



LAW

Law Consultants
Legal Recruitment Consultants

What Makes Law Consultants Different

➔ *Law Consultants is 100% focused on recruiting for the Legal market sector. You will find that our services are unique because you will be working with a team who are expert in recruiting legal professionals from Managing Partners, Solicitors to Fee Earners and Support Staff.*

You are assured that Law Consultants understands all aspects in staffing requirements for the Legal 500 to independent partnerships and sole practitioners.

We interview all our candidates, and our service is backed up by a rebate if the candidate you employ resigns.

You will not receive duplicate CV's because we guarantee to speak to all candidates and gain consent before CV's are issued.

The Law Consultants team work to ensure that our services are to the highest quality. Each Consultant specialises in either permanent or locum assignments and you will work with one Consultant who will invest time to understand your firm and your vacancy.

Register your vacancy

T: **01279 464455**

F: **01279 859009**

www.lawconsultants.co.uk

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T 01279 464455



BranWell Ford are corporate members of the Recruitment & Employment Confederation (REC) and we conduct our business in line with REC regulations.

Law Consultants is part of the BranWell Ford Group

Sourcing Our Candidates

➔ *We organically grow our candidate portfolio through recommendations and advertising. Law Consultants does not Head Hunt professionals from our clients.*

All candidates undergo a competency based interview with their Consultant and we check their status to practice with Solicitors Regulation Authority and CILEx when applicable. The interview is face-to-face and enables your Consultant to qualify experience and skill sets. If location or timescales prohibit a face to face meeting, we conduct a telephone interview and will arrange to meet the candidate the next time we are in their location.

We only issue CV's with the candidates consent, and this reduces the duplications of CV's to you.

CV's detail:

- All educational and professional qualifications
- SRA ID (where applicable)
- Employers in descending order with job titles and dates of employment
- Reasons for leaving
- Current Salary
- Required Salary for a new role with suitable location
- Notice period
- 'Consultants Comments' from the registration interview

HINT&TIPS

If you do require additional information on the CV, please let us know and we will be happy to accommodate your request.

Market Sectors Law Consultants Recruit For

➔ *Law Consultants recruits for legal firms and in-house firms where there is a vested legal interest.*

We work with Legal 500 firms and small independent companies across all UK locations in the following market sectors:

- Agricultural
- Commercial Property
- Company Commercial
- Construction
- Conveyancing
- Criminal
- Employment
- Family/Childcare
- Housing/Welfare
- Immigration
- IP/IT
- Legal Accounts

- Litigation/Dispute Resolution
- Mergers & Acquisitions
- Pensions
- Personal Injury/Clinical Negligence
- Specialist Areas of Law
- Taxes & Trusts
- Wills & Probate/Private Client

HINT&TIPS

If your vacancy is unusual, speak to a Consultant who will let you know quickly if we can assist you. If not we will always help you find a satisfactory solution; by maybe adapting the role, advertising suggestions and sometime recommending a Recruitment Consultancy in a different market sector.

How Much Will It Cost?

This brochure does not form part of our Terms of Business, which will be sent on request or when you register a vacancy. Please telephone **01279 464455** and you will be put through to a Consultant who can assist you further.

The Recruitment Process

➔ *You will work with a Consultant who understands your vacancy requirements, and it is strongly recommended that you put time aside for a meeting.*

If there are time constraints your Consultant will ring you to discuss your vacancy requirements in more detail and find the key requirements of the position.

We will select a shortlist of candidates for you to consider and discuss.

Interviews are arranged and feedback provided after the meeting.

If an offer is made, Law Consultants will present this on your behalf.

You can be rest assured that we will help the candidate understand the Contract of Employment and support them during the resignation process.

How To Register Your Vacancy

➔ *We can assist with salary surveys, drafting job descriptions and media advertising.*

Telephone 01279 464455, and you will be put through to the Consultant with whom you will be working, throughout the entire recruitment process.

