



**We welcome the best**

Graduate career opportunities in law





**Join  
Stephenson  
Harwood  
and you'll  
be a valued  
member of  
our diverse,  
global team  
as you make  
your mark  
on the future  
of our firm.**



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**Beijing  
Dubai  
Hong Kong  
London  
Myanmar  
Paris  
Piraeus  
Seoul  
Shanghai  
Singapore**

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## Get ready to make your mark

**We take on just  
six trainees per  
year. What does  
that mean for you?**

It means more exposure. More responsibility. More opportunity. Join Stephenson Harwood and you'll be a valued member of our diverse, global team as you make your mark on the future of our firm.

We pride ourselves on delivering ground-breaking deals across the globe. As one of our six trainees, you'll be exposed to high-profile clients and cutting-edge projects. With offices in Hong Kong and across Asia, Europe and the Middle East, our diverse mix of expertise and culture provides deep, local insight and the capability to provide a seamless international service to our clients.

The clients we work with are hugely varied. Whether they're

corporations, institutions or individuals, we assemble teams of bold thinkers to match our clients' needs and ensure they receive the right advice, from the right person, at the right time. Our experience encompasses corporate, commercial litigation and arbitration, employment and pensions, intellectual property, restructuring and insolvency, finance, regulation, marine and international trade, private wealth and real estate.

We're driven, ambitious, inquisitive and dedicated to always doing our best, so naturally, we'll expect the same from you.

**Have you got what it takes?**





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**As one of the leading mid-sized international law firms in Hong Kong with 32 partners and over 200 people in total, we are respected for the cultivation of outstanding lawyers.**

## **Explore our firm**

Our intake of six trainees per year ensures you will receive personalised, structured and practical training and development.

Everyone knows each other and has the opportunity to collaborate in our friendly and supportive office environment. You will gain both contentious and non-contentious work experience, providing you with an unrivalled breadth and depth of experience before you decide your future career path upon qualification

Over two years, you will be immersed in legal areas such as commercial disputes, finance and funds, corporate and commercial, regulation, marine and international trade, intellectual property, restructuring and insolvency,

aviation, real estate, employment and private wealth.

Creating a culture of inclusivity is at the core of our business strategy. We want to be a place where our people feel challenged, engaged and supported to fulfil their potential and perform at their best. We are committed to maintaining and developing a commercial working environment which promotes inclusive and equitable practices. We believe that we should give back and we are involved with projects which seek to widen access to the legal profession such as our Bright Sparks work experience programme and Project WeCan. Our corporate social responsibility programme activities involve pro bono legal work, volunteer work and fundraising. Get involved!

**Strong,  
productive  
relationships  
with colleagues  
as well as  
clients are  
vital to  
every area  
of our work.**



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**Critically, we look for three key characteristics.**

## Have you got what it takes?



The first is intellectual ability. That means, as well as an excellent academic record (at least a 2:1 or 3.30 CGPA or equivalent), you'll need the ability to quickly assimilate a wealth of information and identify the main issues. Both logical and lateral, you won't be afraid to question and challenge, or to put forward solutions and ideas that are meticulously thought through.



Strong, productive relationships with colleagues as well as clients are vital to every area of our work so interpersonal skills are important too.

You need to be good at expressing yourself clearly and succinctly, both face-to-face and in writing, so a good command of English, Cantonese and Mandarin is a definite advantage, but we will consider strong applicants without all three languages. You'll know how to tailor your message to your audience, build rapport and be persuasive.



You'll also need plenty of drive to meet challenging goals, to keep going when the going gets tough and to respond well to feedback. As someone who always keeps the end result firmly in mind and is enthusiastic even under pressure, you'll be able to show us you know how to get a job not just done, but done brilliantly.



## More exposure, more opportunity

**Your training will be personalised to your specific needs with support from partners, associates and fellow trainees.**

We have a small graduate intake which means you are given individual attention and responsibility from early on, including exposure to clients.

We recruit trainees who demonstrate the potential to be exceptional lawyers and possibly become one of our future partners. Our international senior partner and the Greater China managing partner are both former trainees, as are many of our Hong Kong partners.

During our training programme, you are given:

- Practical 'on-the-job' training by sharing an office and working with one of our partners or senior associates.
- Stimulating work, with lots of responsibility early on.
- An in-house programme of legal education and soft skills training.
- Continuous review of your career development both during training and after qualification.
- An opportunity to spend a period in our London or Shanghai offices.
- The very latest in terms of technology and all the support you need.
- Competitive salary and benefits.





# Your training contract

**Our training programme embraces practical experience, legal education and soft skills training.**

## Induction

You will start with an extensive induction programme, designed to provide you with a general overview of the structure of the firm and the day-to-day workings of our legal and administrative departments. This includes an introduction to our accounts, marketing, technology, and library and research resources. This induction will also enable you to meet the other new and existing trainees.

## Structured training

As a trainee solicitor with us, you'll complete four six-month seats, each in a different practice area. As well as the opportunity to spend time in London and Shanghai, there are seats available in all of the practice areas in our Hong Kong office, both contentious and non-contentious. Our aim is to provide trainees with a comprehensive but flexible training programme, so our graduate intake is deliberately small.

By working in a variety of practice areas, you will be able to identify the area of law that is of real interest to you and in which you would like to practise when you eventually qualify as a solicitor.

