



## Graduate Selection and Helpful Tips

### How the Process Works

#### 1. CV screen

The CV screen is the first stage out of the four stages in our selection process. Your CV is screened to ensure that you meet the minimum criteria required for the role.

#### CV Tips

- Clear and structured – the format is as important as the content. Capture the information clearly and succinctly, use bullet points not paragraphs to detail your achievements
- Check the information – first impressions count so make sure that your CV does not contain spelling, grammatical or formatting errors
- Length of CV – stick to either one page or two and remember it is about quality not quantity
- Tailor your CV – consider the skill set required for the job role and ensure it is as relevant as possible.

Welcome to a network of talented graduates who envision new possibilities, enable innovation, and create things never before imagined.

#### 2. Business Aptitude Questionnaire (BAQ)

Upon passing the CV screen, you will be asked to complete a personality questionnaire. The BAQ is a self-perception questionnaire that helps us gain a greater insight into your personality within the workplace. It will show us whether you have the potential to not only fit within our organisation but also manage the associated responsibilities for the role.

#### BAQ Tips

- Make sure you set aside 45 minutes to complete the questionnaire and that you are in an environment where you will not be disturbed
- There are no right or wrong answers so do not try to guess what we are looking for but go with your gut instinct

### 3. Competency-based Telephone Interview

Once you have demonstrated the potential to work for us you will then be invited to perform a telephone interview. This will help us discover whether you have the skills and attributes required for the role. You will be asked to provide examples of where you have demonstrated particular behaviours and skills.

#### Telephone Interview Tips

- When answering the interview question, draw upon one experience – this can be from university, work or an extra-curricular activity
- Take a structured approach to your answer by explaining the context, objective, your involvement and the outcome of that particular situation
- Research Cisco and the role; be clear why you want to work for us
- Make sure you are in an appropriate location to conduct the interview – i.e. quiet, comfortable and where you will not be disturbed

### 4. Assessment Centre

If you are successful at telephone interview, you will then be invited to the assessment centre. This one day event comprises of a number of different exercises, assessing the behaviours, skills and attributes required for the role.

#### Assessment Centre Tips

- The assessment centre is very involved so expect to feel challenged; try to be yourself and remain positive
- You are unlikely to get a sense of having excelled in all the exercises; try to keep in mind that no one exercise will be considered in isolation
- The assessment centre is structured and thorough for good reason and there is no element that is trying to trick you
- Research Cisco and the role before the assessment centre – you will have an opportunity to ask questions but it is essential to be well informed in advance of the day

