



Digital Submission

In our recruitment process we look for you to demonstrate eleven capabilities in areas that will give us confidence you'll be successful in the firm.

- Career Motivation
- Drive Quality
- Communicate Effectively
- Foster Innovation
- Credible Connector
- Resilient Performer
- Purposeful Collaborator
- Show Curiosity
- Leverage Technology
- Critical Thinker
- Demonstrate Integrity

Task

In your audio digital submission, we will be assessing you specifically against 'Drive Quality', 'Resilient Performer', 'Leverage Technology' and 'Communicate Effectively'. In audio format please answer the questions:

Please tell us about a time when you have done something in an organised way to achieve a high quality result.

Some things you could cover in your submission:

- What approach did you take?
- How did you structure and organise your time?
- How did you know you had achieved a high quality result?

Please describe a situation that you found particularly challenging and how you were able to overcome it.

Some things you could cover in your submission:

- What was the situation?
- Why was it challenging?
- What were the main things you did to overcome it?

Please tell us about an idea you have for how a business can use new technology to improve its service to customers.

Some things you could cover in your submission:

- Who is the customer?
- What is the technology?
- How will it improve the service?

Requirements

- Audio recording must be a minimum of 90 seconds and no longer than 120 seconds in length.
- Audio recording must be submitted to the apprenticeships@kpmg.co.uk inbox.
- Don't worry about the quality of the audio, so long as we can hear you clearly, using your mobile will be fine!

Please submit your audio recording within three days of receiving this email.

Please note, if your submission is not received within this time, your application to the Apprenticeship Programme will be withdrawn. If there is a reason this isn't possible please contact apprenticeships@kpmg.co.uk.

FAQs

What should I do if I don't have equipment to make an audio recording?

If you cannot access recording facilities via your school or friends/family network, you are welcome to come into your nearest KPMG office and we will let you use a device to make your audio recording. Just call us on 0500 664 665. Please ensure you let us know within 24 hours of receiving this email so we can try to accommodate within your time limits.

Can I use my smart phone to record my audio submission?

Yes! Please feel free to use any piece of equipment that is audio enabled – your smart phone, tablet, laptop – anything goes. See below for instructions on how to submit your audio recording.

How do I submit my audio recording?

If you are using the voice recording app on your smart phone, you should be able to choose an option to share this via email as the recording should be small enough to email.

Please email the link to your audio submission to apprenticeships@kpmg.co.uk with the subject line: your first name, your last name and your Candidate ID number within the specified timeframe.

Can there be other people in the recording?

No. It must be you only.

Where should I record my audio recording?

We understand it can be hard to find a private place, but please ensure we can hear you clearly before making your submission.

When is the deadline for submission?

You must have submitted your audio recording within three days to you being invited. For example, if you receive your invitation on Monday morning, you will have until the close of business on Thursday to make the submission.

What happens if I miss this deadline?

If you miss the deadline without informing us of any mitigating circumstances, unfortunately your application will be withdrawn from our recruitment process.

Can I re-record my audio recording?

Once you have submitted your recording, there is no further option to edit it, so please do all your editing before submitting.

Where can I find my Candidate ID number?

Please login to view your application form via the online portal (Account Area) and you will find your application reference number (ID) – it will be a six to seven digit number.

What should I do if I've lost my Candidate ID number?

Please contact the Student Recruitment team on 0800 328 5764 and we will be able to provide your Candidate ID for you.

What's the minimum length my audio recording can be?

The minimum length we'd like your video/audio to be is 90 seconds long. The maximum is 120 seconds.

Will my personal details remain secure?

KPMG takes online security very seriously and we use technology to help ensure your application is not accessible to anyone outside the application process. The audio file you submit will only be used for the purposes of your assessment. If we want to use it for anything else, we will seek your express permission in writing in advance.

What should I do if I need to ask for reasonable adjustments to be made?

At KPMG we are committed to encouraging diversity in the recruitment, retention and development of our people. If you need an adjustment, please email apprenticeships@kpmg.co.uk.

What happens after I have submitted my audio recording?

We will contact you if there are any problems with accessing your submission, otherwise we will review your submission against our criteria and inform you of the next steps within three working days.

We want to make sure you are given every chance to perform at your best, so this pack provides you with guidance on how to prepare to ensure you feel confident on the day.

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