

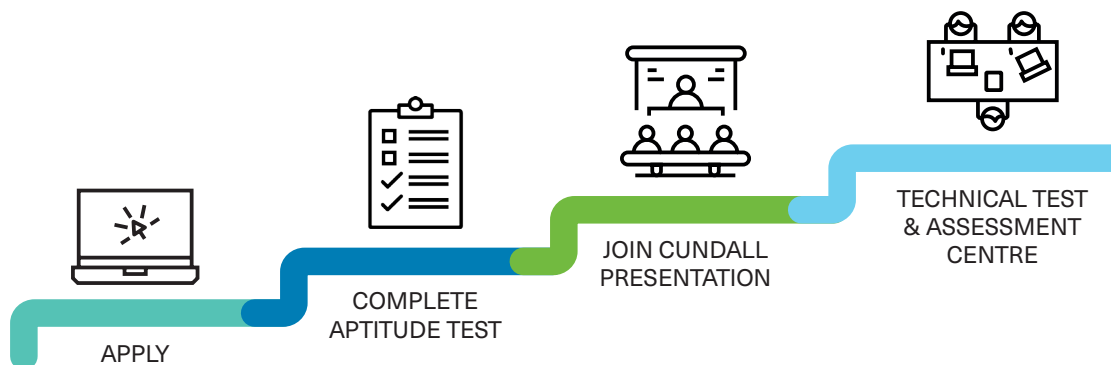
CUNDALL

PROCESS

Graduate Application

Graduate application process

Follow our four step graduate recruitment process, including useful hints and tips so you can prepare yourself for each stage.



Application

- Review the available graduate positions via our early careers page <https://www.cundall.com/careers/early-careers/roles> and apply for the one that is most relevant to your degree and of most interest to you for starting off your career.
- We have a set number of roles across the different offices, apply to one role that is your most preferred location. There will be an opportunity to list your second preference in the application form.
- Apply to the role as soon as you can.
- You will have to submit your CV and answer a few application questions. Ensure your CV is up to date with qualifications, work experience and any relevant information.
- If you have limited work experience, highlight on your CV any training courses, webinars, short term work experience or volunteering roles.
- Research the company. When answering the application questions, it is important to link it to Cundall as it shows you are interested in the company and understand the type of business you could be working for.
- Answer the application questions, if you do not answer them it could impact your progression.
- When completing the application questions, refer back to Cundall's values and strategies such as Zero Carbon Design.
- Proofread your cover letter and your CV. Attention to detail is key.
- Speak to your careers coach who can help advise on any improvements that may be needed to your CV.

Aptitude Test

The G+ test is designed to measure numerical, deductive, and inductive abilities. There are 30 questions in the test, with ten questions for each ability being measured.

Numerical ability questions are designed to measure your ability to solve problems. This includes numerical data using mathematical methods, interpreting charts, graphs and tables and making decisions or inferences from numerical or statistical data. This ability is commonly required to support work and decision making in many different job roles.

Deductive reasoning questions assess your ability to draw logical conclusions based on information provided, identify strengths and weaknesses of arguments and ability to complete scenarios using incomplete information. This provides an indication of how you perform when asked to develop solutions from information and ability to draw sound conclusions from data.

Inductive reasoning questions are non-verbal and feature only shapes and figures. They measure your ability to deduct regularities, patterns and generalisations and infer rules that can be applied to different situations. This can provide an indication of global and strategic thinking as well as being good at finding errors in work processes.

Preparation:

The test takes around 36 minutes to complete. Ensure you are in a quiet room and have no distractions so that you can focus on completing the test to the best of your ability.

- Make sure you have good internet access.
- Have a calculator, pen, and paper nearby to help with mathematical workings out.

- You have one opportunity to complete the test and have to complete it as soon as you press start, if you log off halfway through, the test will not be saved and it will appear as a non-completion.
- There are practice questions for you to run through beforehand.

Cundall Presentation

Those who have been invited to an assessment centre will be asked to join a presentation to learn more about the business and ensure it is the right company for you. You will be able to gain more insight into what we do to help prepare you ahead of your assessment day.

- This is held online, and it is important that you join the call as you will get the opportunity to hear from various people in the business as well as current graduates.
- When the option to ask questions arises, please ask! This is the perfect opportunity for you to find things out about Cundall, the role and the projects we work on. This will help you determine if it is of interest and somewhere you would like to start your career.
- Make notes. You could use some of this information at the assessment centre which shows you have paid attention and are genuinely interested in the industry and company.

Assessment Centre

- Before attending the face-to-face assessment centre, you will be asked to complete a short online technical test related to the position you have applied for.
- The test takes approximately 20 – 40 minutes. Ensure you have no distractions when completing the test.
- The test needs to be completed before you attend the centre as it forms part of the assessment.
- The assessment centres will be held in various offices, and you will be invited to attend the office you have applied to work in.
- Ensure you arrive five/ten minutes early and have researched the role and company.
- To start off with, we will hold an introduction and ice breaker to put you at ease and ensure you are aware of how the session will run.

- You will then go into your 1-1 interview or take part in a group exercise; the timetable will be shared before you attend and on the day.
- The group exercise will be explained on the day, you will have some reading time and then work as a team to discuss the task. It is important you get involved and speak with your peers so that you can be assessed.
- When interviewing, use [the STAR method](#) which you can find online to help prepare.
- Answer questions relating to your personal experiences, this could be related to anything from work, studying, volunteering or travelling. Link these examples to skills you have gained that can be applied to the role you have applied for.
- Be confident in your responses, the interviewers are genuinely interested in what you have to say and keen to find out why you want to forge a career in engineering. Showcase your passion and talk about your experiences!
- Stay hydrated, ensure you have a drink with you and don't be afraid to take a pause before answering questions.
- At the end of the assessment day we will close the session and answer any additional questions you may have.

