

## Graduate Recruitment Journey

### Step 1: Online Application and CV

Once you've had a look through the opportunities available, decide which role best fits your aspirations and complete your online application before our closing date of 27 October 2023. If you have any queries or experience any issues with your application, don't hesitate to contact us via [studentrecruitment@jcca.co.uk](mailto:studentrecruitment@jcca.co.uk).

Tip – this is a chance for us to learn about you and why you would like to work for JC. Take some time to look through our social media profiles and have a look at our website to gain a better understanding of the firm and our values.

### Step 2: Video Screen

This is an opportunity for you to personify your application as we explore five prerecorded video questions about yourself, your study choices, and key skills. The questions will appear on screen, then you will have 3 minutes to prepare and up to 2 minutes to answer each question.

Tip – be confident! This is a great opportunity for you to showcase your personality and the research you have done about JC.

### Step 3: Online Assessment

If your application and video screen are successful, you will be invited to complete our online assessment. This will include a timed cognitive assessment which focuses on numerical, inductive, and deductive reasoning. Followed by a behavioral assessment which looks at your personality, situational judgement, and motivations to assess how you would perform in the role.

Tip – find yourself a quiet, uninterrupted space to complete the assessments and ensure you read the questions carefully.

### Step 4: Assessment Centre

If your application, video screen and online assessment are successful you will be invited to our assessment centre. This is a chance for us to meet you in person, get to know you better and for you to get a feel for our office environment, our people, and to find out if Johnston Carmichael is right for you.

The assessment centre will include an individual interview and group exercise. The interview will include a presentation (topic to be provided ahead of time) and a series of competency, scenario, and motivational questions. Competency questions measure your skills, scenario

questions give us a glimpse into your decision-making process and how you may react to various situations, and motivational questions measure your ability to remain productive, committed, and enthusiastic at work.

Our assessment centres will be held in Edinburgh, Glasgow, Aberdeen, and Inverness in November 2023.

Tip – take this opportunity to ask us and our colleagues any questions you may have so you can get to know us as well as possible!

**After the assessment centre you can expect to hear back from us with feedback as to whether your application has been successful or not. Hopefully it is good news, and you will then proceed to step 5!**

### **Step 5: First day!**

Your first day will be in your local JC office. You will meet with your buddy and learn more about your role, the business line, JC and how we operate, and get yourself set up with equipment.

Tip – starting a new job can be a little daunting, but if you prepare well and ask the right questions, you'll be off to a great start. Ask us anything you need to before you start your first day. We are here to help and want to make your first day as comfortable as possible.

### **Step 6: Induction event**

Soon after starting with us, you will be invited to our Johnston Carmichael Welcome Event. This is a two-day event involving an overnight stay and provides an opportunity for all our students across the country to get together in one location to find out more about Johnston Carmichael. This event allows you to build knowledge on what your first few months and years may look like, creating some solid work relationships with fellow colleagues who are also just starting out on their career.

Tip – the most important part of the residential trip is to have fun! We organise team building activities to help you get to know others across the business lines and different offices. Starting your first job in professional services can be nerve wracking but this is where getting to know your colleagues who are at a similar stage can make all the difference.