

TOP TIPS

...for applying to work
with Mott MacDonald

Application tips

It's easy to forget the basics so we've collected a few top tips for your application.

1.

Before you apply, do your research.

We want you to demonstrate that you have researched our company and seriously considered taking the next step in your career with us. Our website is a great place to start: mottmac.com.

2.

Demonstrate your passion for working in the field you have applied for.

Make sure to mention any relevant projects, work experience or extra-curricular activities.

3.

Only apply for the sectors you are interested in working in.

When we review your application we will expect you to demonstrate knowledge or interest in each of the sectors you have applied for.

4.

Take your time!

We appreciate that you may be applying to a number of companies but we are only interested in your application to Mott MacDonald. Simple mistakes are easy to make when you're in a rush so please consider your answers before submitting them.

5.

Be honest.

Remember that we will ask you further questions based on your application at the interview stage, so print off a copy to refer to.

6.

Proofread, check and double check your application.

We will be looking at your written English skills including spelling and grammar.

7.

Answer in the first person.

We want to know what you did, what you were responsible for and what you contributed.

8.

Do not repeat answers.

Our questions have been chosen to show you have thought about your career with Mott MacDonald and we will notice if your answer doesn't match our question. We do expect you to answer every question so attempt every one and don't leave blanks.

9.

Be precise and to the point.

Even though we are looking for detailed answers we want to be able to take the time to read each application thoroughly and won't be able to do this if every answer is too long. Use the built-in word counter as guidance.

Tips for completing our online assessment

Our strength-based assessment is provided by CAPP. By assessing your strengths we can identify what makes you happy, energised and your ability to perform on the job.

When completing our assessment please read through the instructions carefully and watch the introductory video.

Make sure you sit the assessment in a quiet environment, where you can concentrate fully.

Interview tips

If you have been invited to an interview, congratulations! Here are some useful tips to help you prepare.

Throughout the interview we will be assessing your strengths. We want to establish what you enjoy doing and what you are good at so we can identify how you may perform in the role. This makes the interview process a much more enjoyable one!

The key to a successful job interview is in the preparation:

1.

Review

The first thing you should do is **look over your application form**. If you've been invited to an interview it's because we were impressed with your application.

2.

Research

Do some research about Mott MacDonald and specifically the sector you are interviewing for, the interviewers will expect you to know a bit about the company, and why you want to work for us. The most up-to-date information can be found on our website.

3.

Qualifications

It may sound simple, but **know your qualification(s)**. Managers will be interested in topics you've covered and projects you've worked on.

4.

Future

If you're looking to pursue a career with Mott MacDonald then you should also **have an understanding of what's happening in the industry** and how this could affect your future.

5.

Notes

If it helps, **you can take notes to your interview**. There is nothing wrong with referring to notes but make sure not to read directly from them throughout the interview.

Showing your strengths

What is a strength?

A strength is something that you do well and enjoy doing.

When using a strength, people feel authentic and energised which can help them deliver a successful performance. If you would like to learn more about what strengths look like in action, you can watch people talk about their strengths [here](#).

Why assess strengths?

By identifying your strengths we can **focus on your potential** rather than on your previous work experience or current skills. We'll be able to get an idea of whether you'll enjoy working for us and be successful in your chosen role. It is also an opportunity for you to **reflect on what you are good at**.

Strengthen yourself

By understanding what motivates you and why, you will be happier, more confident, and able to achieve your goals easier.

Strengthen your work

By doing more of what you love, you will be more engaged, perform better, and be more productive.

Strengthen your relationships

When you work on the right things with people and have the right conversations, relationships and interactions improve.

Preparing for the interview:

Before the assessment day, think about your own strengths. To do this, use the questions below to think about what you are good at and enjoy doing:

- What do your friends and family know you for?
- What activities would you plan in a perfect day?
- What do you truly enjoy doing?
- What are you like at your best?
- What achievements are you most proud of and how did you achieve them?
- What activities do you not enjoy – and why do you think that is?
- Are there any recurring themes?

If you are attending a virtual interview, please ensure that your camera and microphone is enabled and that you are in a quiet area away from distractions, and where you will not be interrupted.

The strength-based interview

Don't overprepare.

While you may want to reflect on your previous experiences ahead of the interview and learn a little bit about us, there's no need to come with prepared responses. **We want to get to know the real, authentic you.**

Include personal experiences.

The examples you use **don't have to be work-based**. You can also tell us about relevant situations from your personal life experiences.

Be genuine.

Don't try to anticipate what's being assessed or respond in a way that you think we want you to. This could actually have a negative effect on how you perform in a strength-based interview.

Be natural.

When responding to questions, answer based on **what feels most natural to you**. The questions will be tapping into your strengths and there's not an obvious 'right' thing to say.

Be honest.

Being honest in your responses will help you reflect on **whether Mott MacDonald is the right place for you**.

It's not just what you say that counts...

You do not need to practice interview questions as you cannot practice for strength-based interviews – we just ask you to be totally honest and be yourself.

1.

Arrive

Arrive on time, and know who you are going to meet.

2.

Plan

Plan your journey to ensure that you are on time and know where you're going.

3.

Impression

Create a good impression – dress smartly and smile.

4.

You

Use 'I' rather than 'we', even if you worked as a team. Remember that we want to hear about your achievements and how you contributed.

5.

Relax

Relax and don't rush your answers, if you need to take a moment or two before answering a question it's okay.

6.

Eye contact

Maintain eye contact but you don't need to stare.

7.

Question

Don't be afraid to ask questions especially if you're not sure about something, it shows you've done your research and are genuinely interested.

8.

Don't fidget!

Be conscious of your hand use and don't fidget with props, such as a pen or notebook, as it can distract from what you're saying and make you lose concentration.

9.

Prompt

Take a copy of your application into the interview and use it as a prompt if you get stuck.

10.

Dress

Wear suitable business wear but remember it's not a fashion show.

Finally, be positive and good luck – we look forward to meeting you!

**Opening opportunities
with connected thinking.**