

CURRICULUM VITAE WORKSHOP

Date: Wednesday 5th October 2016

Time: 11:00 am to 12:30

Location: Escuela Técnica Superior de Ingenieros Industriales
Edificio 5F, Salón de Actos

Requirement: Bring your CV in English

Come along and be prepared to update your CV and surprise Rolls-Royce with your personal and professional skills !



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CURRICULUM VITAE WORKSHOP

Date: Friday 7th October 2016

Time: 11: 00 am to 12:30

Location: Escuela Técnica Superior de Ingeniería del Diseño
Ala Sur Planta Baja del Edificio 7B, Salón de Actos

Requirement: Bring your CV in English

Come along and be prepared to update your CV and surprise Rolls-Royce with your personal and professional skills !



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WHAT DOES A GOOD CANDIDATE LOOK LIKE

Globally and regionally mobile

Dependant on the programme

Work experience / international experience

Previous relevant work experience or international experience preferred

Activities/interests

Several areas of interest and leadership level of achievement. (E.g. Sports, societies, committees, organising a significant event or trip, professional membership, languages, charity/voluntary work)

Career ambition

Clear motivation for the programme they have applied for and why they have applied to Rolls-Royce

Language

Fluent in the English language required. Other languages highly desirable

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WHAT DOES A GOOD CV LOOK LIKE

What is a CV?

It is a summary of yourself, not only of just what you have done
Engage the reader and sell yourself

What to include in a CV?

Structured in section with a common theme

- **Personal information**, right at the top of the page
 - **Professional profile**, few line to engage and convince the reader that you are the right candidate for the job
 - **Professional experience and skills**
 - **Education**, include grades (achieved or expected)
 - **Extra-curricular activities and achievements**
-

What NOT to include in a CV?

- NO Cover Letter, instead use the professional profile to engage the reader.
 - NO tables and NO standard layout (i.e. NO europass)
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Hints & tips

Use positive language and do not exceed 2 A4 pages
Spell check and ask a friend fluent in English to review

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HELPS AND TIPS FOR ONLINE ASSESSMENTS



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How long will I have to complete my online assessments?

You have 10 days to complete all three of the online assessments, but we encourage all candidates to take the tests as soon as possible.

What should I do if I am unable to complete all three online assessments within 10 days?

All candidates have 10 days, from the invitation being sent out, to take their online assessments. In exceptional circumstances we may be able to extend this timeframe, but would need to speak to you about your specific circumstances. So, if you are unable to complete the tests in the allocated timeframe, please contact us as soon as possible earlycareer.applications@rolls-royce.com

I have a disability or special requirements, what should I do?

If you require any adjustments or facilities to assist you during the recruitment process please contact rolls-royce@cut-e.com

Please ensure that your email contains the following details:

- Your full name
- The email address you used to apply for the position
- The name of the role you applied for
- The location in which you currently reside
- Times, over the next 24 hours, when we can phone you (please quote times to London GMT time)
- An outline of your special requirements or query
- An Educational Psychologist report detailing your special requirements, if available

Whilst you are waiting for Cut-e to contact you, please don't start the online assessments.

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If you're invited to attend one of our Assessment Centres, it's important that you inform our team of any support you may need when you confirm your attendance. As different adjustments can sometimes be required for paper and pencil assessments, we'll not make any assumptions. It's best that you speak to us to make sure your needs are properly considered.

I have forgotten my usernames/password or have locked my online account, what should I do?

For technical help, please contact one of our HR Shared Service Centres:

- UK yourresourcing@rolls-royce.com
- Germany hrsscsouthcentraleurope@rolls-royce.com
- Norway hrsscnortheurope@rolls-royce.com
- Asia hrsscasiapacific@rolls-royce.com
- USA/Canada hrsscnorthamerica@rolls-royce.com

If your deadline is approaching, and the issue has not been resolved, then please also contact earlycareer.applications@rolls-royce.com

Some of my online assessments are blocked, what should I do?

Technical problems, such as a crashing web-browser, can lead to the assessments suddenly being blocked - indicated by a padlock symbol. If this happens, please email rolls-royce@cut-e.com, so we can unlock the assessments for you.

Why have I not received an email inviting me to take the online assessments?

If you've applied for a role at Rolls-Royce within the last 12 months and have already taken the tests you'll not be invited to retake them. If this is your first Rolls-Royce application, please check that the assessments invitation has not been filed in your spam / junk folder. Alternatively you

HELPS AND TIPS FOR ONLINE ASSESSMENTS



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can log-on to 'My Jobpage' to see all of your emails from us. If you still can't find the relevant invitation, please contact earlycareer.applications@rolls-royce.com

Why are my online assessments showing as completed?

As mentioned above, we can only accept one application per person, per recruitment cycle. If you've previously applied for a role and have completed the assessments within the last 12 months, you'll be unable to retake the tests.

I have received an email rejecting my application due to my online assessments not being completed?

All candidates have 10 days, from the invitation being sent out, to take their online assessments. If you think you completed all the online assessments and still receive this email, please contact earlycareer.applications@rolls-royce.com as soon as possible.

How do I finish and exit my online assessments correctly?

For timed assessments and exercises, you'll have a set time limit. Once the time is up, the assessment automatically ends. The Work-Style Questionnaire is not subject to a time limit and will automatically end when you've completed all the questions.

Please follow the online instructions, to save and submit your answers correctly. You'll receive confirmation that "You have now completed the instrument" and that "Your data has been transmitted and stored successfully". Do not close your browser during your assessments as your results will not be correctly transmitted and stored and your application may be rejected.

What happens after the online assessments?

Once you've completed all of the online assessments, Rolls-Royce will review your results and application in detail. We'll then send you an email confirming the outcome of your application and, if applicable, we'll invite you to an Assessment Centre event.

