



Hints and tips

Application form:

- Demonstrate your passion for the construction industry, make sure you have done your research on Turner & Townsend
- Apply as soon as possible –this is due to us recruiting on a rolling basis and will close applications once capacity has been reached
- Only apply to one of our programmes, if more than one application is received we will only consider your first application
- Make sure your contact details are correct and your CV is up to date
- Check and proofread all documents you submit are error free (spelling and grammar).

Online assessment:

- Do not miss any deadlines for assessments–these will be sent across with your invite to the assessment
- Ensure you complete the assessment in a quiet space with internet connection.
- Make sure you follow all technical advice
- Ensure once tests are completed you submit everything and have received your confirmation email.

Interview tips:

- If you are completing your video interview ensure you are in a quiet area and have a plain back drop
- Ensure your video camera and microphone are working and test these before
- Prepare in advance of your interview and look at the projects we have been working on
- Act in a professional manner
- Make sure you are dressed appropriately and are wearing smart attire
- If you are attending assessments face-to-face make sure you plan your journey and arrive with plenty of time
- Think of questions you would like to know and ask these at interview stage
- Take your time and think about your answers.

Remember this process is as much for you as it is for us, use this opportunity to find out more about Turner & Townsend so you are confident you have made the right choice.