



TOP TIPS

for applying to work
with Mott MacDonald

Start a career you love, on projects you can believe in

Application tips

It's easy to forget the basics so we've collected a few top tips for your application. Intern and entry-level opportunities are LIVE now!

1.

Before you apply, do your research

We want you to demonstrate that you have researched our company and seriously considered taking the next step in your career with us. Our website is a great place to start: mottmac.com.

LinkedIn, professional organizations, university/alumni pages, career fairs, and networking events are also all great sources!

2.

Demonstrate your passion for working in the field you have applied for

Look for opportunities that align with your education and experience. Make sure to mention any relevant projects, work experience, or extracurricular activities.

3.

Only apply for the sectors you are interested in working in

When we review your application we will expect you to demonstrate knowledge or interest in each of the sectors you have applied for. Include a cover letter to highlight how your specific skills pertain to the role you're applying for, and be clear about your specific goals and objectives.

4.

Take your time!

We appreciate that you may be applying to a number of companies but we are only interested in your application to Mott MacDonald. Simple mistakes are easy to make when you're in a rush, so please consider your answers before submitting them.

5.

Be honest

Remember that we will ask you further questions based on your application at the interview stage.

6.

Proofread, check, and double check your application

We will be looking at your written English Skills, including spelling and grammar.

Interview tips

If you have been invited to an interview, congratulations!

Here are some useful tips to help you prepare.

The key to a successful job interview is in the preparation

1.

Review

The first thing you should do is look over your application form and resume. If you've been invited to an interview, it's because we were impressed!

2.

Research

Do some research about Mott MacDonald and specifically the sector you are interviewing for. The interviewers will expect you to know a bit about the company, and why you want to work for us. The most up-to-date information can be found on our website. Prepare questions and answers.

3.

Qualifications

It may sound simple, but **know your qualifications**. Managers will be interested in topics you've covered and projects you've worked on.

4.

Future

If you're looking to pursue a career with Mott MacDonald, you should also **have an understanding of what's happening in the industry** and how this could affect your future.

Throughout the interview we will be assessing your strengths. We want to establish what you enjoy doing and what you are good at so we can identify how you may perform in the role. This makes the interview process a much more enjoyable (and successful) one!

5.

Notes

If it helps, **you can take notes to your interview**. There is nothing wrong with referring to notes but make sure not to read directly from them throughout the interview. Ask questions of your interviewer — it should be an open dialogue.

Showing your strengths

Don't overprepare

While you may want to reflect on your previous experiences ahead of the interview and learn a little bit about us, there's no need to come with prepared responses. **We want to get to know the real, authentic you.**

Include personal experiences

The examples you use **don't have to be work-based**. You can also tell us about relevant situations from your personal life experiences.

Be genuine

Don't try to anticipate what's being assessed or respond in a way that you think we want you to. This could actually have a negative effect on how you perform in an interview.

Be natural

When responding to questions, answer based on **what feels most natural to you**. The questions will be tapping into your strengths and there's not an obvious "right" thing to say.

Be honest

Share your expectations for salary, availability, and accommodations. Being honest in your responses will help you reflect on **whether Mott MacDonald is the right place for you**.

Preparing for the interview

Before the interview day, think about your own strengths. To do this, use the questions below to think about what you are good at and enjoy doing:

- What do your friends and family know you for?
- What activities would you plan in a perfect day?
- What do you truly enjoy doing?
- What are you like at your best?
- What achievements are you most proud of and how did you achieve them?
- What activities do you not enjoy — and why do you think that is?
- Are there any recurring themes?

If you are attending a virtual interview, please ensure that your camera and microphone is enabled and that you are in a quiet area away from distractions, where you will not be interrupted.

It's not just what you say that counts...

1.

Arrive

Arrive on time, and know who you are going to meet.

2.

Plan

Plan your journey to ensure that you are on time and know where you're going.

3.

Impression

Create a good impression — dress smartly and smile.

4.

You

Use “I” rather than ‘we’, even if you worked as a team. Remember that we want to hear about your achievements and how you contributed.

6.

Question

Don't be afraid to ask Questions, especially if you're not sure about something. It shows you've done your research and are genuinely interested.

7.

Eye contact

Maintain eye contact, but you don't need to stare.

5.

Relax

Don't rush your answers. If you need to take a moment or two before answering a question, it's okay.

8.

Don't fidget!

Be conscious of your hand use and don't fidget with props such as a pen or notebook, as it can distract from what you're saying and make you lose concentration.

9.

Prompt

Take a copy of your application and resume into the interview and use it as a guide if you get stuck.

10.

Dress

Wear suitable business wear but remember it's not a fashion show.

Finally, be positive and good luck — we look forward to meeting you!



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