

## INTERNSHIP PROGRAMME AT AL TAMIMI & COMPANY

Each year, Al Tamimi receives a large number of applications from individuals and institutions looking to place candidates on internships with the Firm.

Our internship programmes are designed to provide students and graduates with an opportunity to work on real tasks and assignments in order to gain practical experience. With our Legal and Non-Legal internships, we aim to foster an environment of learning, growth and development, by having our interns involved in more than just the day-to-day operations of the Firm.

### AS AN INTERN, YOU WILL:

- Build together a challenging yet rewarding experience
- Work & learn from the brightest and finest in the industry
- Be on an enriching journey as you gain real world experience
- Expand your knowledge as well as confidence in yourself
- Have clarity regarding your career choices
- Tailor your soft skills such as interpersonal, organizational and critical thinking
- Have the opportunity to network with other interns and professionals
- Build long lasting relationships with valuable contacts

### THE APPLICATION PROCESS

Interns at Al Tamimi are recruited either via the Summer Internship Programme, which lasts from beginning of May till the end of August and throughout the year as when the need arises. Applications can be submitted directly via the portal on our Careers page.

From the candidate's end, the application process is a two stage process where the first stage is submitting the application and the second stage is the interview. However, only those candidates who are shortlisted in the first stage will move on to the interview stage, which is either a Skype/telephonic interview (for international candidates) or a face-to-face interview (for local candidates). HR will carry out the first stage sift using a given criteria. Once this is complete, the CV's / applications of the remaining pool of candidates would be forwarded to the Heads of Departments for a further review. We look for a number of skills and competencies the candidate may have, such as academic background, previous work experience and interpersonal skills, before we take our decision.

All the applications received, are reviewed in the first quarter of every year. Successful candidates are notified by the end the first quarter and the on-boarding starts in the second quarter. During the application process, candidates are provided with the option of choosing their preferred areas of assignment for the internship. Nevertheless, this is subject to the availabilities within the departments as well as the requests of the departments.

The time period for the internship is typically a month and can be extended given that the intern's performance is satisfactory. We believe in giving opportunity to learn and grow to as many strong candidates as we can from the large number of applications that we receive every year.

Interns will be paid a notional value during the term of internship.

### HOW THE INTERNSHIP WORKS

During the internship, each intern is assigned a mentor from their respective departments to allocate work to them, guide them and give advice when needed.

On the first day, interns are given an induction and overview of the Firm, along with a local induction of the specific department the intern is assigned to, which is hosted by the HR & Internship Officer.

The induction includes but is not limited to:

- a) Organisational structure
- b) Policies (office hours, breaks, dress code, attendance and punctuality)
- c) Job description
- d) Regular feedback and reporting
- e) Parking
- f) Orientation walk
- g) Orientation to Workstation
- h) Introduction to Staff (department)

During the rest of the assignment, routinely review meetings with the Internship officer and the mentor take place.

At the beginning of the internship, all interns are required to share with their supervisor/mentor their Learning Objectives in order to manage their expectations accordingly during their length of stay. This will help start a conversation about what your internship will and will not include. Having a conversation about your objectives at the beginning of our internship gives your supervisor an opportunity to let you know if your expectations are in line with theirs or not.

During the internship, there are certain steps that you can take to ensure that you have a successful experience. These may include taking the initiative to set up and keeping a regular meeting time with your supervisor, asking questions if you are in doubt, having the right attitude (as it can make or break your internship!), being flexible and open to new responsibilities outside of your written learning objectives, networking and participating, and most importantly, being respectful and following the office norms.

At the end of the internship programme, interns are required to complete the necessary exit forms and participate in an exit interview with the HR & Internship Officer. The purpose of these tools is to obtain feedback from the intern and learn about their overall experience with us at Al Tamimi.