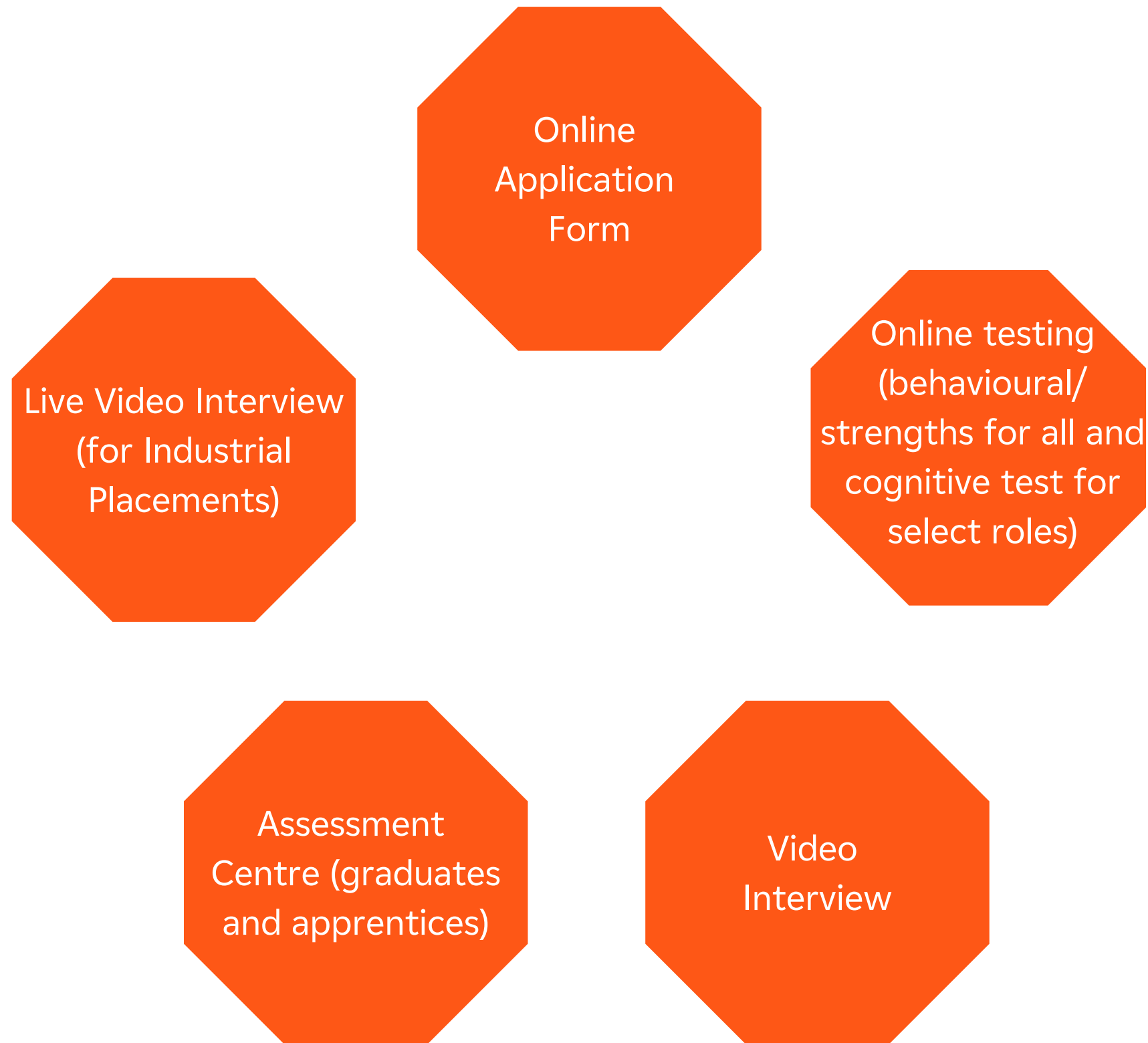




**EDF EARLY CAREERS
APPLICATION GUIDANCE**
Unlock your potential

Navigate our recruitment process

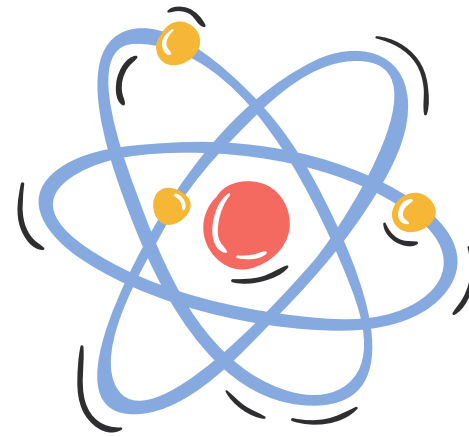


Everyone is welcome at EDF and we're committed to creating an inclusive workspace that recognises the unique mix of backgrounds and experiences our people bring. Gathering diversity data through our recruitment process helps us provide support to those from minority backgrounds and shapes the way we operate. We recognise the importance of dealing with this data sensitively and you can find out more about how we process your data via our [privacy_policy](#).

