Archwilydd Cyffredinol Cymru
Auditor General for Wales

Top tips for graduate applicants

- **Tip 1 –** Give sufficient time and attention to your online application form. It will be read by a member of the recruitment team. They'll use the information you provide to decide whether to take your application further. So make sure it's all correct.

- **Tip 2 –** Do your research. There's a lot of information about our recruitment process on this website. Use it to prepare yourself.

- **Tip 3 –** Think about examples from your academic, work or extra-curricular experience that demonstrate the sort of skills and behaviours we look for. Think about the competencies we are looking for. More information is available in our competency framework.

- **Tip 4 –** Research our organisation thoroughly. As well as helping you prepare for the recruitment process, it gives you the chance to make sure the WAO is right for you.

- **Tip 5 –** Remember first impressions count so the application form is a major opportunity to sell yourself. Before you complete the form, you should gather accurate details of your academic and employment history including any work experience placements. While completing the form, remember to think about the role and the competencies that we are looking for.

- **Tip 6 –** Read and follow instructions carefully and proof read everything you write including checking grammar and spelling. Be concise as you can elaborate at interview. Don't repeat statements you've read in our brochures and the website. Don't be vague or lie about your results as we'll check your academics at a later stage in the process.

- **Tip 7 –** When preparing for your interview, you should think about these areas carefully and consider how you've demonstrated these behaviours in your life. This could have been through academic work, hobbies, part-time jobs or extra-curricular activities.

- **Tip 8 –** If you are invited to the assessment centre, remember this is your opportunity to show your skills and abilities, and to also find out more about the Wales Audit Office. There's lot of information on the internet about assessment centres, so use this to prepare well.

- **Tip 9 –** If invited to an assessment centre, you will need to complete online numeric and verbal reasoning tests. Don't be put off by the tests – ensure you take the time to prepare and complete some practice tests, which will give you the best possible chance to succeed. You can practise taking the tests before you sit the real ones for example at www.psychtesting.org.uk, www.shldirect.com and www.savilleconsulting.com. If you have limited internet access, most bookshops and libraries stock books that contain practice tests. Your university careers centre may also be able to offer you practice materials.

- **Tip 10 –** Come up with questions you want to ask at the end of the interview. Remember, we're not expecting you to be perfect but preparing for some of these questions will certainly help you to feel confident that you've given it your best shot.

The application form

Although it varies, most people spend around two to three hours completing the application. Avoid copying and pasting answers from other applications as it will not give your application the focus it needs to stand out. Our team looks at each application individually, and it usually takes some weeks to hear the outcome. However, at certain times of the year it can take a little longer due to high volumes.

Below is the outline of what you'll need to complete your application:

Personal details

You will need to complete all your basic personal details, including contact emails and telephone numbers. Remember to carefully check as theses details will be used to contact you should you be successful.

Equal opportunities

This section is not compulsory, but as part of the Wales Audit Office's commitment as an equal opportunities employer, we'd really appreciate it if you'd complete our questionnaire. This data is not visible to our recruiting managers and is not used in the selection process.

Education

This section covers your secondary education (school/sixth form), higher education (college/university) and post-graduation education details (including the name of establishment and the month and year you started and finished at each).

Qualifications

Remember to include all your qualifications.

Work experience

You will be asked to list any employment details including the name of the employer, dates employed and a description of responsibilities, experience and knowledge gained. To make your application stand out, make sure you highlight key parts to any roles and achievements, and that your work experience is related to the role you're applying to.

Free text questions

We appreciate these are the questions people don't like! For us, though, they're a key way to differentiate applicants – and a chance for you to really stand out. Our advice – stay focused on the actual question being asked, give facts and structure your answers. And remember the fuller and more direct the answer you give, the better. Finally, make sure you cover the basics and check your answers for grammar and spelling mistakes at the end.

Preferred locations

All our employees are expected to be mobile and travel throughout Wales – however generally employees are based out of three main offices – Cardiff, Penllergaer (West Wales) and Ewloe (North Wales).

CV upload

Our advice is to spend your time completing your application in full, rather than your CV. You can upload your CV if you want to, however in most cases we'll make a decision based solely on your application form.

Assistance

Once you've completed a section of your application a tick will show against it. It's a good idea to tick off sections in order so you don't miss any out and save after each section to avoid losing any of your application. Don't click your browser's 'back' button, as this will bring up an error message. Once you have completed the application in full you can view and print it. We recommend you proofread everything thoroughly before you submit it to make sure you're happy with everything.

If you have any technical problems when submitting your application, email audittraineerecruitment@audit.wales or phone 029 2032 0547.

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