

Application Success
It's your future,
how far will you take it?



Introduction

Objectives of the session

- To provide you with an overview of the components of the application process
- To explain the difference between a second round interview and an Assessment Centre
- To give you some guidance on the elements of and what to expect at an Assessment Centre
- To give you some experience of a group exercise

Please ask any questions you have throughout the session, there will also be time at the end for any additional questions

Application Success

What are employers looking for?

- Key competencies:
 - Teamworking and communication
 - Problem solving ability
 - Flexibility and adaptability
 - Leadership capabilities
- Energy and enthusiasm
- Desire to make an impact and create change
- Vision to see possibilities where others
- Intelligence
- A sense of humour!



Application Process



- Most companies follow a similar process as outlined above
- Each stage will test your skills and capabilities
- Be prepared for each stage – know exactly what process the company follows and what will be expected of you

Online application

- Application Details
- Degree Education
- School Education
- Employment History
- Career motivation
 - Why you are interested in joining the company
 - Why you are particularly interested in joining a specific area
 - What you think a day in the role would consist of
- Positions of Responsibility
- References
- Contacts and Information Sources

Be specific to the company you are applying to!

Online Psychometric Tests

- These tests provide interviewers with objective, reliable and relevant information to help them to make a well-informed decision on how you would handle a challenging role

Verbal reasoning

Tests your ability to understand complex verbally presented descriptions, explanations or arguments and to interpret them, grasp shades of meaning and key points and draw conclusions.

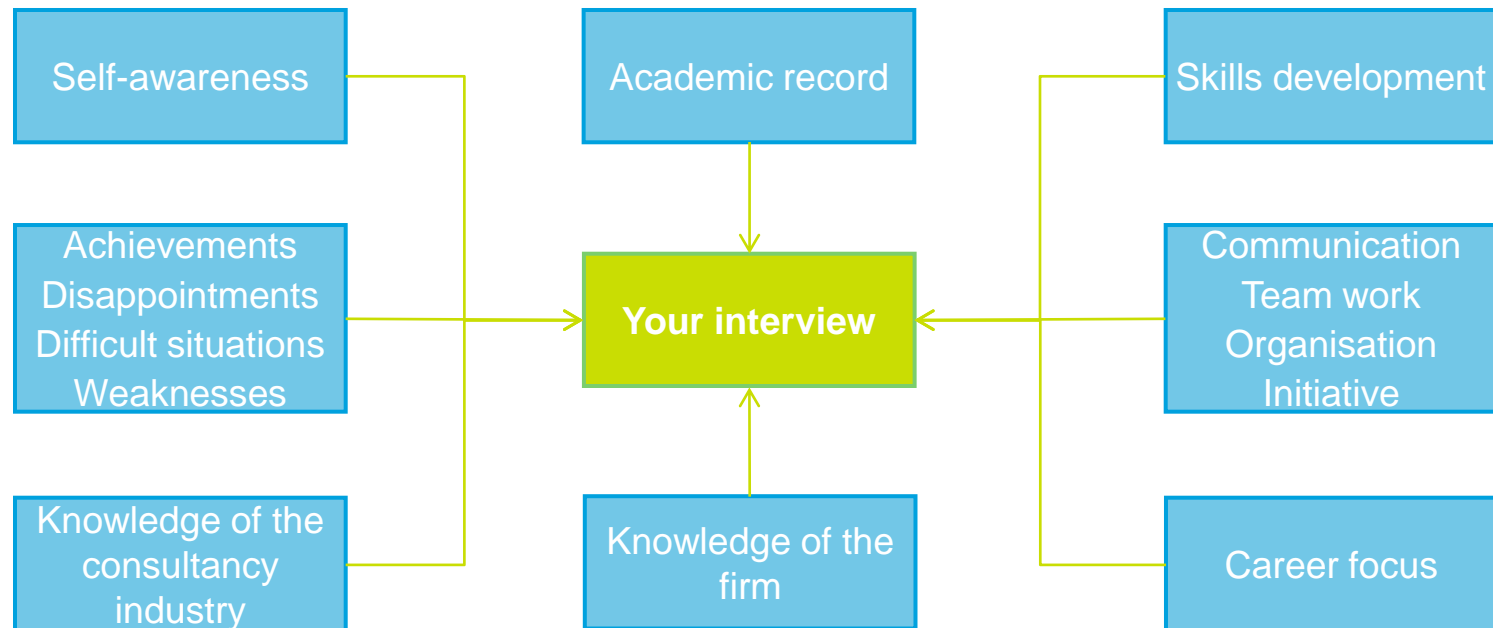
Numerical reasoning

Tests your ability to analyse quickly numerical/financial data, with calculations where appropriate, whether embedded in a narrative or presented in tables.

