grayce

Candidate Information Pack

Change+ Programme

Your guide to Grayce's Change+ Development Programme

CLIMATE POSITIVE BUSINESS — EARTHLY+

MCA — A POSITIVE FORCE FOR THE ECONOMY AND SOCIETY

salesforce PARTNER

FT FINANCIAL TIMES — statista — 1000 EUROPE'S FASTEST GROWING COMPANIES 2022

UK COMPANY CULTURE AWARDS 2022 WINNER

Contents

The Change+ Programme

The Change+ Programme is designed to stretch and support you as your build you career in Change & Transformation. But don't worry, you won't be alone as Grayce's experience in the area will provide you with support from start to finish!

Industry Recognised Qualifications

Access to Experienced Mentors & Coaches

Annual Performance & Salary Reviews

Work with FTSE250+ Organisations

Core Roles

Project Management

Project Manager
Project Analyst
PMO Analyst
Junior Scrum Master
Finance Analyst

Business Analysis

Business Analyst
Business Change Manager
Product Owner
Technical Business Analyst
Agile Business Analyst

Change & Transformation

"Change Management is the overarching approach taken in an organisation to move from the current state to a future desirable state using a coordinated and structured approach."

- APM Body of Knowledge 7th Edition

Useful Links - Project Management

Agile & Waterfall Approaches

Common Project Problems

Project Management Skills

Project Management Processes

Project Management Roles

Projects, Programmes & Portfolios

Useful Links - Business Analysis

Business Analyst Skills

Business Analyst Techniques

Business Analyst Job Profile

Business Analyst Role

Impact of Business Analysis

The Interview

All Grayce interviews are conducted via Microsoft Teams.

What we expect from you:

- Camera on
- Quiet surroundings free from distraction
- Stable internet connection
- Professional appearance
- Thorough preparation, including the presentation

What you can expect from us:

- All of the above
- A trained interviewer
- A friendly face who will put you at ease
- The opportunity to ask questions
- Access to reasonable adjustments, if required

Structure of the interview (1 hour)

- Brief introductions (5 minutes)
- Your PowerPoint presentation (10 minutes)
- Questions focused on your values (15 minutes)
- Competency-based questions (15 minutes)
- Your Questions (10 minutes)
- Wrap up & next steps (5 minutes)

This is your opportunity to impress, so please consider:

- Time management
- Tone & Pitch
- Attention to detail
- Creativity & uniqueness of topics

Top Tips for Interview Success

1) Use the STAR Approach for Competency Questions

Situation

The context of the example you are giving (e.g. was it at university or work, a team or independent project etc.)

Task

The task you have been given specifically (remember, the interviewer wants to hear about what you were responsible for, use "i" and "me" rather than "we")

Action

The steps you took to address the task you were given. Talk through this in detail, including the tools/systems used and how/why you approached the task in that way.

Result

The outcome of all of that hard work! This should be a tangible outcome (using facts/figures if possible!) and should be a positive outcome. Don't be afraid to touch on what you would do differently if you were to do the task again!

2) Be Your Professional Self

The interviewer wants to see who you are as an individual, what makes you different to other applicants and why you'd be an amazing fit for the team!

Remember to keep a professional tone throughout the interview, whilst still letting your personality shine!

For more tips, click here

Presenting Through MS Teams

Microsoft Teams

- Please ensure you are familiar with presenting and sharing your screen on Microsoft Teams before your interview with us.
- If this is your first time using Teams to present, please take a look at this <u>video guide</u> for sharing your presentation to help set you up for success.

Using a MacBook?

- You may need to update your MacBook settings to allow screen sharing/presenting through Teams. Please ensure you check this ahead of your interview.
- This <u>step-by-step guide</u> walks you through how to do this.

Additional Support

- <u>Using the Test Call function</u>
- <u>Common Troubleshooting</u>

Have a question?

We're always happy to help, just get in touch!

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Good luck!

From all of us at

grayce