

Audio Submission - Apprentice

Transcription

Hi, my name is Ann-Marie, I am part of the Student Recruitment team at KPMG and am here to give you a bit of information and guidance on what to expect when completing your audio submission, should you be progressed after submitting your application form.

The second stage of our recruitment process is the audio submission. This is an opportunity for you to demonstrate both your communication skills and your motivation towards a career at KPMG. We will ask you to answer three questions in audio format and you will be assessed specifically against the KPMG strengths, 'Drives Quality', 'Resilient Performer', 'Leverage Technology' and 'Communicate Effectively'.

Don't worry, if you are invited to this stage of the application process you will be sent full instructions of how to submit your recording and you can find more information on these strengths on the 'How to Apply' pages on our website

During this stage of the application process we will be assessing how you communicate, your clarity of message, how you present information and communicate your passion, together with how engaging your submission is. It is important that the audio submission does not include contributions from anybody other than yourself.

Please use any piece of equipment that is audio enabled to record your submission – your smart phone, tablet, laptop will be fine. Don't worry about the quality of the audio, so long as we can hear you clearly. We understand it can be hard to find a private place, but please ensure you are free from distractions and as much background noise as possible before making your submission.

The video/audio should be a minimum of 90 seconds and maximum of 2 minutes in length and you must answer every question within this timeframe.

Please feel free to practice, delete and edit your recording as many times as you wish, however you will not have the option to make any further edits once your recording is submitted, so please do all your editing before this point.

If you are using the voice recording app on your smart phone, you should be able to choose an option to share your recording via email, the file should be small enough. Your audio digital submission should be sent as an attached file but please do not use file share sites as we will be unable to access these which may result in a delay to your application.

If you have any issues or questions then please contact us via email apprenticeships@KPMG.co.uk or give us a call on 0800 328 5764.

Good Luck

© 2020 KPMG LLP, a UK limited liability partnership and a member firm of the KPMG global organisation of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. All rights reserved.