Do I get feedback on my online assessments?

Unfortunately, due to the number of applications we receive, we're unable to give individual feedback from the online assessments. If you attend an Assessment Centre, we'll feedback on your performance during the day.

How often can I take the online assessments?

You can only complete the online assessments once during a 12-month recruitment cycle. Therefore you should only apply to one of the Rolls-Royce Early Career programmes per year. (If you apply for more than one role the results from your online assessments will be automatically applied from your previously scored attempt.)

Do I have to do the the online assessments myself?

If you're invited to an interview after the online assessments, you'll be expected to complete a repeat module from the online assessments to validate your scores. It's illegal to let somebody else to do any assessments for you, and will result in you being excluded from the selection process - so please don't be tempted to get help!

HELPS AND TIPS FOR ONLINE ASSESSMENTS



Which online assessments will I do and how long will they take?

The online assessments you take will depend on the role you've applied for. Some of the online assessments are timed, others are not, but it shouldn't take more than 30-35 minutes to complete all three assessments.

Tests for Graduates/ Interns/ Higher Apprentices		What we're assessing	Length
(1) Situational Judgment Exercise (SJE)		Your decision-making	up to 15 mins
(2) Measurement of Competencies		The way you like to work	untimed
(3) Only one of these assessments	Verbal Reasoning (Business programmes)	Your ability to understand complex written information	6 mins
	Numerical Reasoning (Engineering programmes)	Your ability to understand complex numerical data	6 mins
Tests for For Apprentices (UK Only)		What we're assessing	Length
(1) Situational Judgment Exercise (SJE)		Your decision-making	up to 15 mins
(2) Measurement of Competencies		The way you like to work	untimed
(3) Mechanical-Technical Reasoning		Your understanding of how things work	15 mins

Can I take breaks?

Each individual assessment must be completed in one go. It's not necessary to complete all of the assessments in one sitting; you can take breaks between if necessary. The amount of time you take to complete all the assessments is not monitored and has no effect on the results.

What type of computer do I need?

You can complete the online assessments on most computers. You simply need Internet access and a browser (e.g. Internet Explorer or Firefox).

- It's recommended to take the tests on a laptop or PC that has the latest version of Adobe Flash player installed
- It's not recommended to take the tests on a mobile or tablet device incase they are not compatible with Adobe Flash technology
- Please enable pop-up windows, as the test will open in a new window
- The following browser and operating system combinations are supported by the test platform:
 - I.E 7.0 (and higher): Windows 2000, Server 2003 and 2008, Vista and Windows 7, 8 and 10
 - Firefox 3.0 (and higher): Windows 2000, Server 2003 and 2008, Vista and Windows 7, 8 and 10

What languages are available for the online assessments?

The Situational Judgment Exercise and Work-Style Questionnaire are only available in English. For all other online assessments, you can choose your preferred language. (You'll be unable to change you selection, once the assessment has started.)

At Assessment Centre selection events, the validation assessment will only be in English.

How can I practice the online assessments?

You can familiarise yourself with the online assessments by completing some practice questions on:

- Cut-e's main website <http://getstarted.cut-e.com>, or
- Rolls-Royce's practice site <http://rolls-royce.cut-e.com>

WE WISH YOU THE BEST OF LUCK!

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OPEN|UP NEW POSSIBILITIES

Rolls-Royce Careers @ Universitat Politècnica de Valencia

JOIN US

Place: Escuela Técnica Superior de Ingeniería Industrial, Edificio 5F, Salón de Actos

Date: Thursday 13th October 2016

Time: 9.00 am – 6.30 pm (local time)

AGENDA

9:00-9:15am	Introduction
9:15-10:15am	Presentation
10.15-10.45am	Q&A
10:45-11:00am	Break
11:00-12:00pm	CV & Online Assessment Application Workshop
12:00-12:30pm	Q&A
12:30-13:30pm	Lunch
13:30 - 14:30pm	Assessment Centre and Interview Skills Workshop
14:30-14:45pm	Q&A
14:45-15:30pm	Rolls-Royce Women's Career Workshop
15:30-15:45pm	Coffee Break
15:45-17.00pm	One-to-one sessions CV Surgery
17.00-17.15pm	Break
17.15-18.30pm	One-to-one sessions CV Surgery

PRESENTERS

Clara Gómez – Rotatives Design Engineer

José Alberto Infante Sánchez – Manufacturing
and Product Cost Engineer

Learn more and apply at
careers.rolls-royce.co.uk/graduates

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Rolls-Royce Careers @ Universitat Politècnica de Valencia

JOIN US

Place: Escuela Técnica Superior de Ingeniería del Diseño, Ala Sur Planta Baja del Edificio 7B, Salón de Actos
Date: Friday 14th October 2016
Time: 9.00 am – 6.30 pm (local time)

AGENDA

9:00-9:15am	Introduction
9:15-10:15am	Presentation
10:15-10:45am	Q&A
10:45-11:00am	Break
11:00-12:00pm	CV & Online Assessment Application Workshop
12:00-12:30pm	Q&A
12:30-13:30pm	Lunch
13:30 - 14:30pm	Assessment Centre and Interview Skills Workshop
14:30-14:45pm	Q&A
14:45-15:00pm	Break
15:00-16:45pm	1-2-1 CV Surgery. Location: Sala COITI, primer piso del Ala Norte Edificio 7E
16:45-17:00pm	Break
17:00-18:00pm	1-2-1 CV Surgery. Location: Sala COITI, primer piso del Ala Norte Edificio 7E

PRESENTERS

Clara Gómez: Rotatives Design Engineer
José Alberto Infante Sánchez:
Manufacturing and Product Cost Engineer

Learn more and apply at
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