

Graduate Recruitment Programme 2017 FAQ

What graduate positions are available?

The Coillte Forestry Graduate Programme is offering talented individuals who have drive, energy and ambition an opportunity to be part of the future of Coillte. We are offering recently qualified graduates a placement for two years. We are looking specifically for graduates within forestry. Students currently participating in their final year or who awaiting results are also welcome to apply.

Successful applicants will be taken into the Graduate Forestry Programme during September 2017.

What is the closing date for application?

Closing date is 7 May 2017.

How do I apply?

To apply please submit your application online. The link to apply is available on our careers page at www.coillte.ie/careers/. The closing date for applications is 7 May 2017.

What is the expected education level to be qualified for application?

Our graduate openings require a minimum of a bachelor's degree to apply. You must be on track for or have achieved at minimum of a 2.2 degree or equivalent at FETAC Level 7 or 8.

Must I have studied Forestry?

Yes. Graduates who have not studied within a Forestry discipline will not be considered.

How can I check if my application has been successfully sent?

Once you have submitted your application online you will receive a confirmation page on screen and a confirmation email will also issue to the email address used when applying. If you do not receive a reply via email please check your junk mail folders prior to contacting us.

Will I get notified if I am not selected for the programme?

Yes. Unsuccessful candidates will be notified via email during the selection process.

What is involved in the recruitment process?

After the initial screening process all successful applicants will receive an invitation participate in a series of online assessments aimed at evaluating numerical, verbal, and inductive reasoning. These assessments will take place in May 2017.

Ability Assessments

- Verbal tests are designed to measure your ability to understand written information and to evaluate arguments about this information.
- Numerical tests are designed to assess your understanding of tables of statistical and numerical data, as well as your ability to make logical deductions.
- Inductive reasoning tests measure your ability to draw inferences and understand the relationships between various concepts independent of acquired knowledge.

Top Tips for Ability Assessments

- Get a feel for the tests by trying some example questions – check your invitation email for a link to practice tests and there are also several websites offering practice tests, so take advantage of them. Your careers service should also be able to help you find them.
- You're likely to be presented with numerical data to analyse, so it's worth refreshing your memory on basic calculations like percentages and ratios before you do the test
- Work through the test steadily and accurately
- Make sure you have everything you need before starting, including some rough paper and a calculator
- Be aware of the amount of time you have left to complete each question (there's a timer to help you)
- Don't feel disheartened if you feel you have done badly on a particular question – move on to the next one

Video Interview

Following the ability assessments successful candidates will be asked to complete a short ten minute video interview. This interview can be completed online at a time that suits you and can be completed using a PC, laptop, tablet or phone.

Assessment Centre

If you are successful you will then be invited to participate in a half day selection assessment centre where you will meet Coillte employees and attend your first interview. At interview, you'll need to explain why you've chosen Coillte and what you can bring to the role. Each attendee will also be asked to complete a personality questionnaire in advance of the day. The assessment centres are scheduled to take place over 27-29 June. No alternative dates are available.

Offer:

We will contact you to confirm whether we'd like to make you an offer in the days following the assessment centre.

Commencement Date:

We currently expect graduates to commence working at Coillte in September 2017.

Interview Tips: How can I prepare for an interview?

Advice on how to prepare for and complete a good interview:

- Prepare your information and do your research before attending an interview.
- Document accurate details of your college courses and exam results; secondary education exam results; details of any work experience or jobs you have had.
- Consider the differentiating competencies required for the roles. Use personal experiences to illustrate the skills that would help you handle the day to day situations at work. Document situations where you had to solve a problem, show initiative, communicate well, collaborate in a team, make a decision, organise something, juggle priorities or manage your time. Then prepare answers that describe the situation and show your skills in handling it. Analyse a task you had to carry out, the actions you took and the results you achieved.