

CV and job interview

Hugo De Maertelaere, LexGO.be

1. Prepare yourself

A. CV and motivational letter

- Selection process starts as of the moment you send your CV
- Be consistent in look & feel of all documents you send
- Structure and content
- Photo
- Use of colours
- Don't forget to include your annexes when sending your CV by email
- Take some extra hard copies to the interview

B. Due diligence

- Gather information (website, social media, directories (e.g. Chambers, Legal500), testimonials, ...)
- Plan the interview in your agenda
- Figure out the route to the office
- Clean up your own social media
- Pick your outfit (clean and professional look)

2. Interview day

A. Interview types

- Traditional interview – structured or unstructured
- Telephone interview
- Video interview (Skype, Zoom, ...)
- Stress interview (case, brainteaser)
- Behavioural interview
- Team interview
- Working interview

Impact of setting: lunch interview, panel interview, job fair interview, ...

Remember it should be a DIALOG!

B. The day of the interview - behaviour

Do's

- Be on time
- Be calm and polite towards EVERYBODY you meet. Everyone's a judge...
- Be (a slightly polished version of) yourself
- Mind your body language
- Be enthusiastic
- Talk clearly
- Make eye contact
- Answer with concrete examples
- Ask questions

Dont's

- Waiting: too early/late, answering your mobile, ignoring reception, ...
- Introduction: clumsy greeting, limp handshake, not taking your coat off, 'hanging around', ...
- Attitude: moving about on your seat, fidgeting, passive, no eye contact, talking too silently/loudly/fast
- Attire: uncomfortable, sloppy
- Interview: no background knowledge about the firm/organization, uninterested demeanor, not or too much selling yourself, too much focus on what you want, denigrating others (e.g. other firms you have been in contact with), inquiring about remuneration (in the 1st interview), limiting your answers to yes or no, forgetting documents, ...

C. Questions

By the interviewer: open vs. closed questions

By the candidate:

- Make your knowledge shine through when asking questions
- Use the information the interviewer has provided during the interview
- Exhaust your line of questioning about the content of the function
- Don't lose your train of thought when asking a question
- Don't answer your own questions
- Examples of good questions

3. After the interview

- Ask about the next steps in the process
 - Ask for immediate feedback about the interview
 - Follow-up – take initiative
 - Always chose the dialogue after the decision
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Present role:

Hugo De Maertelaere acquired **LexGO** in 2014. LexGO was established in 2007 and has grown into the premier jobboard and information portal for the legal community in Belgium and Luxembourg (www.lexgo.be and www.lexgo.lu), with +3.000 daily visitors. Free and easy-to-use, LexGO features the largest legal jobboard, offers news on the latest developments in the legal community, publishes recent legal articles and journal extracts, provides information on events and trainings for the legal community and features a Belgian law library.

LexGO also publishes the annual LexGO Legal Career Guide. This Legal Career Guide is available in Dutch and French and covers Belgium and Luxembourg. 9,000 copies are distributed free of charge during events, job days or legal seminars to legal professionals and law students (Master) at the law faculties in Belgium and Luxembourg.

Past experience – Bar and in-house (1992-2003):

After graduating in Law (FNDP Namur and KU Leuven) and having completed a Master in Management at the Vlerick Business school, Hugo started his career in September 1992 at the Brussels bar with **de Bandt Van Hecke & Lagae** (now Linklaters). Having completed his traineeship (specializing in employment law), he then crossed over to the corporate world where he worked as in-house lawyer for **Johnson & Johnson** and **LMS International**, where he was also in charge of HR.

Attracted by the idea of a multidisciplinary approach, he joined **KMPG Legal Advisers** in 1999, in preparation of the launch of **KLegal/Lontings & Partners** (now Lydian), where he became in charge of the employment law practice of the Antwerp office.

Past experience – Recruitment and consulting (2003-2014):

After 4 years at KLegal, Hugo saw an opportunity in the legal recruitment market and, together with Philippe Jadoul and a silent partner, founded Vialegis in March 2003. Up until 2008, Hugo had the operational and commercial lead for the company, which grew substantially and established itself firmly as the leading firm for legal recruitment and legal interim management. In October 2008, Hugo sold his stake in the company to the management and other shareholders.

He then worked as a consultant for different local and multinational companies, offering multilevel support in the fields of HR, recruitment, legal and sales & marketing.
