

- Alternative Legal Services (ALT)
- Competition, Regulation and Trade
- Corporate
- Dispute Resolution
- Employment, Industrial Relations and Safety
- Finance
- Projects and Infrastructure
- Real Estate

Contacts



Hong Le
Graduate Recruitment Consultant
T +61 3 9288 1937
graduates.melbourne@hsf.com

Herbert Smith Freehills

Brisbane, Sydney, Melbourne and Perth

1. What are the firm's practice areas?

- Alternative Legal Services (ALT)
- Competition, Regulation and Trade
- Corporate
- Dispute Resolution
- Employment, Industrial Relations and Safety
- Finance
- Projects and Infrastructure
- Real Estate

2. What are the key values of this firm?

- Be among 'the best of the best' law firms and professional services businesses in the world;
- Work with our clients to provide what they want, how they want it delivered and where they want it delivered;
- Provide exceptional legal services as the core of our business with other related services forming part of the way we serve our clients;
- Be connected with and contribute to the communities we participate in;
- Be a community of exceptional people who are committed to the business and its clients and perform outstandingly in our different roles;
- And uncompromisingly live our Values, believe in our Vision and implement our Strategies.

3. What do they look for in an applicant?

We recruit people with the desire and ability to be exceptional, commercial lawyers. This means that we look for more than just a great academic record and strong technical aptitude. We seek people who are curious, empathetic and understand the importance of building relationships with clients and colleagues. We also look for an international mindset and a desire to work within our global network, not just one office. We have prepared some more detailed information on our website: careers.herbertsmithfreehills.com/au/grads/join-us

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Hong Le

Graduate Recruitment Consultant

Level 42, 101 Collins Street, Melbourne VIC 3000

+61 3 9288 1937

graduates.melbourne@hsf.com

Johnson Winter and Slattery

Adelaide, Brisbane, Sydney, Melbourne and Perth

1. What are the firm's practice areas?

Transactional & Advisory and Dispute Resolution

2. What are the key values of this firm?

At JWS, each of us has an opportunity to make a significant impact on the culture of the firm. These values to which all members of the firm are committed to including:

- to conduct ourselves with integrity and a positive intent with a view to constructively advancing the position of the firm and clients; and
- to facilitate a structure and environment which promotes and rewards collaborative behaviour.

3. What do they look for in an applicant?

We look for candidates who:

- are enthusiastic about succeeding in a service driven environment;
- have excelled academically;
- are committed to the continual development of their technical and commercial skills;
- are excellent communicators;
- will thrive in a collaborative environment; and
- demonstrate a genuine interest in the commercial affairs of our clients and Australian commerce.

4. Who are the contact person for applications and clerkship/graduate program related queries and what are their contact details?

Wilma Lewis | Wilma.Lewis@jws.com.au; (02) 8247 9630

Lipman Karas

Adelaide

1. What are the firm's practice areas?

Lipman Karas is an international investigative legal practice, with a focus on complex disputes. We focus on:

- Difficult and sensitive commercial litigation
- International commercial arbitration
- Insolvency and asset recovery, including complex cross-border disputes
- Audit and other professional negligence
- Independent corporate and regulatory investigations
- Dispute avoidance and mediation
- Risk minimisation and governance advice

2. What do they look for in an applicant?

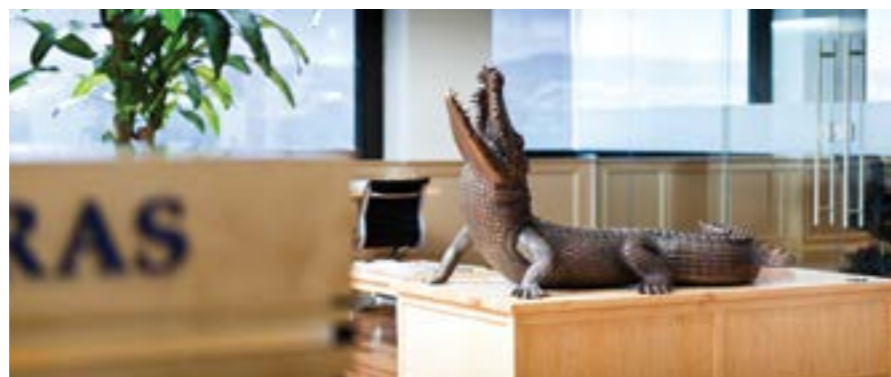
- Academic Accomplishment
- Analytical
- Curious and Resourceful
- Energetic and Disciplined
- Adaptable
- Team oriented

3. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Lorraine Wohling

Practice Development Manager

Email: lwohling@lipmankaras.com



Local Presence. Global Opportunities.

