



# Graduate FAQs



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## Eligibility

### **How do I know whether the location I am interested in is available for the scheme I am applying to?**

We offer opportunities within a large range of offices across the UK. The locations we have available for each role will be listed within the job advert, if there are multiple locations available you will be able to select your preferred location at the application stage.

### **Can I apply for more than one graduate scheme?**

Yes, only if your application matches the candidate criteria (such as your degree discipline or any relevant work experience) for the schemes you are applying for.

### **I did not pass the online assessment – can I reapply?**

Your assessment score is valid for the recruitment period of September until the following September. Therefore, you will need to wait to reapply again in the next recruitment cycle.

### **My degree discipline is not listed on the candidate specification for the scheme I am interested in, can I still apply?**

Yes, if you can demonstrate your suitability for the role through relevant work experience, projects or modules throughout your degree or additional skills and interests.

### **The sector I am interested in is not available within the scheme I am applying for, will my application still be considered?**

Yes, the business needs could potentially change, therefore, new vacancies could arise which match your interests and experience. There could also be another team we feel you would be suitable for which you may not have originally considered.

### **Do you offer any part-time graduate positions?**

We will consider part-time working and this can be discussed with the recruiter and hiring manager at interview stage.

## International candidates

### **Do you accept applications from international students?**

Yes, please apply to any suitable schemes available online.

### **Do you sponsor students who require a work visa?**

Yes, we can sponsor candidates from outside the European Economic Area who do not have the right to work in the UK. However, you must possess a valid Tier 4 student visa. Additionally, there are certain areas of the business that are unable to support students on a Tier 4 due to security clearance requirements.

### **What is the process for sponsoring students on a work visa?**

This process is managed by our UK HR shared services team. Once an offer has been accepted, the team will manage the process from start to finish. You will be provided with support and guidance throughout all stages of the process and they will ensure you have the required right to work prior to your start date.

### **My student visa is due to expire, how will this affect my application?**

You will be required to confirm your visa's expiry date on your application form. The expiry date on your visa will determine whether you will be eligible for the scheme you have applied for. This is because your Tier 4 visa will need to be valid when an offer has been made and throughout the visa transferring process which can take up to four months.

### **Are there any graduate or internship schemes available outside the UK?**

Yes – however, this is not managed by the UK early careers recruitment team. You will need to have the right to work in the country you are wanting to apply to. Please look on our global Mott MacDonald career page for more information.

## **Graduate scheme and recruitment process**

### **What does the application process for graduates involve?**

You will be required to complete an online strengths based assessment, and if successful you will be invited to complete our application form. The team will screen your application and send over to the relevant team who will decide whether you will progress to the interview stage.

### **How long does the graduate scheme last for and what support and training will I receive?**

All graduate roles are offered as permanent positions. As soon as you join us as a graduate you will be part of the early careers professional (ECP) network. This will provide you with a nurturing and challenging environment to help expand your horizons, develop new skills and make new connections. This is done through a range of talks, workshops, mentoring and informal/formal learning. As well as the ECP network, you will become a member of the Accelerating Your Future programme which runs for three years. This is a structured development programme for entry level professionals. Accelerating Your Future will introduce you to key business and commercial competencies, helping you to drive your career forward while improving your personal effectiveness, customer focus, communication and teamwork.

### **Who will be supporting me on the graduate scheme?**

We have a dedicated learning and development team who will be able to support you with your training and personal development. Alongside your line manager, buddy and mentor who will offer continuous support and guidance towards your professional career development.

### **Is the graduate scheme rotational?**

No, however, there are some teams in multidisciplinary offices which provide a rotational programme.

### **Can I work in other offices in the UK and internationally?**

This is dependent on the business needs and projects. We recommend being open and honest with your manager if you have an interest in working in another office or internationally.

### **What professional institutions do you support?**

The main institutions we support for your chosen scheme and discipline will be on the job description. If there is a professional institution that you are particularly interested in which is not listed on the job description, you can contact the early careers recruitment team or ask during your interview to find out more.

### **Will I receive support towards chartership?**

You will be assigned a dedicated chartered mentor who will guide you to meet your professional goals and objectives. You will also have various online learning tools and courses at your fingertips ready and available to aid your development.

### **What is the typical start date for graduate schemes and can I start earlier?**

The typical start date for graduate schemes is September. However, specific teams and locations can offer an earlier or later start date which can be discussed at interview or offer stage.

### **What salary do you offer?**

We offer a competitive salary which ranges from £26,000 up to £31,000 depending on the location of the role and your degree level.

### **How often are graduate salaries reviewed?**

Once you have passed your probation your salary will be reviewed every six months for the first three years of employment.

### **I have a disability, are you able to provide support or adjustments throughout the recruitment process?**

As a Disability Confident Committed organisation, we are committed to ensuring our recruitment process is inclusive and accessible. We encourage applications from candidates who consider themselves to have a disability. We can make reasonable adjustments within the recruitment process to ensure that you have the best chance of success. Furthermore, if you are made an offer, we can then discuss with you the adjustments you might need to get on with the job and develop your career. Please refer to the FAQs to find out more about the different stages during the recruitment process which will help you identify whether you will need any support or adjustments at any stage. We understand that there is not a 'one size fits all' approach to adjustments. If you would like to discuss any adjustments you may require please contact Senay Mustafa from the early careers recruitment team at [Senay.mustafa@mottmac.com](mailto:Senay.mustafa@mottmac.com) or on +44 (0)20 8774 2702 who will be able to assist you with your query.

