

Graduate & Internship Application Processes

Your Questions Answered

When do applications for the 2021 Graduate Program open and close?

- Applications opened on Monday 2nd March 2020 and closed at 11pm on Sunday 19th April 2020

When do the applications for the 2022 Graduate Program open and close?

- We anticipate that applications will open in February/March 2021 for the 2022 intake. We'll update these details as soon as those dates are confirmed
- To learn more about the program, visit: <https://www.baesystems.com/en-au/careers/careers-in-australia/graduate-careers>

Where do you advertise graduate vacancies?

- We advertise through a variety of channels including but not limited to social media, university job-boards, public job-boards such as Seek, GradAustralia and of course on our own careers site (www.baesystemscareers.com.au)

Can I apply before or after the opening and closing date?

- No - unfortunately it is not possible for us to accept applications outside of the dates described above but you can visit our online careers centre (www.baesystemscareers.com.au) to register. By doing so, you'll be advised via email alert as soon as the roles are advertised

Do you offer a mid-year Graduate Program intake?

- Not at this time. If that were to change, we would however publicise it widely

Do I have to apply online?

- Yes
- All applications must be made online
- Why? Because we need you to complete an online application form and to upload a number of specific documents

What documents do I need to submit with my Graduate application?

- Applications must include a current resume and a copy of your most recent academic transcript
- Applications without a current resume and copy of an academic transcript ca not be considered (unofficial academic transcripts are acceptable)

Can I apply for more than one Graduate vacancy?

- Yes - you are welcome to apply for as many vacancies as you like providing you have the appropriate qualifications

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What are the stages in the Graduate recruitment process?

1. Online application
2. GradSift profile creation*
3. Video interview
4. Logical/numerical/abstract reasoning assessment
5. Interview
6. Background checks (including security clearance application)
7. Offer of employment

Will I receive confirmation my application has been received?

- Yes, you will receive an e-mail to confirm your application has been received
- If you do not receive an email, check your 'junk mail' – if there is nothing there, please do contact us as there may be an issue with your email address

When will I hear back regarding my application?

- We are committed to providing candidates with updates and feedback throughout the process
- If you are successful advancing to the next stage of the process – we will let you know
- If you are not successful advancing to the next stage of the process – we will let you know that too
- If anything changes with regards to the role(s) you applied for or there are delays within the recruitment process – we will ensure you are updated then too

What is involved in the video interview stage?

- Shortlisted candidates are invited by e-mail to complete a video interview. Full instructions are provided but rest assured, it is a simple process that you can complete on either a mobile device or laptop/PC fitted with a camera
- We'll let you know the deadline for completion of these videos

What comes next?

- Successful candidates will be invited to attend an interview

Are the dates of the process fixed?

- We will do our best to deliver all elements of the process as per the timeframes we share with you
- Due to expected high volumes of applications, these dates may however be subject to change but rest assured, we will keep you informed of any changes to the plan

When does the **Internship Program** run?

- We offer 12 week internships over the summer period
- To learn more about the structure of the program, visit:
<https://www.baesystems.com/en-aus/careers/careers-in-australia/graduate-careers>

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When do applications for the summer Internship Program open?

- Typically we open applications in August/September each year but keep an eye on our careers site for updating timings

How many internships do you offer each year and where?

- The number of internships varies year to year depending on business demand
- In terms of disciplines, they are offered in both engineering and non-engineering fields and in various cities

At what point in my university studies am I eligible to apply for an Internship?

- In order to be eligible for the summer internship program, you need to be in your penultimate year of study. For example, if 2021 will be your final year of study, you are welcome to apply for an internship for the summer of 2020/2021

Where do you advertise internship vacancies?

- Similar to graduate roles, we advertise through a variety of channels including but not limited to social media, university job-boards, public job-boards such as Seek, GradAustralia and of course on our own careers site (www.baesystemscareers.com.au)

Can I apply before or after the opening and closing date?

- No - unfortunately it is not possible for us currently to accept applications outside of the application dates each year but you can visit our online careers centre (www.baesystemscareers.com.au) to register. By doing so, you'll be advised via email alert as soon as the roles are advertised

Do I have to apply for Internships online?

- Yes
- All applications must be made online
- Why? Because we need you to complete an online application form and to upload a number of specific documents

What documents do I need to submit with my Internship application?

- Applications must include a current resume and a copy of your most recent academic transcript
- Applications without a current resume and copy of an academic transcript ca not be considered (unofficial academic transcripts are acceptable)

Can I apply for more than one Internship vacancy?

- Yes - you are welcome to apply for as many vacancies as you like providing you have the appropriate qualifications
- It is also important to apply for roles in your home location or where you have access to accommodation as we are unable to support relocation or accommodation costs for internships

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What are the stages in the Internship recruitment process?

1. Online application
2. GradSift profile creation*
3. Video interview
4. Interview and assessment
5. Background checks (potentially including security clearance application)
6. Offer of employment

Will I receive confirmation my application has been received?

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- Due to expected high volumes of applications in some disciplines, these dates may however be subject to change but rest assured, we will keep you informed of any changes to the plan

Who can I contact if I want to follow up my application or to get more information?

- Please contact Brenna Ryan, Talent Acquisition Specialist – Graduates and Interns, by e-mail: au.earlycareers@baesystems.com
- *Note that applications cannot be made via this email address but your enquiries are very welcome*

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Your Questions Answered

What is a GradSift profile?

- GradSift is a tool that allows employers to fairly assess your background across multiple attributes including academics, work experience and extra-curricular activities
- Information on GradSift is available here: <https://www.gradsift.com/student-graduate/>
- A list of frequently asked questions can be found here: <https://www.gradsift.com/gradsift-graduate-student-faq/>