Lipman Karas is an international investigative legal practice with an outstanding track record in some of the most challenging, complex and high profile commercial litigation projects in the Asia Pacific region and internationally.

Our mission is the single-minded advancement of our clients' interests, to maximise value through the focussed application of our expertise.

Lipman Karas offers lawyers commencing their careers a chance to work with recognised leaders in their field on litigation projects, investigations and inquiries that are unique in magnitude, complexity and geographic reach.

A career at Lipman Karas provides opportunities and experiences that are unrivalled in South Australia.

AUSTRALIA · HONG KONG · LONDON
WWW.LIPMANKARAS.COM

Clerkship applications are accepted from law students in their penultimate or final year of law.

When applying candidates should ensure they provide a cover letter demonstrating that they possess the qualities that we look for (see our website), their CV and their most up to date academic transcript.

Applications for our 2019/2020 Clerkship Program close at midnight on Monday, 15 April 2019 and should be emailed to clerkships@lipmankaras.com.

2014, 2015, 2016, 2017, 2018
Best International Firm for Work Life Balance



King and Wood Mallesons

Brisbane, Canberra, Melbourne, Sydney and Perth

1. What are the firm's practice areas?

King & Wood Mallesons' Melbourne centre offers a number of market-leading practice groups including; Banking & Finance, Dispute Resolution, Mergers & Acquisitions, Projects & Real Estate and Taxation.

Sub-teams within these groups include Competition; Technology, Media, Entertainment & Telecommunications; Employee Relations & Safety; Intellectual Property & Trademarks, Construction and Environment & Planning.

2. What are the key values of this firm?

Our vision and values are the backbones of how we work and behave. They are part of our brand promise to our people, and our clients and they ensure that we make a difference.

Our values are:

Client-centric – Putting our clients (inside and outside the firm) at the centre of everything we say and do.

Dynamic and entrepreneurial - We are passionate about challenging the market to create a shared future, together. We are bold in our aspirations and confident in our execution.

One team, one firm - Our belief is that the power of together delivers the best results for our people, our clients, and the firm. We operate as one firm, working collaboratively and supporting each other across all cultures.

Excellence and innovation - We combine quality and creativity, with the ability to get the right results through innovative solutions.

Stewardship - We will build a stronger firm for future generations by nurturing our clients and colleagues to excel at everything they do.

International perspective - Connecting learning and understanding to open doors and unlock opportunities in our local and international markets.

3. What do they look for in an applicant?

We recruit high achieving, client-centric, learning agile people with an international perspective. We understand that technical excellence is only one success factor.

We value a range of skills in our employees and recognise that a diversity of strengths leads to best results. We are looking for people who have an intellectual curiosity and are intrinsically motivated. Excellent marks are not necessarily a predictor of career success.

Are you empathetic? Can you stand in the shoes of our client and experience the problem from their perspective?

Is it more important to you to admire the problem or are you most interested in providing a practical, efficient and commercially sound solution?

Are you traditional and risk-averse or are you excited by a changing and fluid work environment?

When you think about your career are you only focused on Australia, or do you appreciate that Australia's closest neighbours are the new powerhouses of the global economy?

We believe in teamwork and the 'Power of Together'. We are not a collection of siloed practices but work closely across the network to pursue client opportunities. Through a high-performance culture, our results are realised through collaboration, innovation and engagement.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Alana Arfi
Position: People & Development Advisor (Melbourne Graduate Program)
Email: Alana.Arfi@au.kwm.com

think differently/thinkKWM

At KWM we believe in a culture of collaboration.
Grow as an individual, succeed as a team.
That's The Power of Together.



careers.kwm.com/en/graduates-australia

MinterEllison

Adelaide, Brisbane, Canberra, Darwin, Gold Coast, Melbourne, Sydney and Perth

1. What are the firm's practice areas?

- Dispute resolution
- Corporate (including energy & resources, tax, M&A, intellectual property and competition law)
- Financial services (including insolvency)
- Human resources and industrial relations (including media law)
- Insurance and corporate risk (including dust diseases litigation, CTP motor vehicle claims, OH&S)
- Real estate (including environment & planning, regulatory and government, major projects, construction and infrastructure)
- Workers compensation

2. What are the firm's key values?

MinterEllison's organisational values provide a common and open framework or reference point for the way we work together as a Firm and with our clients and the broader communities in which we operate.

