

Your guide to the interview and assessment process

What do we mean by competencies?

During our application process, you will be measured against core 'competencies'. This term is used by a number of employers to describe a combination of behaviours that lead to superior performance. The principal elements are:

Knowledge - your skills and experience

Aptitude - your capabilities

Style - the way in which you relate to your colleagues and the organisation

Motivation - the energy you exhibit and the factors that tend to motivate or de-motivate you

Our application process

Your first step should be to complete our online application form. We'll make our initial selection on the basis of straightforward criteria, such as qualifications and experience. If you are successful, you will be invited to a face-to-face, competency-based interview, which lasts for approximately 45 minutes.

During the interview, we'll focus on particular areas of competence that are essential for the Trainee Investment Manager role. These include the ability to make decisions, analyse information and deliver results. You can expect questions that explore these abilities and your style of working in more detail. Typical examples might be: "Tell me about a time when you had to meet a tight deadline? How did you cope? What was the outcome?" It's important to think in advance of relevant situations that illustrate your skills. These may be drawn from your work, leisure or home life.

If you impress us at interview, we'll ask you to attend a two-day assessment centre in Edinburgh. On the first day, you will have a tour of our building, listen to a presentation and undertake numerical and verbal reasoning tests. In the evening, you'll be invited to join all the other candidates for dinner. The next day, our assessors will judge your competencies during a series of exercises including a group assignment, analysis exercise and structured interviews.

Preparation - some hints and tips

Before the interview

- Research the investment management sector. If you know people in the field, talk to them and find out as much as you can about your chosen area.
- Make sure you're familiar with your own skills and weaknesses.
- Find out more about our culture and whether it will suit your own personality.
- Read the financial press and be prepared to discuss topical issues.
- Rehearse and prepare for questions as much as you can (although avoid 'scripting' your answers), and attend Careers Service practise sessions.

During the interview

- Be as engaging and enthusiastic as you can.
- Always listen carefully.
- Take your time answering questions. A well-thought out answer will impress far more than a rushed reply.
- Prepare some questions of your own in advance. You should view an interview here as a two-way process.
- Be aware of your body language. Avoid adopting 'negative' postures.