



KPMG Recruiters - Apprenticeship

Transcription

To work out if the programme is right for you, do your research. We have lots of information available on our careers site; we have people profiles, job descriptions and I would encourage you to look through those thoroughly to make sure you are comfortable with the business area you are applying to, and to work out if it's the right fit for you.

On the application form, for our apprenticeship programmes, it's about ensuring you have the accurate details and that you enter everything that is required because that really speeds up the process. But, as well as that, there are some short questions that you have to provide a response to. With those, it's about just remembering what they are asking, checking your spelling, your punctuation, your grammar and ensuring that you stay within the word count – I mean there's a word count for a reason right?

The digital submission is an audio recording in response to some questions. The best way to approach this is to make sure you are in a nice quiet place, where you can't be disturbed. Make sure you prepare your response beforehand and do play your recording back to make sure it has recorded correctly.

On the apprenticeship digital submission, you need to ensure you are covering what they are asking you to do in the question. So it's really good to use a framework such as the STAR technique which means that you cover the Situation, the Task, the Action and the Result because, that ensures you cover everything they are looking for in your answer.

The Apprenticeship Assessment Centre consists of 3 elements so, you have a group exercise and then you have a written report which, is then followed by your interview.

With the group exercise, that's not actually assessed it just kind of lets you warm up and leads you into the written report.

The best way to prepare for the Assessment Centre is first of all, make sure you know where you are going. On the day we'll be assessing a number of behaviours, make sure you are familiar with these.

Please remember to bring your passport and your candidate ID; both of these are essential for your Assessment Centre.

The interview is competency-based so, we'll be looking at your behaviours so, it would be really good to have examples of different ways you have demonstrated the behaviours that we are looking for example; 'purposeful collaborator' which is essentially just asking you to demonstrate a time that you've worked with others so, that could be in school, college or any time you've worked as part of a team.

The best way to prepare for an interview is to research the business area thoroughly so that you are comfortable that you know what you are applying to.

I'd also suggest that you research KPMG, our values and the strengths that we look for.

If you are coming along to one of our assessment centres, don't worry too much about what to wear, just ensure you are comfortable and dress smartly.

If you need any adjustments for online assessments, please let us know as soon as possible. If in doubt pick up the phone and we'll be happy to help.

You can find details of how to contact the team at the end of this film.