

Application tips

It's easy to forget the basics so we've collected a few top tips for your application.

- 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**
- We are interested in you demonstrating your passion for working in the field you have applied for. Make sure to mention any relevant projects, work experience or extra-curricular activities.
- 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.
- Proofread, check and double check your application – we will be looking at your written English skills including spelling and grammar.
- 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.
- Be honest. Remember that we will ask you further questions based on your application at the interview stage so print off a copy to refer to.
- Do not cut and paste previous answers. Our questions have been chosen to show you have thought about your career with Mott MacDonald and we will notice if your answer doesn't match our question.
- Answer in the first person when describing past achievements and activities, we want to know what you did, what you were responsible for and what you contributed.
- We do expect you to answer every question so attempt every one and don't leave blanks.
- Be precise and to the point. Even though we are looking for detailed answers we want to be able to take the time to read each application thoroughly and won't be able to do this if every answer is too long. Use the built in word counter as guidance.

Tips for completing our online assessment:

- Our strength based assessment is provided by CAPP. By assessing your strengths we can identify what makes you happy, energised and your ability to perform on the job.
- When completing our assessment please read through the instructions carefully and watch the introductory video.
- Make sure you sit the assessment in a quiet environment, where you can concentrate fully.

Good luck with your application!

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:

- The first thing you should do is re-look at your application. If you've been invited to an interview it's because we were impressed with your application.
- 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 **www.mottmac.com**.
- It may sound simple, but know your degree. Managers will be interested in topics you've covered and projects you've worked on.
- If you're looking to pursue a career with Mott MacDonald then you should also have an understanding of what's happening in the industry and how this could affect your future.
- 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.

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 one!

You do not need to practice interview questions as you cannot practice for strength based interviews – we just ask you to be totally honest and be yourself.

It's not just what you say that counts.

- Arrive on time, and know who you are going to meet.
- Plan your journey to ensure that you are on time and know where you're going.
- Create a good impression – dress smartly and smile.
- Use 'I' rather than 'We' even if you worked as a team. Remember that we want to hear about your achievements and what your contributions were.
- Relax and don't rush your answers, if you need to take a moment or two before answering a question it's okay.
- Maintain eye contact but you don't need to stare.
- 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.
- 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.
- Take a copy of your application into the interview and use it as a prompt if you get stuck.
- Wear suitable business wear but remember it's not a fashion show.

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