

## Summer Internship 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 14<sup>th</sup> October 2024. 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 key skills and your motivations for applying. The questions will appear on screen and you will have 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 on JC.

### Step 3: Face to face interview

If your application and video screen are successful, you will be invited for a face-to-face interview in one of our offices. 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 the role, firm and culture is right for you.

This interview is competency based and we will provide you with the competencies beforehand so you can prepare.

Tip – Take this opportunity to ask us any questions so you can get to know us as well as possible!

**After the interview 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 4!**

#### **Step 4: 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 role 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.