

# Frequently Asked Questions

MILLS & REEVE

Achieve more. Together.



# What does the end to end process look like?

1. Complete an application form [here](#). This is a basic application form to only record your personal details. It'll ask for your academics, however, we don't shortlist candidates on their academic achievements. The application form doesn't require the completion of any long answer questions or work experience sections. The first assessment stage will be the online assessments, which are sent to all candidates within two weeks of an application to us.
2. Online blended assessment that explores your motivations for joining Mills & Reeve, your thinking style, ability to embrace change and your ability to creatively problem solve. You'll be asked a mix of situational judgment questions, verbal and numerical reasoning questions and one long answer question. Although the assessment isn't timed, you'll have a one week deadline to complete this assessment.
3. Shortlisted applicants are invited to an in-person assessment centre at one of our offices (Birmingham, Manchester or London). You undertake a group exercise, a written exercise and an interview with a partner and principal associate. You also have the opportunity to meet our current trainees.
4. Offers for our vacation scheme are made within two weeks of the interview.
5. During the vacation scheme, you'll work with a variety of teams, moving every few days to see how we work.
6. You'll be assessed during your summer vacation scheme for a training contract and will be notified of the outcome within 3-4 weeks of the scheme.
7. Before starting your training contract with us, you'll be introduced to others on the same course, sent newsletters, invited to introductory events and have an "open line" to our graduate recruitment team.



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## **Do you offer sponsorship for studies?**

We provide sponsorship for the PGDL/SQE plus a maintenance grant for each course.

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## **Do you sponsor international students to work in the UK?**

Yes, we do. If you'd like more information on this, please contact the graduate recruitment team.

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## **Do you recruit on a rolling basis?**

We don't recruit on a rolling basis. We'll remain open for applications until the closing date, and will send out invites to our assessment centres once all candidates have had the opportunity to complete the online assessments. However, please note that we'll send you the online assessments within roughly two weeks from the date of your application. You'll then be given one week to complete these assessments.

# Assessments centres: what to expect

- A welcome talk – providing you with more information about Mills & Reeve and what you can expect from the day.
- A group exercise – a discussion or practical task designed to test how you interact with other people in a team.
- There may be some instances where you say something and an assessor will write something down. Try and ignore them.
- Psychometric, aptitude tests or in-tray exercises - these might be online or pen and paper tests designed to test your ability.
- A written exercise – you might be asked to write a brief report or analyse some information given to you.
- Ensure you know what the assessors are looking for. Make sure you know what the role of a trainee solicitor is and have thoroughly researched the firm.
- Be aware of the time, wear a watch or look where the clock is in the room. Tasks will always have strict deadlines and you'll likely be assessed on your time management skills.
- Participate fully in the tasks by giving your thoughts and suggestions. If there's someone in the group who appears quiet make sure you include them in the conversation and ask what their thoughts are.
- Refer back to the instructions and make sure you have covered everything you have been asked to cover.



# Diversity, inclusion and wellbeing at Mills & Reeve



Diversity and inclusion is a key strand of our strategy. At Mills & Reeve, we recognise the foundation of the firm's success is our people. Our aim is to ensure that everyone working for or with us feels valued and supported, not only for how they perform in the working environment but also for who they truly are.

- We're committed to being a fair employer, which recruits, develops, promotes and retains a diverse and talented workforce.
- We recognise the need to provide an inclusive and positive workplace where people are able to do their best work.
- We recognise we can't achieve our vision as a firm without developing and implementing best practice in diversity and inclusion, not only as an employer but also as a provider of legal services, as a purchaser of goods and services and in our wider role in society.

We have the following objectives for the firm to help us achieve our goals:

- Achieve a more diverse workforce by identifying and communicating a number of diversity and inclusion workforce profile goals.
- Embed good equality, diversity and inclusion practices into our daily activities and decision-making processes.
- Celebrate, communicate and promote equality, diversity and inclusion both within and outside of the firm.

Diversity, inclusion and wellbeing initiatives

We believe that embedding diversity and inclusion creates a positive workforce environment. It'll make us a better law firm and helps us to attract the best talent, drive innovation, and deliver the best experience for our employees and clients. We have a number of initiatives in place to support us to embed diversity and inclusion practice.

