

# Accounting Apprenticeship (JC Futures) Recruitment Journey

## Step 1: Online Application and CV

Once you've had a look through the opportunities available, complete your online application before our closing date of 7<sup>th</sup> March 2025. We encourage you to submit your application promptly, as we may close the vacancy and hold assessment centres earlier than expected if we receive a high volume of applications. 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: Digital Interview

If your application is successful, you will be invited to our digital interview. This interview will last between 15-20mins as we explore five questions about your skills and motivations for applying.

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

## Step 3: Assessment Centre

If your application and digital interview 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 the role, firm and culture is right for you.

The assessment centre will include an individual interview, analysis presentation and group exercise. The interview will include a series of competency questions which give you an opportunity to demonstrate your skills by sharing examples from your own experiences.

Our assessment centres will be held in Edinburgh, Glasgow, Aberdeen and Inverness in March 2024.

Tip – Take this opportunity to ask us any of 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 of our students across the country to get together in one location to find out more about Johnston Carmichael, build knowledge on what your first few months and years may look like, and create 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.