Online Application Form



Applications are received from our EDF Careers Site. You'll be prompted to create a user account when applying for a role and by doing this you'll be able to view jobs and check on application statuses.



Be targeted and clear in your programme choice – we can only accept an application for one programme, so take the time to research which one is best for you. If you do have any questions contact one of the team at yourfuture@edfenergy.com before applying for the role.



On application you'll be asked to complete a short application form that provides some basic information about you and your academic qualifications. It's important you read this carefully and check through it before submitting.

*NB. There are minimum requirements for each role, so please make sure you understand what these are before making your application

Discover your Strengths.....



Within EDF Early Careers, we follow a strengths-based approach to assessment. We want our people to perform their best by doing something they're good at and something they enjoy. Our recruitment process is designed to bring out the best in you - where do your strengths lie?

It's important to us that everybody has an equal chance to succeed. For those starting their career, the Strengths approach explores what motivates and energises you, rather than placing too much emphasis on what experience you might have in any certain area.

The core strengths we assess are:

Collaboration

People strong in Collaboration thrive in achieving results through teamwork. They are able to leverage collective expertise to achieve the best results and they proactively reach out to others across the organisation in order to do this. They are energised by the opportunity to continuously collaborate and support their colleagues.

Drive

People strong in Drive are self-motivated and push themselves hard to achieve what they want out of life. They are motivated by a strong desire to succeed and excel within their chosen field and are driven to push themselves beyond their comfort zone in pursuit of their goals.

Personal Responsibility

People strong in Personal Responsibility willingly take ownership of appropriate tasks and actions, and hold themselves accountable for delivering what they have promised to do.



Adaptability

People strong in Adaptability have the ability to adapt to new circumstances, thriving in rapidly changing environments. They're naturally comfortable with ambiguity and thrive on variety. They are able to re-focus their minds quickly to assimilate, work and act upon new information or changes in requirements.

Business Affinity

People strong in Business Affinity have a passion, enthusiasm and curiosity to work in the area/industry they're in. They believe passionately in the goals and values of the organisation, and they are genuinely motivated to operate within the business / business area to which they are applying.

Improver

People strong in Improver can see what isn't working optimally, and then take ownership for making it better, delivering continuous improvement. They offer strong and comprehensive evidence of their ability to improve existing processes to push for high quality and efficiency, and they will understand when it is necessary to challenge.

Learning Agility

People strong in Learning Agility rapidly absorb information and learning, being able to apply it with immediate effect. They are naturally able to grasp and learn new things very quickly, and learn from their own and others' experience to improve their performance in the future.

Curiosity

People strong in Curiosity are interested in everything, constantly seeking out new information and learning more. They are naturally inquisitive and seek out answers to things that interest them. They ask timely and informed questions that increase their knowledge, showing others that they are interested in what they are working on.



Online Assessments

On applying your application will be reviewed and successful candidates will be progressed to the assessment stage.



You'll be asked to complete a behavioural assessment – a Situational Strengths Test that will tell us whether you would enjoy working at EDF and if you have the strengths to be successful here. It presents you with a range of scenarios you might encounter while working and asks you how you would choose to respond from a range of options.



Where possible, we encourage you to complete the assessment on a desktop PC rather than using a mobile device and please use a browser such as Chrome, Firefox or the latest Internet Explorer.



This test isn't timed, so you can complete it at your own pace, but it does need to be completed in one sitting and we recommend you complete it in a quiet space without distractions so you can focus on the information.

Remember to read the instructions carefully, so you know what's expected of you before completing the assessment.



Once you have completed the assessment, we'll analyse your results and prepare a feedback report for you, which will offer you some insight into your potential strengths.

You are able to find out more about the strengths based approach and practice some online tests [here](#)

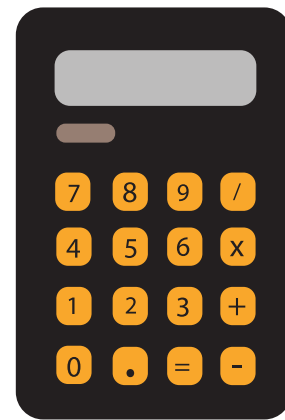


Online Assessments

For some of our programmes, following successful completion of the behavioural assessment, you'll be asked to complete a numerical ability assessment.



The Numerical assessment will assess your ability to evaluate, analyse, and interpret information/data encountered in the modern workplace. You will be presented with a total of 12 questions.



You're allowed to use a calculator for this assessment if needed and you can spend as long as you like on each question.



The assessment does need to be completed in one sitting and we recommend you complete it in a quiet space without distractions so you can focus on the information. Remember to read the instructions carefully, so you know what's expected of you before completing the assessment.



