

# INTERVIEW BASICS

**Showcase Your Legal Skills  
with Confidence**



# *What Employers Want in a Paralegal*

## **Key Qualities to Demonstrate:**

- Strong legal knowledge and terminology
- Organization and time management under pressure
- Clear and professional communication
- Confidentiality and discretion
- Proficiency with legal software and case management

Tip: Explain how you've **applied** these skills in real scenarios, not just that you “have” them.







# *Interview Preparation*

## **Do Your Homework:**

- Research the law firm or legal department. What are their values/ mission? Do their values/ mission align with yours?
- Review the job posting and highlight keywords. Remember to include these keywords in your answers.
- Prepare examples of your work and contributions.
- Review your resume – be ready to explain your experience.

## **Bring with You:**

- Printed resume(s)
- List of references
- Questions for the interviewer(s)



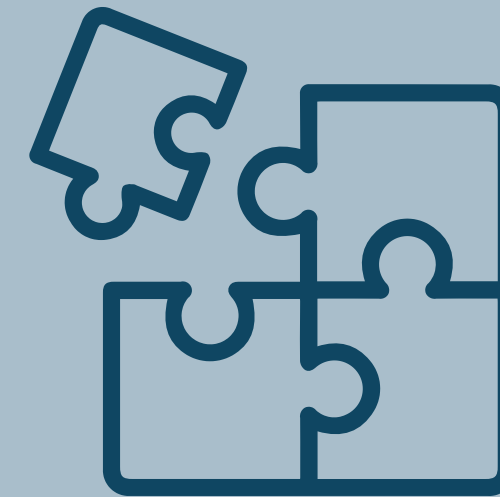
# *Common Interview Questions*

---



## **Behavioral Questions**

- “Tell me about a time you managed multiple deadlines.”
- “Describe a situation where you had to deal with a difficult client or attorney.”
- How do you handle confidential information?”



## **Role-Specific Questions**

- “What online databases or legal research tools have you used?”
- “How do you ensure accuracy when drafting documents?”
- “What’s your role in trial preparation?”

**Tip:** Research common paralegal interview questions and practice your answers with a partner! [Click here for more examples!](#)



# How to Structure Your Answers

---



## Problem

- Describe the situation you faced and necessary background.
- Who/what/when/where/why?

## Action

- How did you solve the problem? What was your involvement/ your task?
- What was your thought process?

## Result

- Was it resolved? What was the outcome?
- How did you measure the success? Add any quantifiable information!

# Questions You Could Ask:



## Role-specific

- “What kind of challenges can I expect in this role?”
  - “What does the ideal candidate for this role look like?”
- 



## Culture

- “Can you describe the company’s culture?”
  - “What’s different about working here than anywhere else you’ve worked?”
- 

## Growth

- “What advice would you give to a new employee working here?”
  - “What do you wish you had known or a skill you wish you had developed before working here?”
- 





# *Be mindful of your presentation!*

## **Do:**

- Arrive early and dress professionally.
- Speak clearly and confidently.
- Make eye contact (in person and on camera).
- Give real examples.
- Keep answers focused and professional. The **P-A-R structure** will help you concisely answer questions.

## **Don't:**

- Speak negatively about your past employers/ colleagues.
- Give short, generic answers.
- Ramble or change topics.
- Disclose sensitive or personal information.

**Tip:** If you have not experienced a situation, explain what you **would** do in that scenario – walk them through your thought process!





# *Virtual Interviews (Extra Tips)*



## **For Zoom and virtual interviews:**

- Test your camera, mic, and Internet connection.
- Find a quiet, professional-looking space (or add a non-distracting Zoom background).
- Still dress professionally.
- Look at the camera when speaking to simulate eye contact.

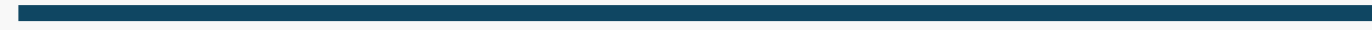


## *Final Tips*



- Be honest about what you know.
- Highlight your attention to detail and reliability.
- Send a thank-you email within 24 hours.
- Practice out loud – mock interviews help!





*Thank you*



Dr. Myleah Brewer-Asberry  
myleahbrewer@gmail.com  
[linkedin.com/in/myleahbrewer](https://www.linkedin.com/in/myleahbrewer)