

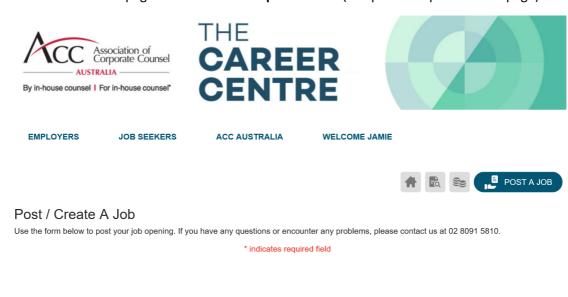


IN-HOUSE LEGAL CLERKSHIP PROGRAM ACC CAREERS CENTRE ADS – HOW TO GUIDE FOR LEGAL TEAMS

Thanks for being part of our in-house clerkship program.

In order to showcase your in-house team and advertise the clerkship position, follow these steps. In particular, make sure that you nominate hello@thelearnedcrew.com as the contact email, so that TLC can review and shortlist your candidates. Advertisements must be uploaded before the due date for your clerkship program as referred to on the ACC website.

- 1. Go to http://acc.careerwebsite.com and click on "POST A JOB".
- 2. Scroll down at this page to select "Clerkship Positions" (last product option on the page)



Clerkship Positions \$99.00 AUD Buy

ACCA MEMBERS ENJOY A 33% DISCOUNT WITH USE OF COUPON

ACC Australia MEMBER PRICE \$66.33 AUD + GST

• Additional upgrades available

Duration: 30 days

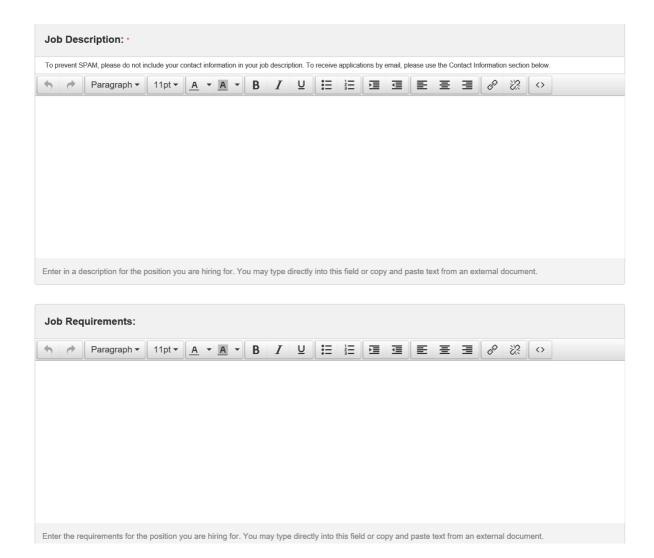
3. Fill out all relevant sections below in relation to "Settings" and "Job Basics". **Under Job Name,** insert "In-House Legal Clerk":

Settings			
The settings you enter here are only visible to you.			
Job Name: *			
	Enter the name of the job you are posting. It is not displayed to users, but is how you will reference your job posting in your account under the My Jobs tab.		
	☐ Save as Template ☐ Anonymous Posting		
	☐ Include Company Profile (will only appear on participating sites). Activate Company Profile to be able to use this feature		
Job Basics			
General information about your job opportunity.			
Company Name: *			
Feature Company Logo:	Include your company logo w	ith job posting Yes No Activate Company Profile to be able to use this feature	
Position Title: *			
	Enter the name of the position	you are posting for users to see.	
Practice Area: *	Select one	\overline{ullet}	
	Select the job function for this p	osition.	
Job Type: *	Select one		
	Select what type of position this	is.	

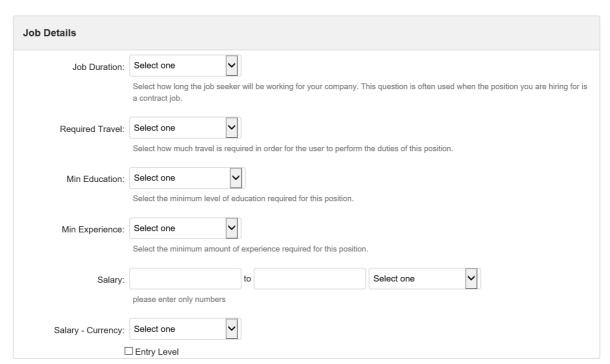
4. Complete the "Job Description" and "Job Requirements" sections. This is really important as it tells the clerk all about your team, and what skills, interests and requirements they need in order to be considered for the position.

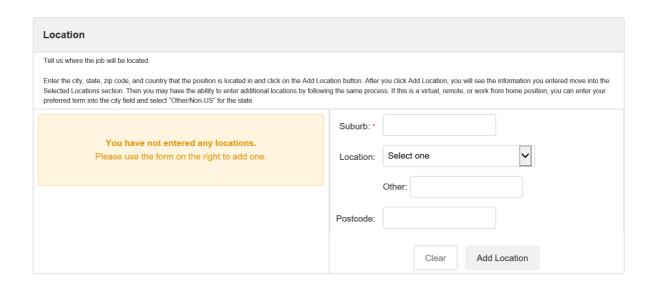
We suggest you cover the following:

- Insert wording: "This is part of the ACC Australia and The Learned Crew In-House Legal Clerkship Program. Applicants from participating universities are eligible only."
- Summarise what your organisation does
- Describe your in-house legal team and what role your team plays within the organisation
- Summarise what the clerkship position would entail, e.g. the types of tasks they might be working on. We've outlined some suggestions in the information pack already, such as researching, updating resources and playbooks, assisting with legal operations and innovation tasks, etc.
- Describe the mandatory skills, interests, experiences and attributes that you are looking for in a clerk, e.g. interest in commercial and contract law, capacity to learn, team-work, resilience, communication skills, customer service, able to prioritise, etc.
- Describe the desirable skills, interests, experiences and attributes that you are looking for in a clerk, e.g. a side hustle, interest in technology, prior work experience in a law firm, etc.
- Any additional requirements for the job and for the application.



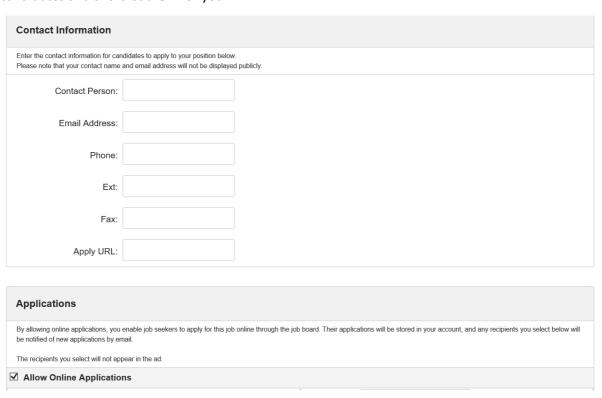
5. Complete the rest of the "Job Details":





6. Complete the "Contact Information" and "Applications" sections.

In the application box it will list your log in email address and also ask where you want the received applications to be sent. **Please ensure that the email address entered is hello@thelearnedcrew.com.** This ensures that The Learned Crew will be able to review the candidates and shortlist them for you.



7. Post away and wait for the applications to come in! The Learned Crew will then be in touch with some shortlisted candidates for you to interview.

Any questions, please contact hello@thelearnedcrew.com or 0423494735.