

# SUNCORP GRADUATES

RECRUITMENT TIPS AND TRICKS

[WWW.SUNCORPGROUPGRADUATES.COM.AU](http://WWW.SUNCORPGROUPGRADUATES.COM.AU)

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## STAGE 1 - THE ONLINE APPLICATION FORM

To apply for the Suncorp Graduate or Vacation Program, you'll need to complete both the online application form followed by our online cognitive screening assessment.

1. Allow at least 20 minutes for the application form.
2. Double check your contact details are correct; include an email you check regularly.
3. Make sure you check your spelling and grammar.
4. Include a cover letter or statement about yourself with your resume to help you stand out.
5. Register for SMS updates to keep up to date on the progress of your application.
6. Check all details are correct so you don't inadvertently remove yourself from consideration.

# STAGE 2 - THE ONLINE ASSESSMENTS

## Stage 1 Testing:

When submitting your application form, eligible applicants will be emailed a link to a verbal & logical cognitive ability assessment. This assessment must be completed by the application closing date

## Stage 2 Testing:

Candidates who score well in the first test will be invited to complete a numerical & behavioural assessment.

You will need to set aside approx. 30 minutes to complete either of these assessments.

1. Find a quiet place without distraction.
2. Only start the tests when you are absolutely ready and willing to accept the results — you can't resit the test.
3. You cannot pause the test once you've commenced. Make sure you read the technical requirements carefully BEFORE you begin the assessment.
4. Our test provider is cut-e Australia. Familiarise yourself with this testing platform by utilising their practice tests before starting.

# STAGE 3 - VIDEO INTERVIEWS

You'll be invited to record a short video interview session (recorded not live).

The video interview lasts around 5 minutes and involves either answering a series of questions or a presentation on a specific topic.

Instructions and questions will appear in written format on your screen. You may have an opportunity to practice recording a sample question before you commence.

You will need internet access and a web cam to complete the video interview.

1. Practice talking and looking at yourself in the mirror to get used to looking at the camera.
2. Research and prepare like you would for a face-to-face interview.
3. Lighting and sound is important—we need to see and hear you clearly in your video. There are some great tutorials on YouTube.

# STAGE 4 - GRAD MEET (AKA ASSESSMENT CENTRES)

Grad Meet is our assessment centre stage for both our graduate and vacation programs.

This is our last chance to get to know each other, so please only attend this day if you genuinely intend on accepting an offer with Suncorp.

1. Do your research on Suncorp, who we are, what we do and offer. What can you bring?
2. Dress professionally.
3. Organise your travel so you'll arrive on time. Take note of any time differences.
4. Always be courteous, professional, and a team player in group activities.
5. Speak up when you need to—your communication skills are being assessed (all.the.time).
6. Listen to and read all instructions carefully and ask questions when you need to.
7. Afterwards, reflect on your performance, consider what you did well and how could you improve for next time.

Please note, we don't reimburse travel expenses for candidates.

# OFFERS AND BACKGROUND CHECKS

If you are successful, we'll call you soon after the assessment centre to let you know.

Background checking, incorporating criminal history screening and reference checking, is the final stage of Suncorp's recruitment process. You may be asked to provide certified copies of your ID documents at this point.

Please also ensure you can provide two referees, preferably direct managers from previous and current employment, or a university referee if necessary.

We'll also contact you if you're not successful and provide you with feedback (if you attended an assessment centre).

We understand you may be considering other offers; please be open with us throughout so we can support you in achieving the best result for you.

This is the end of the road. Best of luck!