### **Should I inform you if I have a disability?**

We understand that it can be difficult to talk about a disability, however it may be beneficial for you to let us know about your disability so that we can support you through the recruitment process and discuss any adjustments you may require. Any conversations we have with you regarding disability and adjustments will be treated confidentially. As well as offering the opportunity to speak to us about your disability and any adjustments you may require, we also ask you to submit a diversity monitoring form as part of your application. In this form we ask candidates to disclose whether you have a disability. The diversity monitoring form is completely confidential, meaning no one involved in the recruitment process will be able to see your responses. All questions on the form are optional so it is up to you to decide whether you would like to share this information with us. We analyse the trends from the diversity monitoring form to understand how we are doing as an employer committed to equality, diversity and inclusion and to identify how we can better support candidates with a disability.

### **I am having problems accessing my account/I have forgotten my password, how do I resolve this?**

Please try and reset your password and follow the instructions provided, if you are still experiencing problems please contact [Careerpoint@mottmac.com](mailto:Careerpoint@mottmac.com).

## **Online application process**

### **What do you look for in an application?**

Make sure you demonstrate your interest in Mott MacDonald and most importantly, the scheme you are applying for. Ensure you provide relevant answers, examples and experience which will distinguish your keen interest in the discipline and sector. This could be demonstrated by providing any related modules or projects you have been involved in throughout your degree. Additionally, any work experience you have completed which you feel is relevant to the sector you are applying to. Make sure your answers are clear, detailed, personal and relevant. Also, make sure to check your grammar and spelling before submitting your application. We are seeking people with drive, reliability, creativity and the willingness to continually learn. Try to demonstrate this throughout your application.

### **What is the deadline to submit my application and will this reopen?**

Please check the advert for the scheme you are applying to for the closing date.

### **Is there a word limit for my application answers and will the length of my answers affect my chances of being progressed to the next stage?**

There is no word limit, however, the more detailed your answers are, the stronger your application will be. We would recommend providing as much information to support your answers and ensure your answers are relevant to the scheme you are applying to.

### **Can I make any changes once I have submitted my application?**

No, unfortunately, you will not be able to make any changes to your application form.

### **Why can I not see my application when I log into my account?**

This is because you have logged onto the experience hire dashboard rather than the graduate dashboard. To ensure you have logged onto the correct system please [click here](#).

### **When will I know whether my application has been successful?**

The early careers recruitment team will process applications after the advert closing date. You will receive communication confirming the status of your application within 4 weeks of the closing date. If you have been successful, your application will be forwarded onto the relevant team for consideration. The business will then decide whether to progress you onto the interview stage which will likely take place from December onwards.

## **Online assessment**

### **After the assessment, what is the next stage and how long do I have to complete it?**

The next stage after the online assessment is the application form. You will have five days to complete your application.

### **What does the online assessment involve?**

This is a tailored and specific Mott MacDonald assessment which assesses the key behaviours and strengths that we feel are core to our business. It will involve video and scenario based questions which you are expected to answer honestly. There is also a numerical element to the assessment.

### **Can I prepare beforehand?**

No. You will not be expected to prepare before taking the online assessment.

### **I have not completed the online assessment within the five days allowance, can I request additional time?**

No, we will be unable to extend the deadline that we have provided. The only time we will allow an extension will be for exceptional circumstances in which case you will be expected to inform the early careers recruitment team as soon as possible.

### **What is the online assessment used for?**

We feel this is the fairest way to assess your suitability and a useful way to recruit individuals who don't have a lot of work experience. As you are not required to prepare, we hope that your answers are more likely to bring out your genuine behaviours and responses to every day scenarios which may arise in the working environment.



### **Is the online assessment timed and does this contribute to my overall score?**

No, the online assessment is not timed and will not contribute to your overall score. However, we do monitor the time it has taken you to complete the assessment. It should take approximately 30 minutes.

### **I am experiencing technical problems, how do I resolve this?**

Firstly, follow the guidance provided on the assessment invite email. Please refresh your webpage and try clearing out your cache and cookies. If you are still experiencing problems after following these steps, please contact the early careers recruitment team.

## **Interviews**

### **When will interviews start taking place?**

Interviews will start taking place as soon as applications have been screened and reviewed by the business. Interviews will be virtual or face to face.

### **What is involved in the interview and how do I prepare?**

In most instances you will only have one interview which is strength based and requires no preparation. This is because the questions that are asked, focus on what you enjoy doing which helps us identify your strengths and allows us to gain a genuine insight into your interests, behaviours and personality. We do expect you to research Mott MacDonald and have a good understanding of the types of projects we work on, challenges we face and our core values.

There are specific teams which include an additional assessment stage such as a written or group exercise. In this case, the early careers recruitment team will inform you prior to your interview.

### **What shall I do if I am running late to my interview or I can no longer attend?**

Contact the early careers recruitment team by calling or emailing as soon as possible.

### **Can I claim back travel expenses from my interview?**

Yes. When you are sent an interview invite we will attach an expense form which you will need to complete and email back. Please inform the early careers recruitment team before claiming any expenses.

### **What happens once an offer has been made?**

You will receive your offer documentation and onboarding instructions from the early careers recruitment team. Once you have formally accepted our offer, we will then provide you with a designated buddy from the team you will be joining who will be able to assist you with any queries prior to your start date. We will also invite you to our Facebook graduate community where you will be able to network and ask questions to other graduates joining the 2021 graduate scheme.