## Practical training

Throughout your training with us, you will have the benefit of close personal supervision and tuition by virtue of sharing an office with one of our partners or senior associates. The lawyer with whom you sit will be your prime source of client work and they will guide and provide you with feedback on your progress.

We encourage trainees to take on as much responsibility as they can shoulder early on. You will learn how to organise and prioritise your daily workload and how to handle demanding clients as well as, for example, how to structure a commercial transaction and present a case in the courts.

## Continuing practice development

Your legal education does not stop when you pass the vocational examinations. To complement your day-to-day experience and develop your legal expertise, we organise a programme of continuing legal education for both trainees and qualified solicitors.

Apart from internal learning and development training and seminars that we hold regularly, you will be encouraged to attend external events, workshops and courses, to engage in research and article writing and take CPD courses. We recognise your individual potential and would like to offer a comprehensive training package that is tailor-made for you.

We are committed to providing a flexible and diverse working environment, giving you exposure to and responsibility for work that you might not have the chance to do in any other large international firm.



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**Passing your  
professional exams  
is just the start.**

# **Develop an incredible career with us**

## **Glimpse your future**

Our training opportunities are an important aspect of how we develop well-rounded and commercial solicitors. We invest heavily in the development of our people and provide an extensive learning and development training programme which includes language, presentation skills and writing training amongst others. Our advanced time management system also helps our trainees to manage their work more efficiently and effectively.

## **Career development review**

Your career development is important and we offer formal and informal opportunities to review and discuss your progress including a mid and end of seat review with the partner or senior lawyer primarily looking after you. These forums provide the opportunity to discuss your strengths and areas for improvement and your longer-term objectives.

## **Career path**

We are committed to providing a flexible and diverse working environment, giving you exposure to and responsibility for work that you wouldn't have the chance to take in any other large international firm. We are also creative in the opening of new channels of work, giving you the opportunity to work in new and exciting emerging areas.





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**Experiencing our culture and the way we work first-hand will help you decide if we're the right firm for you.**

## **Internships**

### **Get to know us**

An internship with us is an ideal way to help you make an informed choice.

During the internship you will spend two weeks in our office, sitting with qualified lawyers, meeting clients and tackling some case work.

It allows an opportunity for talking informally – to existing trainees, lawyers, partners and support teams – to find out exactly what it is that makes law and our firm such an attractive career proposition.

To be eligible for our summer internship you must be able to commence your training contract with us in September two years after the internship.



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**More exposure,  
more responsibility  
and more  
opportunity.**

Find out what it really means to  
be one of our chosen few at  
Stephenson Harwood.

## Meet one of our trainees

"I remember my first days as a trainee at Stephenson Harwood, it was a full week packed with induction programme, training, networking meals and drinks – a perfect illustration of the firm's focus on learning and development and strong ties between colleagues.

I later learnt that my first week's training experience is just the tip of the iceberg as the firm organises internal and external seminars and training sessions almost on a weekly basis. I believe this is an integral part of being a trainee – to learn about various practice areas and keep up-to-date on legal knowledge. Training is also embedded in the job itself, trainees are shouldered with responsibilities such as drafting, due diligence work, court hearings, research and liaising with parties including clients, to name a few.

Part of my training includes 6 months on secondment in our head office in London. It was an eye-opening experience and exposed me to a different way of working and practice in a new market.

But what draws me to the firm is our culture. We have an open-door policy – partners and seniors welcome questions and are more than willing to answer and provide feedback. They are happy to engage trainees in various projects and client events, you feel being part of the team. Ties between colleagues extend outside work in our social events such as sport activities, festive celebrations, parties and ad hoc team gatherings."

**Charmaine Yuen**  
LLB, University of Hong Kong



**Our application  
process is  
designed for  
you to  
showcase your  
strengths.**

# How to apply

**We welcome applications from students who have studied law or any other degree discipline and will be taking the Hong Kong Postgraduate Certificate in Laws (PCLL) course.**

## Who can apply?

We would like to recruit trainees that have high academic achievements. 2:1, CGPA of 3.30 or equivalent degree is what we usually expect, but we are flexible and willing to see if you have a lot more to offer outside of academic achievements.

## Application process

Our trainee recruitment and summer internship arrangements are integrated, so if you successfully apply to our summer internship then you will have the opportunity to be considered for a training contract which starts two years later.

Our summer internships take place in June of each year, when you will spend two weeks in our office.

Our training contracts commence in September of each year.

For our summer internship 2020 and training contracts commencing in 2022, applications close:

**31 January 2020**

If you are selected, we will ask you to come in to see us during February or March for a brief chat and to sit a short written test to assess your written English and Chinese language skills.

If you're invited to join our summer internship then further interviews for a training contract will follow. We also accept training contract applications from those who are not able to take part in the summer internship. Interviews for those applicants will take place in July and August.

## How to apply

**Applicants should apply online at:**

[www.shlegal.com/hkgraduate](http://www.shlegal.com/hkgraduate)

Please make sure that your application describes your Cantonese and Mandarin language abilities, both written and oral.



18th Floor, United Centre,  
95 Queensway, Hong Kong  
[www.shlegal.com/hkgraduate](http://www.shlegal.com/hkgraduate)

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We are committed to equal opportunities  
and treating all employees and candidates  
equally regardless of gender, religion,  
ethnicity, age, sexual orientation, disability  
or political beliefs.



**STEPHENSON  
HARWOOD**

罗夏信律师事务所