

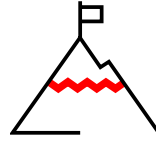
Recruitment ready?

Your ten step interactive roadmap to recruitment readiness.

Get
prepared
for the application
process!



Your wow factor



Remember to include:

- ✓ What makes them special?
- ✓ Impact and scope?
- ✓ Challenges overcome?
- ✓ Key learnings from these experiences
- ✓ Things you would do differently with hindsight

List your 4 **proudest achievements** within the past 3 years:

#1	#2
#3	#4

Your skills



What are your **strongest skills**?

Reflect on recent feedback from friends, family, team members, colleagues, etc. If you haven't got any, time to start asking! List 8 skills and rank them 8–1 (strongest to weakest).

For your top 4 skills evidence through real life examples. Choose a different example for each skill.

#8

Example:

#7

Example:

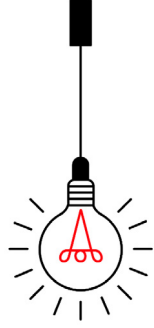
#6

Example:

#5

Example:

Your skills



For the skills ranked 4 to 1, give examples of activities/initiatives that you are kicking off to ensure you build on and perfect these skills.

#4

Example:

#3

Example:

#2

Example:

#1

Example:

What motivates you?

Review the following 12 statements and rank them in order of your personal preferences.

Listening and finding solutions to every problem you encounter

Thinking outside the box, challenging the status quo, redefining the art of the possible

Researching and developing strong subject matter expertise, being renowned as the expert

You get a real buzz from seeing how minor tweaks can drive impactful change

Working for our clients to deliver best in class products and services

Interested to see and understand how major world events impact the global stock market

You are fascinated by how technology can revolutionize banking as we know it today

Building extensive and complex financial knowledge

Defining efficient processes, that will drive a best in class client and customer experiences

Keeping up with the new regulatory environment and advising on the overall impact

Becoming a trusted advisor to clients

You're keen to explore how organizations can drive employee wellbeing and high performance



Now reflect on the job you are applying for. From your understanding of the role, list the type of tasks and projects that will motivate you the most.

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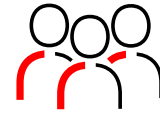
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Understanding you

Your employer of choice

Why you?

Employer's wow factor



List 3 **top competitors** to UBS.
What's special and distinctive?

How does UBS differ in terms of structure, products and services, global reach and core successes?

What's distinctive about the purpose and strategic direction of UBS?

How do they define their culture?
What's distinctive about UBS?

#1

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#2

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#3

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SWOT analysis



From what you have read and researched, let's do a SWOT analysis.

Make a **SWOT analysis** for UBS as your employer of choice. Don't worry, sounds technical but it isn't. Simply reflect on what you have read/researched and then list a few thoughts against the following:

S | strengths

W | weaknesses

O | opportunities

T | threats

Step 6

What are they looking for?

List 4 **top skills** that you think are required for the role/program you're applying for at UBS.

#1 _____

#2 _____

#3 _____

#4 _____



Now: Skills match.

Compare this list against the skills you highlighted in step 2. How many of the required skills fall into your personal top 4 listed skills? Focus on the skills you need to build on. List future projects and activities you could get involved in to build upon your skill set.

Example CVs and resumes

Understand what **recruiters look for**

Review the following three CVs and complete the evaluation sheets for each, judging:

- Overall visual look and style (easy to read and follow)
- Content evaluation according to each section (Personal details, education, work experience, skills, extracurricular activities/interests etc.)



See CVs and evaluation on the following pages

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Understanding you

Your employer of choice

Why you?

Example CVs and resumes

Candidate A

Email: candidate.a@email.com
Tel: +65 0000 0000
Address: A Road, Singapore 546080

Personal Profile

I am an enthusiastic, hardworking, organised individual. I enjoy being challenged, as well as working in a team and working individually. I have high levels of motivation and a strong work ethic and I am able to work under pressure.

Achievements

- School Captain
- School prize for History
- Microsoft Skills Level 2
- Fluent in Vietnamese

Work Experience

Retail Bank:

June 2020 – August 2020

- Interpreted data and analysed results
- Created presentations for team members

Summer Intern Analyst

- Evaluated key performance indicators
- Supported with day to day tasks

Shoe Shop:

January 2019 – May 2021

- Served customers on both shop floor and tills

Sales Assistant

- Trained new staff
- Supported with deliveries

Education

- National University of Singapore 2019 – 2023
Bachelor of Social Sciences

References available on request.

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Understanding you

Your employer of choice

Why you?

