

Candidate Application Roadmap – *Apprenticeships*



01

Job Search



Review the different opportunities
on our career pages



<https://careers.astrazeneca.com/early-talent>

02

Apply



Once you have reviewed the detail including the advert, click on the apply now button

Apply Now



Quick Tips!



Make a note of the closing date



02

Apply



Once you have reviewed the detail including the advert, click on the apply now button

Apply Now



Quick Tips!



Make a note of the assessment day date, and ensure you are able to attend



02

Apply



Once you have reviewed the detail including the advert, click on the apply now button

Apply Now



Quick Tips!



Ensure you know the location of the role and salary and are happy with both (if you need to relocate, think about how you will do this financially or otherwise)



02

Apply



Once you have reviewed the detail including the advert, click on the apply now button

Apply Now



Quick Tips!



Take a copy of the advert, so that you can refer back to it should you be shortlisted – it could help you to prepare for the assessment day



02

Apply



Clicking on the 'apply now' button takes you into our application platform



02

Apply



You will be asked to set up an account,
so you can check your progress



Quick Tips!



Make sure you use your own email
address, as this is how we will contact
you with updates on your application
and your employment contract



02

Apply



Complete your application, making sure to upload your CV, and complete all the application questions



02

Apply



You will receive notification of your application being received



03

Online Assessments



You will be invited to complete two assessments. There is a general ability assessment and also the situational judgement test, which gives you realistic scenarios where you will be asked to identify the most appropriate response



Quick Tips!



Complete these actions promptly



03

Online Assessments



You will be invited to complete two assessments. There is a general ability assessment and also the situational judgement test, which gives you realistic scenarios where you will be asked to identify the most appropriate response



Quick Tips!



Check your spam/junk folder regularly to ensure you do not miss any emails



03

Online Assessments



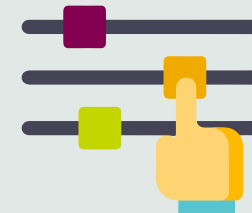
You will be invited to complete two assessments. There is a general ability assessment and also the situational judgement test, which gives you realistic scenarios where you will be asked to identify the most appropriate response



Quick Tips!



You can request adjustments should you need them



03

Online Assessments



You should receive regular updates on your application



Quick Tips!



Applications are not reviewed until after the closing date



04

Shortlisting



Once the role has closed, all applications are reviewed, and you should expect an update within two weeks of the advert closing date



Quick Tips!



Check your spam/junk folder for emails



05

Outcome



Unfortunately we are unable to provide individual feedback for candidates who are not progressed to assessment. However, every candidate who completes our online assessments will receive a personalised report which includes feedback



05

Outcome



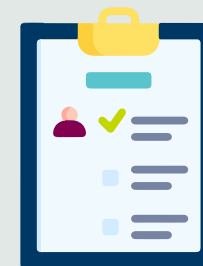
If you have been successful,
we will confirm this by email



Quick Tips!



If you have been shortlisted for multiple
apprenticeships, we will review your
preference list and you will receive an
invitation to the relevant assessment day



06

Assessment Day



One week before the assessment date (which is on the advert) you will receive an email to confirm the assessment day and all the information you need



Quick Tips!



Make a note of the contact details in case you have any questions



06

Assessment Day



One week before the assessment date (which is on the advert) you will receive an email to confirm the assessment day and all the information you need



Quick Tips!



Confirm if you need any additional support



06

Assessment Day



One week before the assessment date (which is on the advert) you will receive an email to confirm the assessment day and all the information you need



Quick Tips!



Read through all the attachments and ensure you have a clear understanding of the assessment day



06

Assessment Day



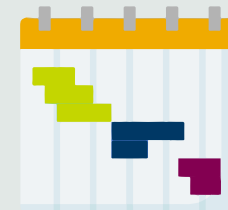
One week before the assessment date (which is on the advert) you will receive an email to confirm the assessment day and all the information you need



Quick Tips!



Make note of any pre-work you need to do and plan when you will do this, ensuring if there is a date to complete the work by, you are able to do this



06

Assessment Day



One week before the assessment date (which is on the advert) you will receive an email to confirm the assessment day and all the information you need



Quick Tips!



Reply to the email to confirm your attendance. If your circumstances have changed and you need to withdraw your application, let the recruitment partner know ASAP



06

Assessment Day



IF VIRTUAL – Ensure you have a suitable environment at home, don't worry about the background and pick out something casual to wear (it doesn't need to be a suit.)



06

Assessment Day



IF FACE TO FACE – Ensure you know where you need to go and have planned your route to allow time to arrive and park. Make sure you are smartly dressed (no jeans) and have the necessary documents to take with you



Quick Tips!



Any expenses to travel can be claimed back after the assessment day

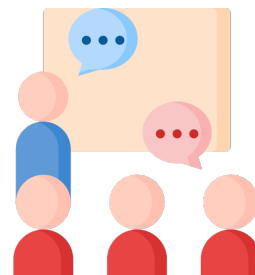


06

Assessment Day



Attend the assessment day



06

Assessment Day



Within seven days, the outcome of the assessment day will be communicated to you



06

Assessment Day



If you have been unsuccessful, please request feedback on your performance



07

Job Offer



If you are successful, you will receive a verbal offer from the recruitment partner and then an email confirming the detail



07

Job Offer



Confirm your acceptance
of the offer by email



08

Onboarding/ New Hire



Read through the following next steps email
and ensure you have all the documentation
you need for this appointment

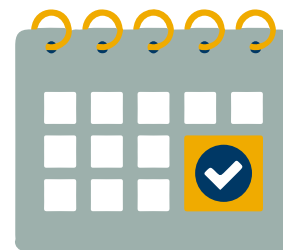


08

Onboarding/ New Hire



Accept the calendar invite for
the right to work check



08

Onboarding/ New Hire



Read and sign your
contract of employment



08

Onboarding/ New Hire



Complete the HireRight security
screening questionnaire



08

Onboarding/ New Hire



Complete and return
the health questionnaire



08

Onboarding/ New Hire



Join ALL virtual
engagement events



08

Onboarding/ New Hire



Confirm your A level
results (where applicable)



09

Start of Career



X

Your first day at AstraZeneca!