EDF are a Disability Confident employer, committed to equality of opportunity, so if you do require any specific arrangements or adjustments, please contact us to discuss this.

You are able to find out more about the strengths based approach and practice some online tests [here](#)



Video Interview

Successful candidates at online assessment will be asked to complete a video interview



The video interview will be strengths based. Unlike competency-based interviews which generally only focus on your past experiences, Strengths-based Interviews are designed to assess your potential and what motivates you; whether you already have experience in these areas or not.



During the interview we encourage you to draw on examples that are most authentic to you, they can be from both your professional and personal experiences.



We would also suggest that you do some research on EDF and think about the reasons as to why you've applied for this role. If you would rather complete an audio only interview instead of video, then we also offer this option.



You should allow up to 40 minutes for your interview and ensure that you are somewhere quiet where you won't be interrupted.

Assessment Centre / Interview

The final stages of the recruitment process will vary, depending on what type of programme you have applied for:

Graduates – you will do an assessment centre, which includes a 'live' video interview

Apprentices – you will do an assessment centre, which includes a 'live' video interview

Industrial Placements – you will do an interview

The assessment centre will consist of a group exercise, 2 x shorter micro exercises (these are 121 with an assessor) and a strengths-based interview. Some roles will also be asked to complete a presentation, which is usually included in the interview section of the day. These are all designed to assess the core strengths we are looking for. We hold all of our assessment centres virtually, but you may also be asked to attend a face to face stage, and the recruitment team will advise you of this during the process.

EDF is a Disability Confident employer committed to a policy of equality of opportunity in its employment practices, so at any stage of the process, please let us know if there are any arrangements or adjustments we need to make to support you. If you are attending a virtual assessment centre, the platform we use allows you to make adjustments if needed, such as: altering background colours and magnifying letters, so please speak to a member of our recruitment team at: yourfuture@edfenergy.com and they will be able to provide more information about how the system works.



Tips on how to prepare for a Strengths based interview

Before the interview, make sure you review the strengths we look for and ask yourself some of the following questions

- What do your friends and family know you for? How would they describe you to somebody who has never met you?
- What do you truly enjoy doing, and what are you like at your best?
- What achievements are you most proud of, and how did you achieve these?
- What activities (inside and outside of a professional environment) stay on your to-do list for a long time?
- What is it about these activities that you do not enjoy?

Additional things to remember:

- Understanding what you enjoy doing and can do well is the best preparation you can do.
- Don't worry if you are an introvert, shy and/or just plain nervous. When assessing engagement levels, interviewers will have been trained to look beyond this.
- Relax, take your time, and try to answer the questions naturally and honestly
- Remember to ask clarifying questions if you are unsure of what is being asked. In a face-to-face interview, don't be afraid to: ask your interviewer to repeat the question; elaborate on a scenario given in a question; or take time to think. If you do need longer to think, indicate to the recruiter that you are thinking about the question, rather than leaving a long pause
- Although these questions aren't competency-based, do bring in previous examples when answering the question if you can: it will give you more to talk about and show evidence of previous capability
- Where examples are needed, these can come from all different aspects of your life, not just the workplace, so think about University, school, places you've travelled to, volunteer work, family, clubs you've joined, sports and recreation
- Find ways to relate your strengths to to the job you're applying for and highlight how these can benefit the company

How to prepare for our assessment centre

- Make sure you carefully read and understand any information you have been given in an exercise to ensure you engage with the materials and challenges posed to you within each task.
- Stay calm and take it one step at a time.
- Believe in yourself and the unique perspectives you can provide
- Put simply, we want you to be yourself! Try not to second guess what you think the right answer or approach might be, but rather, approach tasks in your own, unique way – this is the best way to show your potential and ability.
- Really think about why you want the job, why you want to work in the industry and what impact you want to make. Show your passion!
- Its ok to say ‘I don’t know’. The assessors/interviewers are not expecting you to be an expert in everything.
- Get involved and be proactive! If other candidates are taking the lead, find an opportunity to politely share your views and make a case for your way of thinking. Remember that you need to participate so we can observe your strengths.
- Stay engaged and motivated helping other candidates look good. Bring others into the conversation to ensure everyone has a chance to speak to express their opinion.
- Research the energy industry and the company to gain a good understanding of the opportunities and challenges the company faces and key projects and initiatives.
- Think about what your strengths are well before the interview/assessment centre date using the strengths feedback you have received from EDF and the answers to the questions posed in the telephone interview section of this guide.
- Have strong examples of when you have used your strengths and the strengths listed in this document and how they could be used at the organisation you are applying to.
- Draw on experiences from all aspects of your life – academia, voluntary work, clubs/societies, paid employment, gap year / travel etc.

If you have any questions, please contact the
Early Careers Recruitment Team:
yourfuture@edfenergy.com

