

## Selection Process

### How we select?

#### Stage 1: Submission of applications

Unfortunately, due to the amount of applications, we are unable to provide all applicants with a confirmation of receipt email, but we guarantee that all applications received by the deadline will receive full and equal consideration. Applicants who have met the basic requirements set by the Firm are entered into the selection process. We consider all of the information contained in the application before making our admission decision. This includes consideration of your academic qualifications, the information contained in your CV and cover letter, and the quality of your essay. We aim to inform each applicant of our admission decision as quickly as possible. The HR department will get in touch with the selected candidates to set a date and time for the next stage of the selection process.

#### Stage 2: The second stage includes:

(a) 90-minute written English proficiency test, which the candidates take in the Firm's office. It consists of two questions on legal topics and a translation section. The main purpose of the test is to evaluate the future intern's knowledge of Russian legislation, the application of normative legal documents, check their ability to compose texts using legal terminology in English and the ability to translate competently.

(b) A screening interview with HR to which the candidates are invited in parallel with sitting the test. This initial interview includes a brief review of your background and experience (if any), professional interests and career plans and expectations. It will be conducted in English and

#### STAGE 3: Interview with Associates and Partners

Based on the results of the test and initial interview, successful candidates will be invited to the final stage of the selection process - an interview with Baker McKenzie Associates and Partners, which is designed to assess your professional knowledge and determine if you are a viable candidate.

#### Final Selection - Interns Announced

All applicants will be notified whether they have been selected as interns. Those who are selected will be contacted directly by phone and provided with further instructions.

**Application deadline: March 31, 2020 inclusive**

**For more information on the selection process, please contact:**

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