

Synergy Graduate Recruitment Process



Stage	Action	Timescale
1	Applicants apply online by application form Applications are sorted into respective disciplines and locations	Deadline date of end of January
2	Partners in charge of relevant disciplines create a long list of 'Round 1' interviews Feedback provided to unsuccessful candidates Successful candidates are advised confirming discipline, office, date and time of interview	Mid February
3	Round 1 interview (40 mins) to be held in one day in the office relevant to the individual Undertaken by relevant Managing Partner and Partner in Charge of that discipline in the particular office in question (if appropriate) 10 minute candidate introduction 10 minute Synergy introduction 20 minute question and answer session	End of February
4	Partners in charge create a short list of 'Round 2' interviews Feedback provided to unsuccessful candidates Successful candidates are advised confirming discipline, office, date and time of interview Successful candidates take the Predictive Index profiling assessment tool	End of February
5	Round 2 interview (60 mins) to be held in one day in the office relevant to the individual Undertaken by Senior Partner and Partner in Charge of that discipline in the particular office in question (as appropriate) 15 minute candidate presentation on a topic of their choice either from work experience/college module/dissertation etc. 15 minute technical discussion 15 minute discussion with Senior Partner to explain results of the Predictive Index profiling exercise 10 minute question and answer session 5 minute discussion with HR Partner explaining Staff Handbook, Procedures, Policies etc. Interview ends with a tour by the Office Manager	Prior to Easter and before Final Year Exams
6	Job Offer Feedback provided to unsuccessful candidates Successful candidates are offered a position within Synergy	Prior to Easter and before Final Year Exams
7	Graduate Induction Day New Graduates gather in one office for an induction day including Occupational Health & Safety Training, APC Overview etc.	September