- The key to success is to practise these tests to improve your accuracy and speed
- For mock examples go to: **<http://careers.deloitte.com>**

First and Second Round Interviews

- Interviews usually consist of:
 - An on the spot case study based on a real life business scenario
 - A one to one competency based interview
- First round interviews are often conducted on the phone (in particular UK based companies)
- Your interviewer will ask you to think of personal examples, which are measured against a competency framework



Assessment Centres

- If you succeed at the first and second round interviews you will be invited to attend a final assessment centre
- The session typically consists of some or all of the following:
 - A one to one interview
 - A case study or e-tray exercise including a written exercise
 - A presentation
 - A group exercise
- Assessment Centres are designed to test the following:

Key Skills

- Business writing
- Comprehension
- Teamwork
- Communication

- Leadership
- Presentation
- Intelligence
- Flexibility
- Sense of humour!

Case Studies

- You will usually be given some information about a company or client experiencing some changes / issues / problems
- Typically you will be expected to identify the root causes of the key issues and then to identify how these issues could be tackled
- You will be expected to summarise your findings and either write these up or present them to an interviewer

Hints & Tips

- Use a framework for your answers
 - For example the client may be facing issues that can be grouped together into categories such as technology issues, strategic focus, HR practices or day-to-day operational issues
- Think of the bigger picture – what external issues could there be?
- Use your own experience and knowledge in your answer

In-tray or e-Tray Exercises

- Typically this exercise requires you to deal with a tray (In-tray) or inbox (e-Tray) containing a series of documents (emails)
- You will be asked to carry out some tasks which could include:
 - Choosing the most appropriate and effective action to take on the documents you have been given or the e-mails that appear in your inbox
 - Writing a communication about a particular issue in the exercise
 - Engaging in a one-to-one informal presentation and interview, based around the communication you write

Hints and Tips

- This exercise is about timing and your ability to cope under pressure
- Prioritise the documentation you receive
- Typically there may not be a correct answer – you need to demonstrate a general understanding of the issues and be able to provide a logical explanation for your answer
- Practise in advance!

e-Tray Exercise

The screenshot shows a software window titled "Tutorial" with a sub-header "eTray Tutorial - The Inbox". The main content area is split into two panes. The left pane contains instructional text, and the right pane shows an email inbox interface.

The instructional text in the left pane reads:

The first thing you will be presented with when you begin the exercise is your Inbox.

Your Inbox will contain a series of messages that you must read and respond to in order to complete the exercise. Messages you need to respond to are marked 'Action' in the Status column. You can read a message by highlighting the message header in the list and double clicking on it.

The right pane, titled "eTray Exercise", shows an "Inbox" window. At the top, it says "gdt group" and "Exercise in Progress". Below this is a "Mail and information folders" list with items like "Inbox", "Calendar", "gdt Project Team", "Trafford Lea Project I", and "Trafford Lea Compan". A "Tools" section includes "Notes for fred", "Instructions", and "Tutorial".

The main "Inbox" table has the following data:

Status	From	Subject
Action	George Barton; Project Director	Market analysis phase
Action	George Barton; Project Director	Staffing requirements fo..
Action	Thomas Craig; Project Analyst	Request for further infor..
Action	Thomas Craig; Project Analyst	Scope of project change
Action	Richard Abrahams; Finance Di...	Project Expenditure
Action	George Barton; Project Director	Access to market strateg
Action	Thomas Craig; Project Analyst	Product Diversification: .

At the bottom of the window, there are three buttons: "Close", "<< Back", and "Next >>".

Presentations & Written Exercises

Presentations

- These are usually tied into another element of the assessment centre
 - For example you may have to present back your case study findings
- May be “off the cuff” so take a few moments to frame your presentation
- If slides are required, make sure you leave some time to fill these in
- Keep slides short and simple, use as a guideline and speak around the text

Written Exercises

- Again these are usually tied into another element of the assessment centre
- Examples include:
 - Summarising another document
 - Reviewing a document
- Keep your writing concise and to the point
- Remember to stick to any word / time limits
- Leave yourself enough time to review your writing and check your spelling!

Group Exercises

- Usually there will be several other candidates attending the assessment centre
- You will either work together as one group or be split into smaller groups
- The idea is to demonstrate **teamwork**, **communication** and **leadership** skills
- You are not directly competing with the other candidates in this exercise
- Don't dominate the group but make sure you are being listened to
- Don't cut others off, make sure you are being an active listener



General Assessment Centre Tips

- Prepare as much as you can beforehand
 - Anticipate questions
- Know when and where you're supposed to be
 - Check the route to the venue
 - Arrive in good time
- Eat beforehand and drink water regularly so you don't get dehydrated

Questions?