

**Department for International Development**  
**Graduate Development Scheme 2016**  
**Frequently Asked Questions**

***1. What qualifications do I need?***

You will need to have gained the **relevant degree at 2.1 in 2015 or be graduating in 2016** with a predicted result at 2.1 or above. If you are completing a postgraduate qualification in 2016 you should have gained the relevant 2.1 degree in your undergraduate qualification.

***2. What are the eligibility criteria and requirements?***

The graduate scheme is an **entry level** opportunity to gain 50 Weeks work experience.

**If you have commenced a career and/or have over 12 months paid work experience at the time of applying** - whether at the end of your qualifications or prior to post graduate qualifications, (excluding any work undertaken whilst in full-time education or volunteering) - **you will be ineligible to apply** for the Graduate Development Scheme. We recommend that you apply for more senior roles in DFID and do so by registering for future job alerts via Civil Service Jobs at:

<https://www.civilservicejobs.service.gov.uk/csr/index.cgi>

***3. I need a work permit. Can I apply?***

No. To be eligible to apply, you must be:

- a UK national
- a national of a member state of the European Economic Area (EEA)
- a Swiss national
- a Commonwealth citizen with an indefinite right to remain in the UK without employment restrictions

***4. When can I apply?***

From **Thursday 26<sup>th</sup> May 2016 until 1pm Thursday 16<sup>th</sup> June 2016**, after which, the vacancy will be removed from our recruitment system and we will be unable to consider applications after this time.

Our online recruitment process includes a two stage application form and a timed online test which all have to be completed by 1pm on 16 June. Once your initial application is submitted you will then receive a link to the online timed test. If you pass the online test you will be directed to the fuller application form. Therefore you must ensure you allow sufficient time for this all being completed prior to the closing date of **1pm on Thursday 16<sup>th</sup> June 2016**.

If at all possible, please do not leave your application to the last week or last few days prior to the closing date of **1pm on Thursday 16<sup>th</sup> June 2016**.

***5. Can I apply for more than one advertised graduate role within DFID?***

No. You will only be able to apply for one role so please ensure you take time to review the roles advertised and apply for the role that you believe best fits your academic background, experience and interest.

**Our recruitment system will identify multiple/duplicate applications and submitting more than one application will lead to all your applications being rejected.**

***6. Can I also apply to the Civil Service Fast Stream graduate recruitment scheme?***

Yes, you can apply to the Civil Service Fast Stream programme at the same time as applying to this scheme or during your placement with us. The applications and programmes are separate and will not have an impact on each other.

***7. Can I apply if I graduated a couple of years ago?***

No. As a key element of this scheme is to provide recent graduates with valuable work experience and personal skills development, it is therefore essential that you have under 12 months paid work experience (excluding any work undertaken and volunteering whilst in full time education) and that you will be a 2015 or 2016 graduate or will be completing a post-graduate qualification in 2016.

The graduate scheme is an **entry level** opportunity to gain 50 weeks work experience. If you have commenced a career and have over 12 months paid work experience at the time of applying (excluding any work undertaken whilst in full-time education or volunteering), you are ineligible to apply. We recommend that you apply for more senior roles in DFID and do so by registering for future job alerts via Civil Service Jobs.

<https://www.civilservicejobs.service.gov.uk/csr/index.cgi>

***8. Can I apply as part of a work placement year or year out?***

As an undergraduate or an undergraduate student on a gap or sandwich year, you will **not** be eligible to apply. The graduate development scheme is for those who completed their first degree or further studies in 2015 or will be graduating in 2016.

***9. I am applying to several organisations. Does this matter?***

No. DFID recognises that you may be interested in a variety of different training schemes and organisations. Applying to these will in no way effect your application to DFID. We do, however ask that if you decide to accept a placement either with us

or another organisation that you inform all other potential parties as soon as possible

### **10. What is the recruitment process?**

The recruitment process will consist of the following;

- An initial online application form which requires you to complete personal data to be able to complete the on line application process.
- An on line situational test
- Subject to meeting the pass mark of the above test, a second competence based application form which requires you to provide evidence of your suitability for the placement in relation to the criteria in the advert.
- If your application has been successful at the sifting stage, you will be invited to an assessment centre
- You will be invited as part of a group of applicants and the day will consist of a number of tasks for you to complete individually or participate in as part of a group exercise
- Prior to attending the assessment centre, you will be required to undertake an on line numerical and verbal psychometric testing.
- The evidence from the verbal and numerical tests will be collated with the results of from the assessment centre to make the final selection.

