

Ministry Of Defence - DESG Graduate Trainee

Application Process

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

Stage One - Application

Before you apply please check your eligibility:

- You must have obtained, or be working towards, a minimum 2:2 honours degree in one of the subject areas listed (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 the Engineering or Science Councils:
www.engc.org.uk/registration/acad/search.aspx
- British nationality: these posts are classified as Reserved, so to apply 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.

Apply online by following this link:

<https://atsv7.wcn.co.uk/company/nghr/jobs.cgi?SID=amNvZGU9MTE2MzQzMCZ2dF90ZW1wbGF0ZT0xMjA2Jm93bmVyPTUwNTAwMDAmb3duZXJ0eXBIPWZhaXImYnJhbmdRfaWQ9MCZ2YW9mbmdoci5uZ2hyX2RlcHQ9MTY2MjU0>

If you have any questions regarding your eligibility please contact the People Services Centre (PSC) quoting the job vacancy reference number 1163430.

PSC Contact details: (Opening Hours: 08:00 – 17:00 Monday to Friday)

Telephone: 0800 345 7772 (select recruitment option)
Email: peopleservices@pppa.mod.uk

Stage 2 - Situational Judgement Exercise (SJE)

The selection process may involve completing an online SJE. This is designed to assess your capabilities and potential. The online exercise must be completed in the allocated time frame and be undertaken in one sitting, so please ensure you allow sufficient uninterrupted time. We will send you details by email so please keep an eye on your emails.

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 are expected to be held in Feb/March 2011. 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.