Our values are:

- Integrity and trust - being honest, constructive, fair and ethical
- Enduring relationships - working with people and organisations that share our values
- Balance - respecting the diverse contributions our people make to the Firm and the needs of each individual outside work
- Excellence - passionately seeking to be the best in everything we do

3. What do we look for in our applicants?

- a passion for excellence
- an understanding of the importance of being part of a high performing, inclusive team
- an ability to think outside the box and embrace new ideas
- a desire to work collaboratively and to build meaningful relationships
- a passion for a career in commercial law

4. Who is the relevant contact person?

Adelaide:

Vanda Mutton

Talent Business Partner

vanda.mutton@minterellison.com

For relevant contact details of interstate offices, please see www.minterellison.com

The game
has changed.
Be part of it.

graduates.minterellison.com



The world is being disrupted and market demands are changing. The next generation of graduates will transform the future of legal services – we can give you the skills you need to do it well.

We are global leaders

MinterEllison is a prestigious, international law firm, headquartered in Australia. As one of Asia-Pacific's leading firms, we're borderless. We have the best people, working on the best matters, regardless of location. Our multidisciplinary and industry-facing lawyers collaborate closely across our offices in Australia, New Zealand, Asia and the UK. Our independence means we can adapt in parallel with our clients and market demand. In fact, we often lead the way.

With MinterEllison, you can be a global leader too. You'll have the opportunity to work with renowned lawyers and experts from around the world. And to build remarkable solutions that go beyond one region's laws and grasp the global picture. Essentially, you can be as agile, innovative and creative as we are.

We support you to succeed

Our award-winning Clerk and Graduate Programs ensure a supportive and highly engaging experience to provide you with the best career start. Be assured that you will become a well-rounded lawyer; developing excellent technical and business skills; and collaborating with a highly reputable legal network.

Our graduates accelerate their legal and business acumen through exposure to our partners, lawyers and professionals in our collaborative and innovative work environment. You will have the opportunity to rotate across different practice areas, and be exposed to inspiring and challenging transactional, advisory and litigation work.

Your success is our success

Which is why we celebrate and invest in our people. We consistently have a record number of promotions, and last year, won the award for 'Best Learning & Development Program' at the Australian HR Awards. We're committed to helping our people achieve their best. And our development programs and initiatives are second to none.

We're always working to open more doors for you. Recently, we restructured our organisation to make it even easier to collaborate across all our offices and access an international network of brilliant legal thinkers. Our structure also offers new career paths, allowing you to seamlessly work across multiple practice areas.

Contact

Vanda Mutton
Talent Business Partner
vanda.mutton@minterellison.com
graduates.minterellison.com

Clerkship positions

Number of positions available:
6

Opening date:
Monday 11 June 2019

Closing date:
Monday 14 July, 12.00am

Method of application:
graduates.minterellison.com

MinterEllison Virtual Internship

Want to experience a true-to-life day of a MinterEllison lawyer? Our interactive virtual internship offers you an insight into the commercial work we undertake here at MinterEllison. Curious?



MinterEllison

Norton Rose Fulbright

Brisbane, Canberra, Melbourne, Sydney and Perth

1. What are the firm's practice areas?

Litigation, Insurance, Intellectual Property, Employment & Labour, Construction, Environment & Planning, Banking & Finance, Financial Restructuring & Insolvency, Real Estate, Corporate M&A, Tax

2. What are the key values of this firm?

Our vision is to be a world class business, profitable, ambitious, cooperative and considerate, supporting our clients and people through our global business principles of Quality, Unity and Integrity. We apply our business principles to all our activities worldwide. They describe our culture and personality both internally and externally, the way we work and what we stand for.

Quality – We're a team of the highest calibre, providing consistently high-quality work because our clients always come first.

Unity – We share our knowledge and we work to support one another across teams and borders because our team culture makes us who we are.

Integrity – We're trustworthy, open and fair. We respect colleagues and clients deeply, and we work to the highest ethical, professional and business standards.

3. What do they look for in an applicant?

We are looking for people who share Norton Rose Australia's values – Unity, Quality and Integrity.