### **11. What is the on line application process?**

If you are not already registered on Civil Service Jobs, you will first have to create an account and set up a profile.

The application process is made up of the following elements:-

#### **(i) Initial online application:-**

The initial on line application form asks for personal information – name, contact details and confirmation of your degree. It also provides information on the Guaranteed Interview Scheme (GIS) and asks you to advise if you would be eligible under this scheme.

#### **(ii) Online Situational Judgement test**

Once you have submitted your initial application form, you will receive a link to undertake an online situational test which measures a candidate's capability to demonstrate the behaviours underpinning the Civil Service Competency Framework. For further information please see attached link in the advert to the Civil Service Initial Sift Test (CSIST) FAQs.

A pass mark will be set for the on-line assessment and if you do not meet this you will receive an email advising you that your application will not be progressed to the next stage.

**Please note that the second on line application form requires you to provide all the evidence to allow the shortlisters to determine if you are to be invited to the assessment centre. You only be given access to this once you have passed the online situational judgement test. Therefore, it is important that you complete the test as soon as possible to maximise the time you will have to complete the second on-line application form before the closing date of 1pm on Thursday 16<sup>th</sup> June 2016.**

***(iii) Second online application form***

If you have met or exceeded the on line test pass mark, you will receive a link to the second application form to complete information on the competencies which have been identified for the placement.

This form has to be submitted by the **closing date of 1pm on Thursday 16<sup>th</sup> June** in order to progress to the next stage of the recruitment and selection process.

**It is therefore advisable not to leave submitting the application form to the last day.**

**DO NOT ATTEMPT TO UPLOAD A CV. If you upload your CV it will not be considered.**

In summary, if you meet the initial eligibility criteria and have met the pass mark for the online assessment, your application will proceed to the next stage of the recruitment process.

***12. Are there special procedures for candidates with disabilities?***

DFID is an equal opportunities employer and will do all we can to accommodate individual requirements at any stage of the process. When completing your initial online application, please indicate any additional assistance you require. You will then be contacted by a member of the team to discuss this.

***13. How can I make my application stand out?***

- Don't leave it to the last week or last few days prior to the closing date.
- Do seek the advice of your University Careers Service on completing competency-based application form questions and how to handle online tests and assessment days.
- Do remember that your application form responses can come from any area of your background – part-time work or an internship, sport, academic or volunteering.

- Due to the high volume of applications, content and readability will be a factor in the shortlisting process.
- We strongly recommend that you complete the application form fully covering all periods of academic and employment backgrounds. If the employment history does not make it clear if the work was paid or unpaid or if there are any gaps in employment or academic periods and these have not been declared, we will be unable to progress your application any further in the process.

**14. Can we use the same competency examples during assessment interview as we did on the application form?**

Yes you can but it is encouraged that you try to vary your answers if possible.

**15. I will be on placement abroad at application time – can I receive an application form before or after the opening and closing date/s?**

We cannot make exceptions and applications can only be made between our opening and closing dates of Thursday 26<sup>th</sup> May 2016 and **1pm** on Thursday 16<sup>th</sup> June 2016.

**16. What is the Shortlisting Process?**

All candidates who have met the eligibility criteria and passed the online assessment will progress to the shortlisting stages. All application forms will then be screened to ensure they meet the criteria for the placement and the graduate scheme.

**Part of the application form asks for details of your employment history. It is essential that you differentiate between paid and unpaid employment. If this information is omitted, we will be unable to progress your application any further in the process.**

**In addition, if there are gaps in employment or academic periods and these have not been declared, we may be unable to progress your application any further in the process.**

**Due to the high volume of applications we receive, please ensure your application forms are well structured, addresses the questions being asked and is easy to read to enable us to progress with it further.**

All candidates who meet the placement and scheme criteria will then have the competence section of their form assessed.

DFID is supportive of all initiatives to increase the diversity and inclusion in its workforce among all underrepresented groups. Anonymised recruitment is an

important part of the drive to ensure that the Civil Service truly reflects the nation it serves. To lessen the risk of unconscious bias affecting the initial selection decision, as well as the applicant's name, information about schools and universities attended are also removed before the shortlisting process commences.

