



## Online Application Form ●●●

To apply for the Suncorp Graduate Program, you will need to complete both the online application form followed by our competency screening assessment.

- Give yourself plenty of time to complete your application; we suggest that you allow at least 20 minutes.
- Complete your application in full and ensure you provide us with the correct contact information.
- You will need to attach your résumé and academic transcripts/ results, make sure you check your spelling and grammar.
- When you submit your application you will receive a confirmation email with your login and password details. At any time, you may access your account to update contact details and check the status of your application.
- To keep up to date on the progress of your application, we strongly recommend that you register for SMS updates.

## Online Competency Screening Assessment ●●●

- Once your application has been submitted, if eligible you will be invited to undertake an online assessment as part of your application.
- You will be forwarded an email to begin your assessment session. We ask that you complete this assessment within 48 hours.
- You will need to give yourself at least 30 minutes to complete the assessment.
- The assessment is designed to evaluate behaviours, preferences, and attitudes relevant to different aspects of working life, so be honest.

## Telephone Interviews ●●●

- Successful applicants will be invited to book into a telephone interview session.
- You will need to give yourself at least 20-30 minutes. Make sure you remove any distractions; so find a quiet place where you can concentrate.
- You will need to demonstrate your knowledge of the Suncorp Group and why you would like to join our team. Make sure you do some research.
- Be prepared for questions regarding your background; academic, work experience, extra curricular activities, etc.
- Expect to be asked behavioural interview questions.

## Online Cognitive Assessment ●●●

- After the phone interview, successful applicants will be invited to complete an Online Cognitive Assessment.
- You will be forwarded an email with an individual link to your assessment session. We ask that you complete this assessment within 48 hours. If you are unable to complete within the desired timeframe contact us to discuss an alternative date to complete the assessment.
- You will need to set aside at least 50 minutes to complete the assessment.
- As this is an important element of the process we suggest finding a quiet place without distraction.

- We will provide you with instructions and sample questions before the assessment but remember the live assessment activities are timed.
- It is important that you review the technical requirements carefully and make any necessary computer configurations BEFORE you begin the assessment.

## Assessment Centre ●●●

- To prepare for the assessment centre we suggest doing some further research on the Suncorp Group.
- Reread the job description so you are familiar with the overall expectations of the role.
- When working in teams be a courteous and professional team player.
- Remember your communication skills are being assessed so speak up when you need to.
- Listen and read all instructions carefully and ask questions when you need to.
- When you leave the assessment centre reflect on your performance, consider what you did well and how you could improve for next time.
- Dress professionally.
- Organise your travel so you arrive on time.
- Be genuine and professional.

## Manager Once Removed Interview ●●●

- Depending on the business area you have applied for, you may be required to attend a Manager Once Removed Interview.
- What is a Manager Once Removed? Your manager's manager or your Graduate Manager.
- This interview usually occurs a few days after the Assessment Centre.
- You will need to demonstrate your knowledge of the Suncorp Group and interest in joining our team.
- This interview will focus on 'cultural and job fit'.

## Offer ●●●

- If you are chosen for the Suncorp Graduate Program we will call you by phone to let you know.
- We will also contact you if you have not been successful and we will provide you with feedback you can use for future interviews.
- We understand that you may be considering other offers, be open with us so we can support you in achieving the best result for you.

## Probity (Background Checking) ●●●

- Background checking, incorporating criminal history screening and reference checking is part of the Suncorp Group's recruitment process.
- You will be required to sign a background check consent form which you will bring with you to the Assessment Centre.
- You will be asked to provide the names and contact details of at least two of your **direct managers** from **previous and current employment**, if not applicable, a university referee can be used.

If you need further information we recommend contacting the Graduate Recruitment Team.