Successful candidates should be in their penultimate year of studying law. Life experience is also highly regarded at Norton Rose Fulbright, be it in the form of work experience; involvement with the campus, or non-campus, clubs and societies; travel; or even a previous career before embarking on the law.

The way summer clerks and graduates interact with our clients is as important as their working relationships with colleagues. A genuine passion for the law will not only drive career progression but inspire candidates to be part of a great team. At Norton Rose Fulbright you will enjoy a high level of access

to Partners, working in a non-hierarchical and supportive culture.

Although academic achievement is important it is considered in the much broader context of your other life experiences.

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Jimmy Taylor (Senior Advisor – National Graduate & Summer Clerkship Programs)
T: (02) 9330 8239
E: jimmy.taylor@nortonrosefulbright.com.au

Piper Alderman

Adelaide, Brisbane, Melbourne and Sydney

About this firm:

Piper Alderman is a National Corporate Commercial firm with offices in Adelaide, Brisbane, Sydney and Melbourne. Our genuine National partnership is supported by over 300 staff with focus areas on Corporate, Commercial, Real Estate, Commercial Litigation, Intellectual Property and Employment Relations. In particular, in Adelaide our Corporate team is often the leading legal team on IPO's, M&A transactions, Corporate Listings and large-scale Project Finance – the types and size of deals traditionally thought only accessible from the Eastern seaboard.

1. What are the values of this firm?

Our firm is proud to consult with our employees on our values, we want to know how our team describe what it is like to work with us. What do they say? They describe the strongest values of the firm to be commitment and dedication, collaboration and collegiality, forward thinking and innovation and respect for others. We use these values to drive our strategies for growth and employee engagement.

2. What opportunities are available within this firm?

Each employment opportunity is uniquely prepared to provide candidates for the best description of the role available. We describe to candidates what the opportunity presents in terms of practice area and duties and then during an assessment of phone and face to face interviews we discuss the cultural fit needs to the practice groups and clients.

Piper Alderman welcome candidates to apply all year around. Applications can be received through the firm's career page on the website and highly recommend that you follow the firm's social media platforms where all roles Nationally are advertised in one easy to find platform.

3. Who is the relevant contact?

For enquiries regarding Adelaide you are welcome to contact HR Manager, Emily Mortimer on emortimer@piperalderman.com.au

Connect with us...

 Thomson Geer
 @ThomsonGeer
www.tglaw.com.au

THOMSON GEER
LAWYERS

ADVICE | TRANSACTIONS | DISPUTES
Domestic & Cross Border



ARRIVE... AT A LARGE AUSTRALIAN CORPORATE LAW FIRM

 Sydney
Melbourne
Brisbane
Adelaide

OUR CLERKSHIP PROGRAM

Our structured four week program helps clerks to learn through a combination of hands-on experience, training, coaching and observation.

During your clerkship with us, you will:

- participate in a structured induction program spread out over the course of your clerkship
- undertake meaningful work for real clients, including opportunities to attend client meetings, observe court proceedings, conduct legal research, draft correspondence and court documents and develop technical skills in areas such as drafting, due diligence and disclosure
- have the assistance and support of a supervising partner as well as a junior lawyer who remembers what it was like to be a new clerk and can act as a buddy and mentor
- have weekly catch ups with your mentor and with People & Development
- have secretarial support and access to fantastic technology and research resources
- participate in a formal performance review process with your supervising partner and mentor to reflect on your development and capture feedback from your colleagues.

OUR APPLICATION PROCESS

Our recruitment process is efficient, informative and streamlined, acknowledging the often stressful nature of this period.

In the first stage, your application will be submitted through our website using cvMail. You will be asked

to respond to questions about your experience, interests and academic achievements and submit your current CV and most recent academic transcript.

The first round of our interview process is a video interview. This provides you with an opportunity to perform at your best, by giving you time to consider the questions, conduct some research and present your responses.

Those selected to progress beyond this stage will be invited to a Firm Information & Networking Evening. You will have an opportunity to engage directly with our Partners on their current and recent work, learn more about the firm and gain an understanding of the contribution you may be able to make.

WHO ARE WE LOOKING FOR?

We are looking for hard-working and motivated law students who have excelled academically, are customer focused, commercially minded, work well in a team environment and are enthusiastic about starting their career with a dynamic law firm.

