



Trainee Solicitor SJT

A candidate report for:

Sam Sample

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Introduction

This report is confidential and is intended to provide you with feedback on your results.

The test is designed to assess areas of critical importance for success in the role of a Trainee Solicitor. The competencies assessed are defined below.

Trainee Solicitor Competencies

Purposeful Engagement: Supporting colleagues, solicitors and partners in an effort to improve and maximise outcomes (i.e., efficiency and quality).

- Building trust and confidence with colleagues, solicitors and partners, through personal engagement and support.
- Establishing a network of fluent relationships with colleagues, solicitors and partners.
- Communicating clearly and confidently (i.e., being clear, precise and timely).
- Negotiate fluently and calmly, esp. with colleagues, solicitors and partners.

Creating Clarity: Establishing a clear, precise and accurate understanding of situations and tasks to facilitate effective action and valid decision-making.

- Understanding the company (i.e., culture, priorities, procedures, etc).
- Understanding own (and others') strengths and limitations, as well as perspectives and attitudes.
- Gathering sufficient information to establish a clear understanding of tasks and priorities.
- Analysing situations (i.e., risks, benefits, and opportunities) appropriately to draw valid conclusions and make appropriate decisions.

Driving Peak Performance: Routinely delivering a high quality, efficient and adaptive client-focused service (i.e., colleagues, solicitors, partners and clients).

- Setting clear, ambitious yet achievable targets for self (and others).
- Maintaining an organised and calm approach, esp. managing deadlines.
- Being proactive at all times, in dealing with responsibilities and challenges, esp. delays, quality and tasks.
- Being resilient, having effective strategies for dealing with work-related pressures and setbacks.

Professional Credibility: Demonstrating a genuine commitment to company standards and best practice.

- Demonstrating genuine, visible commitment to company values, goals and priorities.
- Being respectful of others (i.e., knowledge, expertise, opinions etc.).
- Being open and honest about own strengths and development needs (i.e., acknowledging own limitations, errors, and misjudgements etc.).
- Welcoming constructive challenge, recognising the need to keep learning.

The results of this exercise are valid for 12 months and can be used to support recruitment decisions.

How To Use This Report

This report provides you with feedback from the Trainee Solicitor SJT. It contains ‘behavioural interpretation’ that you can use to help you understand how you have performed on the exercise and ‘development opportunities’ to inform your development priorities, should you wish to improve your skills in specific areas.






Behavioural Interpretation

For each competency measured by the Trainee Solicitor SJT, an interpretation (four bullet points) has been provided to help you better understand the decisions you made on the exercise. Not every bullet point may apply equally to you, but you should consider them all, at least initially, and then decide which are most relevant for you.

Development Opportunities

You have also been provided with some ideas to help improve the competencies. The suggestions are intended to support you in your career progression, so working through these suggestions and identifying your own ideas for improving your skills should help you create a relevant development plan. When creating your development plan, it is best to set SMART Goals:

- **S = Specific:** Clearly defined and unambiguous.
- **M = Measurable:** Contains specific criteria that you can use to measure your progress and goal accomplishment.
- **A = Achievable:** Attainable in the timeframe you have set yourself and not impossible to achieve.
- **R = Relevant:** Relevant to your goal, career or what you want to achieve.
- **T = Time-bound:** Has a clear start and end date.

 S	<p>Specific</p> <ul style="list-style-type: none"> • What do I want to achieve? • When do I need to achieve it? • Why is the goal important? • Who is involved? 	
 M	<p>Measurable</p> <ul style="list-style-type: none"> • How will I measure my progress? • How will I know when my goal is achieved? • What will be different when I have completed my goal? 	
 A	<p>Achievable</p> <ul style="list-style-type: none"> • Can I complete my goal in the time I have available? • How confident am I that I can achieve my goal? • What support will I need to achieve my goal? 	
 R	<p>Relevant</p> <ul style="list-style-type: none"> • Why is this goal important to me? • How does this goal relate to my overall success? • What is especially meaningful about my goal? 	
 T	<p>Time-bound</p> <ul style="list-style-type: none"> • When will I be ready to start working on my goal? • What specific date will I complete my goal? • How often will I check the progress I am making on my goal? 	

Feedback

Driving Peak Performance

Your responses suggest that you:

- Establish clear priorities to ensure deadlines are met in a timely manner.
- Take ownership of challenging assignments and tasks.
- Sufficiently consider different courses of action before making a decision, when under pressure.
- Manage your workload, articulating what can be achieved with limited resources or time.

To develop your skills further in this area you might wish to consider:

- Facilitating a discussion about the culture and wider priorities of your firm, and then consider how this might usefully influence your priorities.
- Having conversations with a wider range of business stakeholders to explore their perspectives before making decisions or implementing new solutions.
- Obtaining new information by having regular team discussions when complex decisions need to be made.
- Encouraging yourself to rethink decisions when new information arises.

Purposeful Engagement

Your responses suggest that you:

- May work in isolation of others, when reaching out for wider input might help achieve outcomes more efficiently.
- May focus too heavily on achieving outcomes, missing opportunities to also build relationships with others.
- May overpromise and underdeliver by not clearly setting expectations of what is possible, before agreeing to take on new responsibilities.
- May involve others to help settle disagreements when constructively negotiating directly with individuals would be more appropriate.

To develop your skills further in this area you might wish to consider:

- Review your key relationships and identify any you could benefit from improving.
- Ask your colleagues how to build strong management and stakeholder relationships.
- Record a video of yourself explaining a difficult concept in your work, then make notes on how you could make that explanation more clear, compelling and concise.
- Find a course to take on negotiation that can allow you to learn and practise useful techniques for reaching agreement with others.

Creating Clarity

Your responses suggest that you:

- May focus more on providing quick solutions, rather than seeking to understand the firm's broader priorities.
- May make quick decisions, without fully considering the perspectives of others.
- May gather a limited amount of information before making important decisions.
- May make assumptions on how best to resolve challenging or complex problems.

To develop your skills further in this area you might wish to consider:

- Facilitating a discussion about the culture and wider priorities of your firm, and then consider how this might usefully influence your priorities.
- Having conversations with a wider range of business stakeholders to explore their perspectives before making decisions or implementing new solutions.
- Obtaining new information by having regular team discussions when complex decisions need to be made.
- Encouraging yourself to rethink decisions when new information arises.

Professional Credibility

Your responses suggest that you:

- Might not sufficiently consider the needs of those requesting support.
- May sacrifice quality or due diligence in a desire to get things done quickly.
- May not readily or sufficiently acknowledge mistakes.
- Can miss opportunities to learn and develop, seeking to distance yourself from negative feedback.

To develop your skills further in this area you might wish to consider:

- Talking to your colleagues to see what more you could do to support them with their challenges.
- Reviewing some of your recent work to establish where you could make improvements.
- Openly sharing some of your past mistakes and vulnerabilities with your colleagues.
- Using a 360-degree feedback tool to gather positive and constructive feedback from your colleagues.