We will need to find out more about your vacancy, your firm and the team dynamics. Fact finding is our area of expertise, and it is this attention to detail that will enable your Consultant to be enthusiastic about your vacancy and present it as an opportunity of choice to potential employees.

Company information and benefits can seem quite trivial, but every aspect of the role is important and of interest to us when we are representing you and speaking to candidates.

We will ensure that we only send you CV's that match your vacancy requirements, and rest assured, if we do not have a suitable professional, we will let you know very quickly and will be able to offer you a range of solutions.

Register Your Vacancy

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Quick Response Code
Scan the code opposite
to view our website

Preparation For An Interview

➔ *We will ensure that you do not waste your time during the interview process, and so let your Consultant help you. Take time to explain the interview process and we can then prepare the candidate.*

We will need to know:

- The format of the interview
- How many people will be present?
- Where will the interview be held (on-site)?
- Will HR be involved?
- Will there be any tests? If so what are they related to?

We will speak to the candidate and let them know what to expect. We will provide the candidate with the interview times, a map, travel options and directions, information on the company and contact details in the event that the candidate is delayed.

On the day of the interview, you will need to:

- Have a room booked for the interview and be on time
- Have a copy of the CV to hand
- And a list of suitable questions

Be honest, open and friendly and you will be surprised how much the candidate will tell you about their achievements and skills.

We ask the candidate to ring in and discuss the interview as soon as they leave the meeting and we will contact you and discuss this feedback, your views on the candidate and consider the next stage of the process.

However, if you like the candidate ring your Consultant and let them know. The candidate may be on other interviews and if we know you have an interest we may be able to delay or cancel other meetings arranged.



HINT&TIPS

We recommend at the end of the interview you take 5 minutes to summarise your notes and rate the candidate out of 10 in 4 key areas i.e. relevant experience, company fit, ability to communicate, career objectives, or whatever suits your specific requirements. This method can easily help you distinguish between the people you meet with.

Secure Candidate Commitment

➔ *The offer is crucial to you securing the candidate you want to employ, do inform your Consultant if you like the candidate and we will relay this news on your behalf.*

Our Consultants are fully trained in negotiating offers with candidates, we will have already discussed salary expectations and have details of the candidates benefits package. If we feel the candidate will be disappointed with your offer, we will raise this as a concern with you before we make the formal offer.

We will present the offer and secure the individuals consent for verbal acceptance.

Issue the offer letter at your earliest opportunity - candidates feel highly valued if they are offered a job and this is backed up in writing immediately.

We also suggest you e-mail the offer to the candidate or to your Consultant, as this will speed up the resignation process.

HINT&TIPS

In a vacancy rich marketplace which is complicated by a candidate shortage, it can be difficult to secure the commitment of the candidate you want to employ. The swiftness of putting the offer of employment in writing will increase your chances on the candidate accepting the job.

Advertising In The Correct Media

➔ *Advertising your vacancy is free and it will be advertised on industry websites and www.lawconsultant.co.uk, and sometimes industry and local press.*

Our strong marketing campaigns aim to reach all legal professionals whether they are actively seeking employment or not.

Your Consultant will be extremely knowledgeable in drafting adverts and will know the best media to grab the attention for your role. Advertising will be under the heading of Law Consultants and there will be no mention of your firm.

If you require your firm details and logo to be used, we will be happy to work with you on such an advertising campaign.



HINT&TIPS

Individuals respond to adverts which detail a salary and we will always advertise a circa salary and details of benefits. If the mention of salary makes you feel uncomfortable alternative wording can be discussed. £neg, £comp, £high.

The Law Consultants Team

- **Pip Sanford** | Dip PMI, FIRP Managing Director
- **Christine Brannigan** | FIRP, Manager & Recruits for Perms
- **Kingsley Raffael** | MIRP Financial Controller and Consultant & Recruits for Perms
- **Debra Tofts** | FIRP, Senior Consultant & Recruits for Perms
- **David Wall** | Consultant & Recruits for Locums
- **Cheryl Thomas** | All Administration