We are especially keen to talk to students who have an additional technical degree!

All our clerks are viewed as potential graduates, and our graduates as potential leaders. We look for the same qualities in our clerks and graduates that our lawyers need to possess.

ARRIVE... AT THOMSON GEER

Applications for our Clerkship program open
3 June 2019 via cvMail or our website.

Thomson Geer

Adelaide, Brisbane, Melbourne and Sydney

1. What are the firm's practice areas?

- Advertising & Marketing
- Agribusiness
- Banking & Finance
- Biotechnology & Pharmaceutical
- Competition & Regulation
- Construction & Infrastructure
- Corporate & Advisory
- Education
- Employment, Workplace Relations & Safety
- Energy & Resources
- Environment & Planning
- Franchising
- Funds Management & Financial Services
- Gaming & Leisure
- Government
- Health, Aged Care & Retirement Villages
- Insurance
- Intellectual Property
- Litigation & Dispute Resolution
- Media, Broadcasting & Entertainment
- Mergers & Acquisitions
- Property
- Restructuring & Insolvency
- Sports law
- Superannuation & Wealth Management
- Tax
- Technology & Telecommunications

2. What are the key values of this firm?

Thomson Geer strives to deliver best practice legal skills to our clients, doing so efficiently, reliably and with an authentic and transparent approach.

We are focused on enhancing the competitive position of our clients in whatever circumstances they find themselves in.

This philosophy extends to the way we interact with each other. Honestly and transparently and supporting each other to be the best lawyers and people we can be.

3. What do they look for in an applicant?

We are looking for hard-working and motivated law students who have excelled academically, are customer focused, commercially minded, work well in a team environment and are enthusiastic about commencing their career with a dynamic law firm.

We are especially keen to talk to students who have an additional technical degree.

Our clerks are curious, hungry to learn and committed to constant innovation and improvement. When we receive a clerkship application, these are the things that make you stand out from the crowd:

- Demonstrating an understanding of, and interest in, the commercial environment, as this helps our clerks contribute to the success of our clients.
- Demonstrating a dedication to pursuits outside of your university studies. Whether it be in work or community interests, being able to show that you constantly seek opportunities to contribute more than is expected – in both your personal or professional pursuits. We hold in high regard a commitment to continuous self-improvement.
- We look for a strong work ethic in our clerks, so we look for an application that is able to demonstrate that.
- And importantly, be yourself. Inject your personality into your application, so we get a feel for how you would fit into our firm!

All of our clerks are viewed as potential graduates and all of our graduates as potential leaders. We therefore look for the same qualities in our clerks and graduates that our lawyers need to possess

4. Is there a contact person for clerkship/graduate program related queries and what are their contact details?

Kirsty Dunn
Chief People & Development Officer
hr@tglaw.com.au

There are a number of other firms with clerkship opportunities available across Australia. If you are interested, have a look at opportunities within the following firms.

Firm Name	City
Addisons Lawyers	Sydney
Allen & Overy	Sydney and Perth
Barraket Stanton	Sydney
Clifford Chance	Sydney
Clyde & Co	Brisbane, Melbourne, Sydney and Perth
Colin Biggers & Paisley	Brisbane, Melbourne and Sydney
DLA Piper	Brisbane, Melbourne, Sydney and Perth
DMAW Lawyers	Adelaide
Fisher Jefferies	Adelaide
Gadens	Adelaide, Brisbane, Melbourne and Sydney
Hunt & Hunt	Adelaide
HWL Ebsworth	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Norwest, Sydney and Perth
Jones Day	Brisbane, Melbourne, Sydney and Perth
K&L Gates	Brisbane, Sydney and Melbourne
Kain Lawyers	Adelaide
Lander and Roger	Brisbane, Melbourne and Sydney
Maddocks	Canberra, Melbourne and Sydney
Maurice Blackburn	Adelaide, Brisbane, Canberra, Darwin, Gold Coast, Melbourne, Geelong, Sydney and Perth
McCullough Robertson	Brisbane, Canberra, Melbourne, Newcastle, Sydney and Perth
Mills Oakley	Brisbane, Canberra, Melbourne, Sydney and Perth
Norman Waterhouse	Adelaide
O'Loughlins	Adelaide
Russell Kennedy	Melbourne and Sydney
Slater & Gordon	Over 40 locations around Australia
Wallmans Lawyers	Adelaide



