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opens the door
to amazing

A few little hints and tips to help with your
undergraduate or graduate application

Before you start, it makes sense to ask yourself why you really want to work with Deloitte.

And be honest – it's important that you understand your motives for applying. Next up, make sure you've read our website thoroughly – particularly the client case studies and people profiles which give a great feel for the work we do in each service line and the day-to-day reality of life at Deloitte.

Completing the form

Before you can apply, you need to register with us online. Once you've done that, you can log-on to the system with your user name and password, revisit your application and track its progress at any time. When you come to complete the form itself:

- Check that you meet the requirements of the particular programme and service line you're applying for.
- Keep your answers simple, specific, relevant and, above all, honest.
- Bring them to life with practical examples of things you've done at work or university, or in a sports, charity or social context.
- Make your answers bespoke – it's easy to spot those cut and pasted from other application forms!
- Before you submit your application, review it for spelling and grammar.

The numerical reasoning test

If your application's successful, the next step is the online numerical reasoning test. You'll be presented with tables and charts of information which you'll need to interpret, and then you'll choose an answer from a number of options.

You'll have 30 minutes to complete it, and you can use a calculator or paper and pencil if you want.

- practice makes perfect, so complete practice tests before you take the real thing: www.deloitte.co.uk/graduates/practicetests
- Practice until you feel comfortable so you know what to expect.
- Pace yourself and read the questions fully, taking account of all the relevant information.
- You'll have 21 questions to answer.

The critical thinking test

Critical thinking is the ability to look at a situation, clearly understand it from multiple perspectives and separate facts from opinions and assumptions. A lot of employers see it as a key 21st century skill.

The assessment measures essential workplace skills related to problem solving and decision making. Easier and tougher questions in a range of formats will measure all areas of your critical thinking ability.

You'll need to complete 40 questions in 30 minutes, so plan your time and make sure you have no distractions.

Make time to practice first so you know what's coming. You'll find the practice tests at:

www.deloitte.co.uk/students/practicetests

- Make sure you know what's being assessed.
- The test measures critical thinking through these five sub-tests:

01/ Inference

Rating the probability of truth of inferences based on given information.

Identifying unstated assumptions underlying given statements.

02/ Recognition of Assumptions

03/ Deduction

Determining whether conclusions follow logically from given information.

Weighing evidence and deciding if generalisations or conclusions based on data are warranted.

04/ Interpretation

05/ Evaluation of arguments

Evaluating the strength and relevance of arguments with respect to a particular question or issue.

There are example questions before each sub-test – but be aware that these are timed as part of the assessment too.

The interviews

Regardless of the particular programme or service line you're applying for, face-to-face interviews will be part of the selection process. So it's good to know what we'll be looking for and how to give your best on the day.

1st interview

Here we'll be asking you for an example of a project/event and looking for key behaviours that align to our core values. We'll also explore your motivations. Depending on the service line you apply for, you are likely to have a case study, which we'll give you on the day, along with full instructions and time to review it. If you're applying for Consulting (excluding Actuarial) or Tax Consulting, you'll also take part in a group exercise at this stage.

Before you go:

- Think of any long-term activities, pieces of work or projects where you had a significant role to play. They could be work you're proud of, a project you found quite challenging, but certainly something you've put time, effort and energy into.
- Come prepared by thinking about what you can bring to Deloitte in terms of your core drivers and values. By that we mean demonstrating how you strive to be the best you can be, or how you embrace working and collaborating with others.

2nd interview

Successfully pass our first interview, and you'll move on to the second with a senior member of staff from the business area you've applied to join. Wherever possible, we'll try to arrange the two at the same location and on the same day.

In the second interview, we'll focus on what's important to you, what your motivators are and what you value as an individual. Often, this stage will also include a presentation which we'll give you time to prepare beforehand.

- Think about your commercial awareness and make sure you're up-to-date with the latest news and stories that might have an impact on our business.
- Be prepared to talk about yourself and what matters to you, and be ready to back that up with examples.
- Think hard about your key motivations for joining Deloitte and, in particular, your chosen service line.

Don't forget

Be sure where the interview is, what time and how to get there. If you know who your interviewer is going to be, keep a note of who to ask for when you arrive.

Dress for the occasion – smart and business-like.

Remind yourself what you wrote on your application.

Recap on Deloitte and the service line you're applying for.

On the Day

Shake hands firmly when you arrive, smile, look confident and be enthusiastic.

Look the interviewer in the eye and be aware of your body language.

Listen carefully to each question before you give your answer.

Be clear, concise and specific with your answers – don't waffle.

Use practical example to illustrate how you demonstrate our core attributes.

But focus solely on your contribution in any examples you give.

Think about the kind of questions you'd like to ask.

This last point is particularly important. After all, this stage of the process isn't just for our sake. It's also a chance to confirm that Deloitte is the right choice for you. With that in mind, here are a few example questions you might want to ask your interviewer:

What's the most exciting thing about this role?

What are the biggest challenges?

Where do you see this opportunity leading?

What are those who joined last year doing right now?

Why did you choose to join Deloitte?

What do you enjoy most about it now that you're here?

How did you balance work with studying for a professional qualification?

The biggest piece of advice we can offer, however, is really quite simple and applies to the entire application process: give it everything you've got. That's to say, enthusiasm and commitment count for a great deal here at Deloitte. And this could be the first chance you have to demonstrate yours.

Good luck!