Example CVs and resumes

Candidate A



weak



strong

Section 1

Not appealing to the eye • spelling errors and poor formatting • content is cramped and difficult to follow • hard to find what you want to see • gaps that are not accounted for

General presentation of CV

Looks good • easy to read and good signposting • strong formatting • no spelling or typo errors • no unexplained gaps

Section 2

Fails to highlight motivation for current role • you've heard it all before, nothing distinctive

Personal statement (not essential but if included)

Showcases motivation for role • highlights relevant skills and experience • promotes candidate's unique selling point (USP)

Section 3

Academic history unclear and includes gaps • does not highlight skills acquired and how they are relevant or transferable to role • limited evidence to suggest how they have enhanced their academic experience

Education

Academic achievements listed chronologically including qualifications, grades and dates • showcases coursework that demonstrates transferable skills or expertise • maximises their educational experiences

Section 4

Work experience is unclear • confusion around roles undertaken and key accountabilities • hard to understand their personal impact • does not highlight skills acquired and potential relevance to role

Work experience

Roles and employers clearly listed (chronological order) • clarity around tasks and projects worked on and specific individual contributions/accountabilities • smart highlighting of transferable skills and experiences that are relevant • showcases and evidences core achievements

Section 5

Lists experiences (academic and professional), but doesn't highlight skills learnt/developed • fails to highlight any key transferable skills for role applied for

Skills

Clear evidence of how skills have been acquired and put into action (either throughout all sections or skills specific section of CV) • highlights skills that are relevant to the role applied for

Section 6

Hard to understand personal motivators • doesn't evidence what keeps them busy

Interests/hobbies/awards and achievements

Pursues interests/hobbies to high standards • active involvement in university life • drives impact for causes that are of personal importance • successfully manages personal responsibilities with academic studies

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Understanding you

Your employer of choice

Why you?

Example CVs and resumes

Candidate B

+(44) 00000 00000

B Road, London SW10 9NH

candidate.b@gmail.com

EDUCATION

London School of Economics and Political Science – London, England *Sep 2020 – Jun 2023 (Expected)*
Bachelor of Science in Finance

- First Year Modules: Mathematics, Statistics, Economics, Accounting, Finance

North London Grammar School – London, England *Sep 2013 - Jun 2020*

- A Level: 4A*'s in Mathematics, Further Mathematics, Biology and Chemistry
- FSMQ: Grade A (Highest Grade)
- GCSE: 13 A*/8/9 including (7 Subjects at Grade 9, 2 Subjects at Grade 8 and 4 A*s)

WORK EXPERIENCE

Private Bank

July 2021

Virtual Internship

- Implemented valuation methodologies
- Presented an industry overview
- Prepared an index fund

Commercial Bank

June 2021

Virtual Internship

- Write reports
- Build updated financial models
- Industry research
- Client due diligence

Investment Bank

June 2020

Virtual Internship

- Completed a work sample
- Covered valuation methods

KEY SKILLS

Proficient in Excel (VBA, Solver and Modelling); Other Microsoft Office skills; Basic financial accounting

EXTRACURRICULAR

LSE Economics and Finance Society

Sep 2020 - Current

Treasurer

- Responsible for the production of the annual budget request
- Organise fundraising and sponsorship

ADDITIONAL INFORMATION

Affiliations: 2020 SEO-London Candidate

Interest: Football, Table Tennis, Choir

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Understanding you

Your employer of choice

Why you?

Example CVs and resumes

Candidate B



weak



strong

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Understanding you

Your employer of choice

Why you?

Example CVs and resumes

Candidate C

C Road, Fredonia NY 14063
(000) 000-0000 | candidate.a@gmail.com

EDUCATION

Cornell University New York, NY
Bachelor of Science in Mathematics, Bachelor of Arts in Economics and Minor in Computer Science May 2021
GPA: 4.5
Relevant Coursework: Statistics, Behavioral Economics, Mathematical Analysis, Linear Algebra, Game Theory, Data Structures, Logic, Macroeconomics & Microeconomics Theory, Discrete Mathematics, Calculus (Topology)
Activities and Societies: Financial Group, European Students' Association

EXPERIENCE

Investment Bank New York
Investment Banking Analyst July 2021-August 2021

- Joined the Leveraged Finance Group, advised clients on raising sub-investment grade debt and worked on private equity backed LBOs, corporate M&A, dividends and refinancing
- Staffed on 5 deals, two of which were live, and exposed to a number of industries including Oil & Gas, Chemicals, FIG, Renewable Energy and TMT, diving deep into nuances of each field from a debt-side perspective
- Analyzed comparables, built sources & uses statements, created pro forma capital structure tables, and prepared discussion material for internal calls in coordination with coverage
- Pitched a capital memo on a hypothetical buyout to the capital markets committee, including determining the optimal LTV, financing options and pricing of the debt instruments to make the issuance attractive to the market given the current environment

Financial Services Firm New York
Analyst June 2020-August 2020

- Implemented valuation methodologies such as the DCF Model and 'Comparable Company Analysis' in a buy-side M&A work sample involving the online and mobile gaming industry.
- Presented an industry overview and considered M&A rationale.
- Prepared an index fund with the aim of tracking and outperforming the S&P/ASX 200.
- Made alterations to the existing industry weightings to fit the target investor.