If your application has been successful at this sifting stage, you will be invited to an assessment centre at our Glasgow (East Kilbride) or London office sometime from late July or August (exact dates tbc). All applicants will be contacted regarding the outcome of their application by the end of July 2016.

Prior to attending the assessment centre, you will be required to undertake an online numerical and verbal psychometric testing.

### ***17. What is the Assessment Centre Process?***

The assessment centre is an opportunity for us to find out more about you and for you to ask any questions you may have about working in DFID. You will be invited as part of a group of applicants and the day will consist of a number of tasks for you to complete individually or participate in as part of a group exercise. These will include an interview and other assessment exercises.

As we are recruiting to specific posts there will be limited flexibility to change assessment centre dates. The one day assessment centres will take place from end of July until mid-August 2016.

### ***18. What is the format of the assessment day?***

The assessment centre will explore the key background and competencies for the placement which you have already provided information on in the application form. It will also include an interview and group exercise. Evidence of these two activities along with the psychometric tests will allow us to select successful candidates.

We recommend you contact your University Careers Service for advice on interviews/ assessment days. Most University Careers Services offer support for up to a year after graduation.

### ***19. Can I claim any expenses for attending the assessment workshop?***

Yes. Candidates travelling within the UK are reimbursed reasonable expenses within certain limits. Candidates travelling from overseas are reimbursed the cost of their flights to the UK, including airport tax plus reasonable expenses within the UK. Flights must be economy. Further information will be provided if you are invited to attend an assessment workshop.

### ***20. I'll be away during the assessment time, can I still be included?***

There is limited flexibility to change dates for the assessment centre period. We will try to accommodate you if we can but this may not be possible and if you cannot

make the scheduled date, we may need to withdraw our invite to the assessment centre.

**21. When will I hear results following on from Assessment Centres?**

By mid-August to the end of August 2016

**22. If I am unsuccessful in my application – how long do I have to wait before reapplying?**

If you were unsuccessful in your application, on line test or assessment centre, you will not be eligible to apply for twelve months or until the next graduate scheme goes live, providing you still meet the criteria which for that campaign.

**23. If I am successful, when will I start work?**

If successful, your placement will start in October 2016. The exact start date will be confirmed in your letter of appointment.

**24. Can I defer entry if I am successful?**

No. If you already know that you have commitments which will prevent you starting work in October 2016 we advise you to consider waiting and apply again in the future providing you meet all the criteria that have been set for that particular campaign.

If you are successful in securing a role on the graduate scheme but can no longer commence work in October 2016, we will not defer your entry and your place will be offered to someone else.

**25. Where will I be based?**

You will be based in either our Glasgow (East Kilbride) or London (Whitehall) joint head office. The location of your placement will be detailed in the placement description. Some placements have the option to be based in either location.

**26. What is the salary?**

£22,000 per annum (pro rata)

**27. What is the annual leave entitlement?**

25 days leave per annum (pro rata)

**28. Are there opportunities for overseas work as part of the 50 week placement?**

All graduate development scheme placements will be UK based for the 50 week period but opportunities to travel and visit our country offices and development projects may be available depending on your specific role and organisational needs.

**29. *The programme lasts for 50 weeks. Can I apply for internal DFID jobs during that time?***

You may be able to apply for internal DFID jobs towards the end of your 50 week placement with us. Your application will be subject to the Civil Service employment application rules.

**30. *What training do you receive?***

Integrated throughout your placement will be a programme of formal and informal learning and development activities, including: induction, e-learning courses, skills and knowledge development options, speaker events, peer learning and mentoring.

**31. *Will we receive employability skills training towards the end of the scheme?***

Yes, we will provide training in preparation for employment applications.

**32. *Questions not answered in FAQs?***

You can contact us by email at [graduaterecruitment@dfid.gov.uk](mailto:graduaterecruitment@dfid.gov.uk) with your specific questions.

If you experience any technical issues with your application forms or situational test, please contact Civil Service Resourcing support team at:-

[support.csjobs@csresourcing.gsi.gov.uk](mailto:support.csjobs@csresourcing.gsi.gov.uk)