For more information, please visit our website [here](#).

# Supporting employees' wellbeing

We know that our business can only be successful if we support the health and happiness of our employees. We have a range of wellbeing activities in place to address mental, physical, digital and financial wellbeing.

## Initiatives include:

- Regular virtual exercise classes open to all staff
- Wellbeing supporters (Mental Health First Aiders)
- Employee Assistant Programme (EAP)
- Support and learning via the Firm's 'Learning Hub' – this includes awareness regarding sleep, nutrition, managing wellbeing, wellbeing webinars.
- Nudge – financial health wellbeing programme/app
- Individual wellbeing support by the HR team and diversity, inclusion and wellbeing lead
- Managers are also provided with line manager guidance and training to support their team's wellbeing.



# What's the firm doing to become more sustainable?

We're always looking to improve our environmental performance. This includes reducing our energy consumption, recycling and reusing, promoting sustainable travel and procurement. We are longstanding members of the Legal Sustainability Alliance and have recently signed up with Net Positives to work towards improving and enhancing the positive impacts of our social and economic activity as well as our environmental ones.

We are in the process of setting up a sustainability committee consisting of staff from all offices to further improve our sustainability working practices. Working with the LSA, over the last five years we have reduced our Carbon emissions by 48% (2252 to 1167 tCO<sub>2</sub>e). This has been achieved by working with staff and suppliers to reduce waste, energy usage and non-essential travel along with other initiatives, such as:

- Our procurement policy takes into account the environmental impact of purchased goods and tenders are submitted by electronic portals instead of paper and post. All performance reviews, payslips and total reward statements are all online.
- We have a fully electronic filing system, Worksite and are reducing our paper file storage. Our paper usage in all our offices has reduced over the last 5 years from 165 tonnes to 92 tonnes. No waste from any of our offices go to landfill and we've removed all single use plastics from our catering provisions.



# Innovation and technology

There is no doubt that the way legal services are delivered is changing, requiring lawyers and trainees to adapt their skill sets to catch up. Clients want their lawyers to be more like business partners and for them to guide them commercially and holistically through their challenges (legal or otherwise!). In order to do that, lawyers need to be skilled in:

**Legal technology and innovation** – Lawyers need to be tech savvy and constantly innovating and evaluating what they do and how they do.

**Data analytics** – Much of what lawyers do at the beginning of a transaction is looking at data and making sense of it, making it structured, so we can add value, expert judgment, spot trends and provide pro-active advice.

**Design thinking and creativity** – Lawyers need to be able to be part of the solution of their client's problems and help design solutions to those problems, which can include a change in process, people, technology or something more radical or sometimes less radical.

**Process mapping and project management** – Lawyers need to be able to map out the transactional process from start to finish and then ensure they're working to the optimum at every point. Alongside this lawyers have to be able to project manage transactions to a successful, on time, on budget, conclusion. As a trainee, you can add a huge amount of value by providing clear project management support.





# Mills & Reeve uses legal technology

We use it a lot! Some of the technology we use is to make our internal processes more efficient, and a proportion is used by clients to make transactions more streamlined. Examples include:

**Project management and client collaboration platforms** – to help us manage our clients' matters, documents and projects.

**Document automation** – automate the creation of legal documents

**Transaction management** – to manage delivery of transactions, particularly conditions precedent in banking transactions

**Electronic disclosure platforms** – for litigation based support and services (processing the data, filtering it through to review and categorisation of large volumes of documents).

**Post completion support** – to produce electronic bibles and to redact sensitive data as appropriate.

## Are you looking for trainees who can code?

Absolutely not! We're looking for lawyers who understand how technology can complement and add value to legal services delivery. We want individuals who can 'think outside the box' and question processes and ways of doing things if they can see a better way. That's not to say that if you have coding skills and are keen to show them off, we don't want to hear about them.

Please tell us and we may well be able to put them to good use!



# Get in touch

**MILLS & REEVE**  
Achieve more. Together.



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