Consulting Services New York
Transactional Advisory Services Analyst July 2019

- Analyzed unlisted companies by comparing their margins, leverage and cash flows to those of peers using Bloomberg
- Downloaded data to find the costs of equity and debt, and calculated the WACC used in DCF valuations
- Worked with companies' financials and conducted due diligence to evaluate potential M&A opportunities
- Prepared PowerPoint presentations, examining each project's IRR and listing potential opportunities and threats

Professional Services New York
Market Research Analyst June 2019

- Conducted extensive research and made reports for companies requested by external clients
- Validated financials sent by rating agencies of companies classified as Stars or Zombies based on competitiveness

EXTRACURRICULAR

Cornell Investment Research Group New York
Equities Analyst June 2020-Current

- Developed my ability to fundamentally analyze equities and has provided a platform to discuss my analysis with others.
- Gained an introduction into different asset groups and strategies such as: Fixed Income, Alternatives and Macro Investing Strategy.

SKILLS & INTERESTS

Technical Skills: Java, Python, C++, PowerPoint, Excel, SQL Database,
Languages: English (fluent), French (conversational), Spanish (basic)
Interests: Soccer, Basketball, Squash, Logical Puzzles, Financial Markets
Community Service: Young Enterprise Mentoring

Example CVs and resumes

Candidate C



weak



strong

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Understanding you

Your employer of choice

Why you?

Interview

preparation

Write a list of 5 **interview questions** you think you could be asked:

#1

#2

#3

#4

#5

Now, write a list of the 5 most challenging interview questions you have heard are sometimes asked:
(they need to be different from previous 5)

#1

#2

#3

#4

#5

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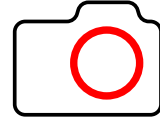
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Understanding you

Your employer of choice

Why you?

Interview preparation



Put yourself on camera and record your answers to each question.

Write an answer to each of the ten questions you have come up with. Now, put yourself in the shoes of a recruiter and evaluate your responses below. How did you perform?



weak



strong

Hard to follow • takes a long time to answer the question • provide statements that are not backed up • responses are very negative or overly critical of others

Quality and structure of response

To be completed for all interview questions

Well structured response • succinct and to the point (showcases what is relevant only) • evidences response with clear examples • positive attitude and poise

Hard to understand how their interests and aspirations match their career choice • no evidence to suggest they have reflected on their skills match for chosen role • lacking clarity on what they can bring to the table • responses are generic to any employer

Motivation for role

Only complete if relevant to your questions

Provides credible rationale for career choice • demonstrates an understanding of skills required for role • showcases their potential value-add to the division they are joining • clear understanding of the unique selling point (USP) of UBS and division of choice

Selects responses that fail to demonstrate skills required for role • fails to highlight resilience and ability to learn from mistakes • not willing to accept/showcase direct accountability for mistakes • no evidence of collaboration with others • hard to understand commitment to work, projects, etc • unclear

Experience and skills

Only complete if relevant to your questions

Response showcases relevant or transferable skills for role • open to disclose examples of things that have not gone to plan and highlights lessons learnt • displays integrity, admits fault when required, shows good ethics • good evidence of teamwork • provides evidence of how they have gone the extra mile • clearly highlights overall goals, required actions, accountability and results

Only quoting something they have read about, no real reflection on what this means • fail to provide practical examples of how they have demonstrated commercial thinking • example fails to showcase their own thoughts/insights on what they have read • response fails to evidence a genuine interest to develop commercial acumen and expertise

Commercial awareness

Only complete if relevant to your questions

Response demonstrates their interest in current affairs and how they reflect on what this means for us and our clients • example shows how they apply strong commercial thinking to their experiences (academic studies, interests, volunteering, work experience etc) • showcases how they read, reflect and express their own opinions on business news, macro economic trends etc • examples responses highlight genuine interest in business affairs

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Understanding you

Your employer of choice

Why you?

Culture and behaviours



It's not just what you achieve, but **how you achieve**.
List examples that showcase the following:

How you have dealt with a setback?

Think about a time when you have supported and helped colleagues to achieve overall team success:

What are your strengths as a member of a team and what are you less good at? How are you working on improvements?

An example of when you have displayed good ethical judgement and accountability:

Technical questions

List 2 **news/business articles** that have interested you in the past 2 weeks.



#1

#2

Your articles of choice:

Questions to follow for each article:

Does the article impact on the finance industry? Yes/No
(If not, it's worth selecting another article)

What is, in your view, the impact of this article on the finance sector?

Will it mean anything for the division you're applying to, or for UBS in general?

How do you personally think UBS should prepare/respond to the impact/opportunities highlighted by the news article?

Describe what you think is the likely impact/opportunities of this news story or article for UBS?

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