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IXOM

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GRADUATE EXPERIENCE

Step by Step Selection Process

We want you to put your best foot forward when applying for our Grad program, this guide is filled with helpful tips and advice to guide you through our Selection Process.



STEP 1

Online Application

This step is simple and should take you less than 45 minutes. It is important however that you take your time and make sure you include all the information we need in your application.



Helpful Tips

Skills and Experience

We want to know more than what you have studied so in your application tell us what you do outside of university. **What excites you? Sports? Music? Your part time job?** We want to know about it all!

Attitude

Your attitude is just as important as your experience and your academic results. We want you to demonstrate your positive attitude and desire to learn. We are looking for people with drive and enthusiasm who are keen to continuously grow. Show your interest and attitude in your application.

STEP 2

Online Assessments

Well done! You have moved to the next stage in our selection process, our Online Assessments. These assessments help us understand how you tackle problems and respond to tricky situations.

This should take you around 30 minutes to complete. We use these results to progress your application to the next stage so make sure you complete this step within three days of receiving the online assessment email.

Helpful Tips

- Practice, practice, practice! You will receive a link to access practice exercises before your assessment so make sure you use these.
- Find a quiet place without distractions
- Make sure you have a stable internet connection and avoid using an iPad



STEP 3

Video Interview

If you are successful with our Online Assessments, you will be sent a link to record a video. This is an opportunity for us to virtually meet you, learn more about you and why you have applied for the Ixom Graduate Program.



Helpful Advice

- We can see you, so dress smart like you would if we were meeting face to face
- Use a structuring technique such as STAR (situational, task, action and result) to answer the questions – View Step 4 for more detail on the STAR technique
- Preparation and practice is key, so practice before recording your final attempt
- Relax and importantly, be yourself!

STEP 4

Interview

Congratulations! If you have made it to this stage you have progressed through to our final stage in the selection process.

The interview will typically go for an hour and will be held with two interviewers. Should you be successful, it is likely you may work with one of these people.

Much like your video interview, it will be behavioural based questions to assess your motivation for wanting to join the Ixom Graduate Program along with your skills gained from university and any work experience you may have.

Preparation

- Before your interview, revisit the job description and consider what skills and attributes you have for the role.
- Visit our website and do some research on Ixom to learn more about our business, what we do and what is important to us.
- Reflect on your studies along with your work and life experience and consider examples that are related to the role or the program.
- Your interview is a two-way process. It is an opportunity for us to learn about you but also an opportunity for you to learn about us. Use this opportunity to ask questions about the role, our culture and the business.
- Don't hurry, ask for clarity on any questions if needed and take your time to consider the best examples to use in your responses.

Interview Techniques

Keep your answers specific

When answering your interview questions, structure your response to focus on a single example. A great technique you can use is the **STAR** technique (situation, task, action & result) to make sure you cover all points and stay on track:



SITUATION

What is the context in which you took action?



TASK

Describe problems and challenges that you faced.



ACTION

What did you do or say in this situation?



RESULTS

What did you learn from your actions?
What were the results?

Attitude

If you have faced challenges in the past, focus on the lessons learned from those experiences and how that will help you learn and improve for the future.

Relax

Arrive 10 minutes early and give yourself plenty of time to find the building. Wear smart business clothes and if possible practice with your friends and family beforehand. Most importantly, be yourself, ask questions and show enthusiasm.

Medical

All preferred candidates will undergo a pre-employment medical prior to an offer of employment being made. All medicals include a drug and alcohol screen and operational roles require a physical assessment. If you have any questions regarding this, please feel free to ask the Ixom Graduate Team.



STEP 5

Welcome to the team!

Congratulations, well done and welcome to the team! You will be contacted by a member of the Ixom Grad Team with an offer of employment. It will include information about your position title, start date and salary. You will need to review this and contact us with any questions.



CONTACT US

We hope that this has provided you with some useful information and further insight about our selection process. If you have any further questions, please don't hesitate to contact us at graduates@ixom.com

The IXOM logo is displayed in a bold, dark grey, sans-serif font. The letters 'I', 'X', and 'O' are significantly larger than the letters 'M' and 'M'. The logo is positioned in the bottom right corner of the page. In the bottom left corner, there are three white geometric shapes: a triangle, a quadrilateral, and a pentagon, which are partially cut off by the edge of the image.

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