# KPMG

## Smart people like people

**During the recruitment process, you might hear the phrase ‘Behavioural Capabilities’ a lot. By this, we mean the skills and behaviours that every person here at KPMG shares. To us, ‘behaviours’ are more than the way you act – they represent the set of values that underpin our business.**

So as well as your academic qualifications, we look at nine key areas. When preparing for your interview, you should consider how you’ve demonstrated these in your life inside and outside work and study, from hobbies and academia to part-time jobs and extra-curricular activities. Think about specific examples of things you’ve done in the last two to three years, remembering what you did, the role you played and what challenges you faced.

**1. Career Motivation**

We realise deciding where to begin your career can be difficult and that you might apply to a number of different organisations. However, we also hope you’ve identified why you want to work for us in particular and have thought carefully about why you want to work in your chosen field. Have you:

* Thought about why you think you’d enjoy working for KPMG?
* Found out as much as you can about the work involved?
* Read this site thoroughly and looked for any further information?
* Got an understanding of what you’ll be doing early on in your career?

**2. Delivers Quality**

To meet deadlines and work commitments, you’ll need to be a capable task manager. That means being able to plan, prioritise and prepare in advance so that you work efficiently. Invariably there’ll be occasions in your KPMG career where you’ll have less time than you’d like to complete a task. So, can you:

* Take a structured and methodical approach to your work?
* Keep track of your progress towards a goal?
* Manage multiple tasks and plan your time efficiently?

**3. Drives Collaboration and Inclusion**

Building relationships is a big part of KPMG. Whichever area of our business you join, you’ll work as part of a team on a regular basis, so we’re looking for people who enjoy sharing and discussing ideas. Client contact is also a huge part of what we do, so being able to build relationships is crucial. Do you:

* Understand the needs of different audiences and adapt your communication methods accordingly?
* Try to get everyone involved when you're working with other people?
* Avoid blaming others and help your team to learn from any mistakes?

**4. Strives for continuous improvement**

As you can imagine, the opportunities available within KPMG are huge. If you want to develop both professionally and personally, we can offer you the tools to go far. But you drive a big part of that journey, and we look for people with the motivation to achieve their potential. Do you:

* Look for feedback on your performance and learn from your experiences?
* Have a realistic view of your strengths and weaknesses?
* Believe that other people may be better placed to guide you?

**5. Exercises professional judgement**

At KPMG, we’ll look to you to provide solutions. We will give you the autonomy to make decisions, and it’s the ability to analyse information and provide your solution clearly and confidently that we’re really looking for. Do you:

* See the key issues and then tackle them in a rational and logical manner?
* Feel comfortable analysing numerical data and extracting key information?
* Think through all the options systematically before making a decision?
* Grasp information quickly?

**6. Makes an impact**

To make an impact with colleagues and clients, you must be able to communicate clearly and professionally, both verbally and in writing. It’s important that people are confident in what you have to say, and that you’re able to articulate your point in the most appropriate way. Can you:

* Communicate your ideas persuasively both verbally and in writing?
* Stick to the point and not get distracted?
* Cut through jargon to provide a clear message for your audience?

**7. Seizes Business Opportunities**

It’s very important that our employees are genuinely interested in business and commercial issues, and understand the external marketplace and the issues our clients face. We really want people to be passionate about the business world.

* Have you had a job gaining insight into the factors affecting a business?
* Could you see how the business could be further developed?
* Do you keep up-to-date with business news?
* Can you offer ideas about how businesses could improve their operations?

**8. Demonstrates innovation and curiosity**

Solving problems innovatively involves thinking creatively. So, we look for strong problem-solvers who can go beyond the obvious solution.

* Can you think laterally about a problem you’re faced with?
* How do you cope when circumstances change? Are you happy to adapt?
* Are you generally curious about why things happen in the way they do?

**9. Resilience**

We’ve all faced times when challenges or setbacks need overcoming to achieve a goal. What’s important is how we react to these setbacks and keep motivated in difficult situations. The workplace is no different and there’ll be times when you face an obstacle or have to work under pressure.

* Do you get your projects completed on time, without too much panic, loss of sleep, or missing out socially?
* Can you think of setbacks, in education or work, that you've overcome?
* Are you looking for a career in a challenging, fast-paced environment?