

Ministry Of Defence - DESG Graduate Trainee

Application Process

Recruitment for the engineering and science roles will be conducted simultaneously and selection will be made using a competence-based process.

Candidates completing Stages 1 and 2 before 8th November 2009 will be considered for invitation to an assessment centre in late November/early December 2009. Applications received after this will be considered for assessment centres in March 2010.

Stage One - Application

Before you apply please check your eligibility:

- Minimum 2:2 honours degree in the subject areas listed (please see subject areas listed on the DESG website). Other similar disciplines may also be considered. Degrees must be accredited by the relevant UK institution and by the Engineering or Science Councils: www.engc.org.uk/registration/acad/search.aspx
- British nationality: these posts are classified as Reserved, so to apply for this Scheme, you must be British or hold dual nationality, one of which must be British.
- This post requires a Security Check. If you have been resident outside the UK in the last 5 years this may have an impact on your clearance.

Then apply on the MOD civilian jobs website (www.civilianjobs.mod.uk) under job reference 377910, or use this direct link: <https://www.civilianjobs.mod.uk/ShowJob.aspx?id=35248>
You will need to register with the site before being able to start your application.

The following provides guidance on completing the application form:

- Contact Details – Please complete all boxes
- Personal Details – Please complete all boxes
- Supporting Statement – Please include the following details as a minimum:
 - Qualifications: State the type of Degree (e.g. BEng) and who accredits the degree (e.g. IMechE).
 - Subject: State title and UCAS code
 - Grade level: State attained or predicted grade
 - Date obtained/expected: State the date you obtained, or expect to obtain, your degree.
 - Awarding Body: State the university name.
- Qualifications – Include degree level qualifications attained but not listed in your supporting statement.

- Licences – Not required
- Languages – Not required
- Professional Memberships – Not required
- Employment Details – Please complete as appropriate.
- References – Please provide details of one professional referee. If currently in full time education please provide details of a tutor or lecturer who can respond to our enquiries.
- Questionnaire – Please complete. Please note that this is a reserved post and requires you to hold British or dual nationality (one of which must be British).
- Equality & Diversity – Please complete
- How did you hear about us? – Please complete

We will check your eligibility and email you with details of how to complete Stage 2. The email will contain your application number which you will need to access the online exercise. If you have not received the email within 5 working days of submitting your application please contact us on 01225 882791 (Mon-Fri 9-5pm) or by email: pppa-graduatercruitment@mod.uk

Stage 2 - Situational Judgement Exercise (SJE)

The online SJE is designed to assess your capabilities and potential. It consists of 30 multiple choice questions based upon a given scenario and we will require completion within a time limit of 100 minutes. The online exercise must be completed in this allocated time frame and be undertaken in one sitting, so please ensure you allow sufficient uninterrupted time.

Your online exercise results will be used as part of our short-listing process. If successful you will be invited to Stage 3, the Assessment Centre.

Stage 3 - The Assessment Centre

Assessment centres will be held in late November early December 2009 for candidates applying before 8th November 2009, and March 2010 for applications received thereafter.

Prior to the Assessment Centre you will receive a pack containing information on the date, timings and venue, as well as details on the scheme and the day itself.

On the day of the Assessment Centre, you will be given a timetable for the day's activities and there will be a dedicated Centre Manager who will be there to support you during the day, ensure that you get to the right place at the right time and ensure everything runs smoothly, particularly from your point of view.

You will have a space to work in within a main workroom - you can regard this as a desk in an open plan office if you wish. A number of other rooms will be used throughout the day.

During the day, you will all complete the same tasks, though not all in the same order. Whilst some of you complete an individual interactive task in a separate room, others will remain in the main workroom completing other individual tasks. During the Assessment Centre

there will be chances to take a break and it is important that you make the most of these rest periods.

The assessors will rotate their assessments amongst candidates so no assessors will review more than one exercise you do on the day, ensuring a fully objective process.

The Assessment Centre will include a group Question and Answer session with a current graduate engineer who will give an 'inside view' to general queries on the role and life in DESG. To maximise the value of this session you may want to consider questions to ask in advance of attending the assessment day. This will not form part of your assessment.

There will be a range of activities at the Assessment Centre used to assess you, typically including:

- • Competence Based Interview (where you will be asked to describe situations where you have demonstrated certain behaviours)
- • Role play (where you will be required to manage a 1-1 meeting)
- • Individual written work
- • Individual Briefing

You can expect to do more than one of some of the activities, for example, there will be more than one written task.

The assessors will be watching for evidence (behaviour – what you actually do and say) that illustrates aspects of the competences. They will make notes and later classify their observations. In classifying the observations they will use the MoD's competence framework.

Once all the data has been categorised and the behaviours rated, a decision will be made on your final ratings. The final ratings for the assessment centre are based only on the evidence from the day.

To ensure everyone has been treated fairly we conduct results moderations throughout the assessment process.

Preparation for the Assessment Centre

There is nothing in particular that you need to bring. We will provide pens/pencils paper, paper clips, staplers, etc. Some candidates find it helpful to bring their own pen.

This is not like assessment processes where things can be learned or practiced beforehand, such as numerate skills. We are hoping to gain some insight into you as an individual and how you conduct yourself with others.

As part of your invitation pack you will receive a list of all the competences that you will be tested on at the Assessment Centre. You may find it useful to familiarise yourself with this list and consider how you have demonstrated such behaviours in the past – either at work, or through out of work activities.

One other thing that might help in readying yourself is the knowledge that you will have more than one opportunity to demonstrate each competence.

You might also like to consider the following tips:

- Do not act – be yourself.
- Do not try to second-guess the competences you are being assessed on.
- Follow instructions - each task will have clear instructions and objectives. Make sure that you completely identify each task and sub-task that is required and that you accomplish all of them.
- Get Some Rest – try to get as much rest before the day as possible as it is likely to be quite intensive and tiring.

Results Notification

Results of the Assessment Centre will be issued by email approximately 10 working days after the last assessment centre – your Centre Manager will be able to provide a date for this at your centre. All candidates receive written, competence based feedback that will relate to their performance at the Assessment Centre.