

BANK OF AMERICA MERRILL LYNCH

Bank of America Merrill Lynch – Competency Questions Guidance:

Bank of America Merrill Lynch are using competency questions to assess your motivations and understanding for the division you are applying to. Your responses should be structured and tailored to demonstrate to the recruiter that you possess the key aptitudes, attributes and values to excel in the division/role. They are also looking for proof that you want to work at their firm. It is important you are able to identify transferrable skills and strong commercial awareness as well as the fact you have done your homework.

You have a very limited word count for each question (in red) so please ensure your responses are succinct.

Instructions for Bank of America Merrill Lynch Competency questions:

In your own words, please describe the function of the division you have selected and why have you applied to Bank of America Merrill Lynch? (200 word limit).

This question is testing your understanding of the division and the function. It is important you demonstrate you understand who the clients of the division are and also BAML's strength in the relevant business area. BAML's website explains what each division does but they want to see that you really understand it.

Please see links for each division and links to apply:

[IBD/ECM/DCM/Corporate Banking](#)

[Global Markets](#)

[GTS – Global Transaction Services](#)

[Global Research](#)

[Wholesale Credit](#)

[Audit](#) (Chester and London)

[Market Risk](#)

[Technology](#)

Considerations:

Who are the divisions' clients?

What types of deals have they worked on? (please refer to deals that BAML have been on)

Which teams does the division work closely with to maximise value for clients?

What are BAML's strengths in this area?

What is BAML's strategy?

What makes BAML unique? Why BAML over their competitors?

How do you think you will utilize your academic skills and experience to add value to the division you are applying to? (150 word limit).

This question is testing your ability to **identify your transferrable skills** for the role/division you have applied for. It is highly recommended that you plan before answering this question. Follow these steps:



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- Write out on a paper your understanding of what happens on a day-to-day basis in this division and what you would be doing as an intern (check this with a friend who attended the 2017 SEO Academy too)
- Based on what happens on a day-to-day basis, write down the list of key skills required to do the role
- Look over your CV and write out examples of where you have demonstrated the key skills you have identified
- The answer is only 150 words so make sure you are selective about what you choose and be sure to articulate your impact wherever possible

For example: my plan for answering the question if I was applying to Sales (Global Markets)

Day to day basis: supporting sales/traders with trade ideas; sharing relevant news flow with Sales professionals that may help with their clients. Helping to manage client databases or prepare presentations for client meetings.

Based on my understanding of the above in terms of what I would be doing on a day to day basis on a Sales internship, my academic skills and experience – An ILLUSTRATIVE RESPONSE could be:

As an Economics student, I have strong understanding of how macroeconomics impacts financial markets and my role as President of the Investment and Trading society at UCL has helped to build my technical understanding of financial products, particularly European Equities. Last summer, I worked for 3 months as a telesales representative where I sold mobile phone contracts to SMEs. I had to build strong relationships with my clients over the phone to understand their businesses and current needs so that I could recommend the right media packages to support the growth of their businesses. The role required me to listen and ask relevant questions to be able to pitch the right products. I also had to familiarise myself with over 100 product features and 10 different bundles that I would have to recommend once I understood their business needs.

Technology Candidates:

BAML Technology Questions

- ***In your own words, please describe the function of the division you have selected and why have you applied to Bank of America Merrill Lynch? (200 word limit)*** – (see guidance above)
- ***In your own words, what is the role of technology in an Investment Bank? Please answer this question in relation to the Global Technology Analyst Program (300 word limit)***
This question is testing your understanding of how technology supports investment banking activities. Please ensure you read the details outlined under the [Technology](#) application page to understand how technology adds value to the industry.
- ***Please give brief examples of technical projects/work that you have worked on which has allowed you to demonstrate your strongest technical competencies (300 word limit).***
It is important you give concrete examples of your impact when you have worked on technical projects
- Please indicate your proficiency level from the following programming languages



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C, C++, C#, .Net, JAVA, Javascript, Objective C, Perl, PHP, Powershell, Python, SQL, UNIX Scripting, VBScript, Networks, Information Security, Server Administration, Other

Useful links:

[Bank of America Merrill Lynch Newsroom](#)

[2Q 2017 Earnings](#)

[BAML Values](#)

Awards

- **Euromoney Awards for Excellence 2017**

Best Bank in Corporate Social Responsibility (CSR) and Advisory

- <http://newsroom.bankofamerica.com/press-releases/awards-and-recognition/euromoney-awards-excellence-2017-recognize-bank-america-global>

- **Top Global Research Firm of 2016**

- For the sixth year running and since the recognition's inception, Bank of America Merrill Lynch was named Institutional Investor magazine's "Top Global Research Firm of 2016." This was achieved by BofA Merrill Lynch Global Research winning 225 total team positions – more than any other firm – in the 11 Institutional Investor research team surveys published this year
- <http://newsroom.bankofamerica.com/press-releases/awards-and-recognition/bank-america-merrill-lynch-named-institutional-investor-maga-2>

- **World's Best Bank in two key areas: financing and diversity**

- On July 6, Euromoney named Bank of America the World's Best Bank in two key areas: financing and diversity. This was the inaugural year for both awards, and the wins reflect the bank's strategy to serve customers, clients and shareholders through the power of its diverse, global workforce. According to Euromoney, Bank of America Merrill Lynch has demonstrated its ability to deliver certainty in execution and the right mix of financing, advice and products to clients, regardless of market conditions.
- <http://newsroom.bankofamerica.com/press-releases/awards-and-recognition/bank-america-recognized-global-leadership-financing-diversity>

- **Women in Banking & Finance Team Diversity Award**

- Bank of America Merrill Lynch's three EMEA women's networks (LEAD for Women, the Global Banking and Markets Women's Leadership Council, and Women in Technology and Operations) won the 2016 Women in Banking & Finance "Team Diversity" Award. These three networks play an essential role in building the culture of our company, developing role models, connecting individuals across the firm, and supporting Bank of America Merrill Lynch's efforts to recruit diverse talent.

SEO
/CAREERS

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- <http://www.educationandemployers.org/news/bank-of-america-merrill-lynch-womens-networks-win-women-in-banking-and-finance-team-diversity-award-2016/>
- **The Innovators 2016**
 - In May, Bank of America Merrill Lynch received recognition from Global Finance magazine in the publication's program, The Innovators 2016, which recognizes innovations in trade finance, corporate finance, transaction services, and foreign exchange. BofA Merrill was named an innovator for its original products and solutions in three categories: Foreign Exchange (Product innovation: cross-currency ACH); Trade Finance (Process innovation: Bank of America Merrill Lynch CashPro Trade™, document retrieval solution); and Transaction Services (Process innovation: digitized wholesale lockbox).
 - <http://newsroom.bankofamerica.com/press-releases/awards-and-recognition/bofa-merrill-named-innovator-global-finance-magazine>