

# Top Tips

Our recruitment process follows 4 steps, below we have some tips to ensure you can submit a good application and prepare for each stage:



All programmes follow a 4 stage process; all competency based and focusing on ISG's values

## Online Application:

- Make sure your CV is up to date with your latest work experience, qualifications, and additional courses.
- Tailor your cover letter to the company you are applying too. This shows that you have researched the company and have a genuine interest in the role. Refer to their values/vision and a hot topic such as ISG's ESG strategy or big projects that have been posted onto our website or social media.
- Blanket CVs and cover letters are usually obvious to spot and can look like you have applied to multiple roles without taking an interest in the company.
- Ensure your CV has relevant skills and experiences to the job role you are applying for, if you are lacking in this try to get some experience by joining online webinars, virtual work experience, short term physical work experience, volunteering opportunities etc...
- Apply as soon as possible, ISG have a set number of roles to hire so once they are filled, we will not be able to make any additional offers.
- Whether you are at college or university, most places will have a careers advisor to review your CV and offer any advice on how to improve it if needed.
- Proofread your CV and cover letter, ensure there are no spelling mistakes, and it is grammatically correct. It's also worth checking whether you have referenced the right company!
- Complete the questions asked, putting **N/A** inside the text box when asked to answer a question doesn't show dedication or a keen interest in the role, it comes across as though you have nothing to say or offer so it may impact you progressing further.

## Online Testing:

- You can take part in practice aptitude tests online to get used to answering questions within a certain time frame.
- An aptitude test is used to test your ability to perform tasks and how you react to situations, it is based on problem solving, numerical, prioritisation and other key areas.
- The questions are multiple choice whereby you usually only have to select one answer.
- Ensure you have a pen, paper and calculator near by as you may need to use this for some of the mathematical questions.
- Usually, aptitude tests take around 20 minutes to complete, make sure you are in a quiet room with no distractions so that you can focus on answering the questions to the best of your ability
- Once you start the test you have to complete it, you are given one opportunity to complete so if you log off halfway through your answers will **not** be saved and it will appear as a failure or non-completion.
- It is important to have good internet access and to complete it on a large screen so avoiding the mobile phone is best.

## Video Interview:

- This is a recorded section, you will have a question appear on the screen to read and an audio clip of the question to listen too depending on your preference.
- Once the question has been read you will have a few seconds before the recording starts before you need to answer the question
- This is not a live interview talking to someone, it may seem daunting talking to yourself but there is an opportunity for you to practice feeling more comfortable before you begin the real recording.

## Application Tips

- Ensure you are in a quiet room with no distractions and that your audio is working properly, this way we will not need to contact you asking to re-record!
- Think of examples based on our ISG Values and why you want to work in Construction.
- Show your personality! Don't overthink the recording, come across passionate and show you have researched the company.
- You will have 1 minute and 30 seconds to answer each question, practice video interviewing by searching tips online and time yourself when practicing.
- Don't panic! If you have a technical issue, contact us and we can look into resolving this for you.

### **Assessment Centre:**

- This is an opportunity to meet people who work at ISG and show them how you communicate, listen, understand information, and get your enthusiasm across as to why you want to develop a career in this industry and with ISG.
- Make sure you understand the role you have applied for, do your research as you will be asked questions specifically on the chosen discipline.
- This will take place virtually; ensure you are in a quiet place with no distractions and have good internet access.
- Keep some water near by and don't be afraid to take a sip or pause for breath before answering a question/presenting back a task.
- Ask questions, this is just as much your opportunity to make sure ISG is the right fit for you and to understand the role and programme better, so you know what you're getting into if successful.
- When working with your peers, show that you know how to work as a team and can easily adapt having to interact with new people as this is what you will have to do daily when working!

### **Final Assessment Centre:**

- If you have been successful at the assessment centre you will be invited to attend a face to face interview, ensure that you arrive on time or slightly earlier and that you are dressed appropriately.
- Use the STAR method when responding to questions, you can practice online.
- Link your own personal experiences and work experiences to the question and explain how the skills can help with the role you have applied for.
- Believe in yourself – being interviewed can be nerve-wracking but the interviewers have a genuine interest in you! So talk about your accomplishments and have your personality shine through!
- Remember the interview is a two way process always have one or two questions to ask at the end of the interview.