

The PROUD Recruiters Interview Guide

The PROUD Recruiters - Career Toolbox

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Table of Contents

INTRODUCTION & PURPOSE

INTERVIEW PREPARATION CHECKLIST

RESEARCHING THE COMPANY & ROLE

COMMON INTERVIEW QUESTIONS & HOW TO ANSWER THEM

BEHAVIORAL INTERVIEW TECHNIQUES

QUESTIONS TO ASK THE INTERVIEWER

BODY LANGUAGE & PRESENTATION TIPS

VIRTUAL INTERVIEW BEST PRACTICES

POST-INTERVIEW ETIQUETTE

FINAL TIPS & ENCOURAGEMENT

1.

Introduction & Purpose

The Proud Interview Guide is designed to help you present your best self in any interview. Whether you're applying for a role in law, HR, accounting, operations, or corporate services, this guide will walk you through preparation, performance, and follow-up to give you a competitive edge.

In a crowded market it is important to understand how to stand out and present yourself to prospective employers.

Quick Tip:

Start auditing your social media and LinkedIn prior to a job search. Update positions (start/end date), update duties and highlights of the position. Ensure that your resume is a more detailed extension of your LinkedIn Profile.



2.

Interview Preparation Checklist

- Review the job description in detail
- Prepare examples of your experience that match key skills required
- Practice your answers to common and behavioral questions
- Choose professional attire aligned with the company culture
- Test your technology if it's a virtual interview
- Prepare at least 3 strong questions for the interviewer

Quick Tip:

Do this for each individual job you apply for as a law clerk position at one firm can differ from another, walking through this checklist and treating each individual interview will stand out for the position.



3.

Researching the Company Information & Role.

Know the Company:

- History, mission, core values, products/services, and recent news.
- Company websites are a great place to see what the Firm is doing right now, especially in the community. If that is something that interests you, definitely bring it up during the interview.

Know the Role: Responsibilities, required skills, and how it fits in the organization

Know the Industry: Trends, challenges, and recent developments relevant to the company's sector. Being to speak on the merging market, shows that you are up to date and keep your eyes on the trends.

Quick Tip

If you aren't following the Company on Socials, this could be a good time to start. This will get you a bit of an inside look. Also, check out their google reviews. Customers have no issue letting the public know what they thought of the services. If the Company responds it shows they care about what their customers think.

4.

Common Interview Questions and How to Answer Them

Tell me about yourself.

(Use a short, career-focused story with your most relevant highlights.)

Why do you want to work here?

(Show alignment between your skills, values, and the company's goals.)

What are your strengths/weaknesses?

(Be honest but strategic—show growth and adaptability.)

Where do you see yourself in 5 years?

(Demonstrate ambition and loyalty without sounding rigid.)

Quick Tip:

If they ask you a question that you are prepared for, take 2 seconds to pause, then clearly and concisely answer the question. Don't be too quick to answer.

5.

Behavioural Interview Techniques

Many employers use the STAR method (Situation, Task, Action, Result).

Example:

"Tell me about a time you had a tight deadline."

- Situation: Set the scene
- Task: Define your responsibility
- Action: Explain what you did
- Result: Share the outcome (quantify if possible)

"Knowledge is power — but in the legal world, it's also leverage.

*The right insight at the right time can shape careers, retain talent,
and strengthen firms."*

6.

Questions to ask the Interviewer

- What does success look like in this role?
- How is performance measured here?
- Can you tell me more about the team I'd be working with?
- What are the next steps in the hiring process?

Quick Tip:

Personalize the question, why did you choose to work here?

What is the one thing that keeps you here?



7.

Body Language & Presentation Tips

- Maintain good posture and eye contact
- Offer a firm handshake (in-person)
- Smile naturally
- Avoid fidgeting or crossing arms defensively
- Match your tone to the conversation—be warm but professional
- Be mindful of sudden movements
- Its okay for there to be shared silence
- Its okay to think about an answer

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8.

Virtual Interview Best Practices

- Choose a quiet, well-lit space
- Keep your background uncluttered and professional
- Test camera and microphone in advance
- Mute notifications to avoid distractions
- Look at the camera, not just the screen

Quick Tip:

When someone onscreen is asking you a question, be certain to look at them, while listening and answering the question. Too much rapid eye movement may lead them to believe that you are occupied with something.

9.

Post Interview Etiquette

Send a thank-you email within 24 hours. Don't follow up right away, let the interview breath a little and then follow up in a professional manner thanking them for your time.

Reference specific points from the conversation, if you have a question about a portion of the interview, feel free to ask it now.

Reiterate your interest in the role and company. Don't put pressure, simply state, I hope to continue in the process as the company really aligns with my values and what I am looking for. At the same time, keep it short and sweet.

Quick Tip:

Always save one poignant question for your follow up email and reference something that sparked the question from the interview.

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Final Tips & Encouragement

Confidence is built through preparation. Take the time to really conduct your research, take a look at their google reviews, look at their socials for what is going on at the Firm. Check out recent news and publications.

Stay authentic—employers want the *real you*. Don't be someone you think they want to hire. Your authentic self should always be presented.

Treat every interview as a learning opportunity. If you feel out of water, ask questions so you can get more comfortable asking them. Remember you are interviewing them as much as they are interviewing you.

Remember: every “no” is one step closer to the right “yes”.



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