



Hints & tips for apprentice recruitment



bp application process – stages overview



01

Online
questionnaire and
CV upload

Assesses eligibility for the
role

02

Online
assessments

Bespoke assessments to test
alignment with bp

03

On demand video
interview

Competency-based
questions, assesses
motivation and values

04

Assessment
Centre

Bespoke assessment day to
test alignment with bp values

Note: appropriate adjustments can be made for anyone who has a disability that may disadvantage them in the process.

Online assessments - overview



Behavioural assessment

- This assessment helps us understand you and how you like to work
- Statement about ways of working and a scale from strongly disagree to strongly agree
- Not timed

SJQ – situational judgement questionnaire

- Assess how you approach situations encountered in the workplace
- Designed to test how well you align to our culture or competencies
- Not timed
- “Most” and “least” reflect what you would do

Logical reasoning

- Cognitive ability
- Pattern recognition
- Timed - 6 minutes to complete
- Provider AON – practice tests will be available beforehand and if you reach this stage.

Hints & tips online assessments

#1



If your application is progressed, you will be e-mailed a link to complete the online tests – you can get a sneak preview by accessing our bp online assessment microsite by clicking the link below, or scanning the QR code.



[bp online assessment](#)

The screenshot shows the top portion of a webpage. At the top left is the bp logo. The main heading is 'bp Early Careers – prepare for your online assessment' in green. Below this is a sub-heading: 'We're excited that you've chosen to apply to bp! Here's a reminder about why joining us is a really exciting prospect for your career.' There is a link: 'Remain open energy our new website evolved'. The text continues: 'As part of your recruitment process, you have been asked to complete some assessments to help you evaluate further whether bp is the right organisation for you, and also for us to better understand what you will bring to the role.' It then says: 'We want to ensure you understand the assessments we're asking you to complete, have the chance to practice and can really showcase your strengths. Here you can find:' followed by a bulleted list: '• more information on the assessments you have been asked to complete as part of your application, • get some 'tips and tricks' to help you maximise your performance • practice questions – you can do these as many times as you like • find information on what to do if you need any reasonable adjustments or have technical issues when completing the assessments.' The next section is 'What are online assessments?' with the text: 'bp uses online assessments to help us understand how good a fit you are for the job you are applying for. In these assessments, we are looking at your abilities, behaviours and characteristics that will help you in the role.' This is followed by another bulleted list: '• When you start each assessment, you will see a short introduction with descriptions of the questions. This is followed by an interactive section which describes the assessment in greater detail and the required actions are demonstrated. To ensure that you have understood the exercise properly, you will be asked to complete a few practice examples. • There is no time limit for these exploratory stages of the assessments, for two of the assessments we are asking you to complete (the behavioural questionnaire and the situational judgement questionnaire). • In fact, the only assessment that has a set time limit is switchChallenge. For this one, the examples are not timed, so you should take time to understand what you are being asked to do, and once you begin the actual assessment the timer will start. Once the time is up, the assessment automatically ends.' Below this is a link: 'For more information, please click on the assessment name, this will direct you to an explanatory video.' The next section is 'What to expect:' followed by two bullet points: '- Situational judgement questionnaire: An assessment that asks you to respond to messages containing work-based scenarios. This gives you a preview of typical situations you might encounter in the workplace and helps us understand how effectively you might respond to these situations.' and '- Behavioural questionnaire: A questionnaire that measures your typical workplace behaviour. It helps us to understand if your workstyle preferences are a good fit with the requirements.' This is followed by another bullet point: '- switchChallenge: A test that measures your ability to follow patterns or rules in logical steps. It helps us to understand how well you can think logically and solve problems.' The final section is 'Best Practice for completing online assessments' with a bulleted list: '• A great benefit of online assessments is that you can do them whenever you want to. If you're a right person, there is no reason why you shouldn't do the test at night. It's just'

Hints & tips online assessments

#2



There is a lot of help and support on the bp online assessment microsite shown on the previous slide – make sure you use it!

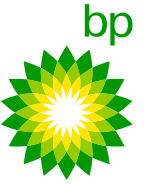
- Get excited about our strategy to get to #netzero
- Find information on the online assessment process and what to expect
- Watch videos on the different assessments
- Read best practice tips
- Try out additional practice for the ability component
- Request reasonable adjustments if you need them
- Check what do to if you have technical difficulties
- Accessing feedback on your tests*

*The test feedback available to you will be personalised, but in general – it will not tell you if your application is being moved to the next stage. A recruiter will review your test results and make that decision, and notify you.



Hints & tips online assessments

#3



Practice makes progress!

We aren't looking for perfection, but we do want you to do your very best.

In addition to the support, advice and practice available on the bp online assessment microsite, you can find a lot of free sites available that provide examples and practice material.

Search for the three types of test bp will ask you to do:

**Behavioural
assessment**

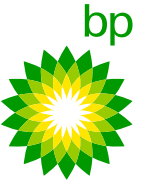
**SJQ – situational
judgement
questionnaire**

**Logical
reasoning**



Hints & tips on-demand video interviews

#1

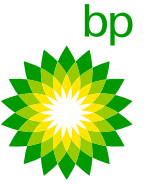


If your online assessment results lead to you being progressed to the next stage, you will receive an e-mail with a link to a video interview. Here's what to expect:

- You will be asked you to record your responses
- It will last approximately 30 minutes
- Pre recorded questions will be asked – typically 8 questions
- Your motivation for the company and the role you have applied for will be tested
- The questions will be motivation & competency based
- You should focus on a single example which you expand on – try to share different experiences in your answers
- To help structure your response – use the STARS (Situation, Task, Action, Result, Self-reflection) technique
- The questions will ask you to demonstrate how you align with our [beliefs](#)

Hints & tips on-demand video interviews

#2



What do employers want to know?

Other experiences

Think about the experiences you have had either through, extra-curricular activities, school projects and how they could possibly demonstrate what an employer is looking for.

Competency based questions

Most companies will ask you questions looking for specific examples of what you have done in the past to demonstrate a particular competency or motivation. Research the company mission, vision and their values.

Hints & tips on-demand video interviews

#3



Research is important. Think about researching the energy industry, bp and the role.

- [bp.com](https://www.bp.com) can provide you with a lot of information about our business, purpose, transformation and beliefs (who we are)
- bp has an active social media presence where you can find easily accessible information on current developments
- bp is often in the business news and trade press – this is a great place to find out about the wider energy industry
- Be sure to read and understand the job description on the advert – research any areas or terminology you are not familiar with

Hints & tips on-demand video interviews

#4



Example competencies

- Communication & influence
- Drive for results
- Motivation
- Problem solving
- Teamwork

There are also many free online resources available that can provide examples of competency-based questions, and recorded interviews. You might also like to think about how your examples align with the [bp values](#).

- Think about specific examples that show when you have demonstrated these qualities
- Try to have more than one example for each, so you can choose which one to use to suit the nuance of the question
- If you can, use examples that show challenge, and success and / or learning
- Accept that you won't be able to predict the exact questions
- It's ok to have some notes out of shot to refer to if that's helpful

Hints & tips on-demand video interviews

#5



We've said it before – we'll say it again...practice makes progress!

We still aren't looking for perfection, but we still do want you to do your very best.

Once you have an idea of the type of questions you might be asked, use a technique such as STARS to structure your answers:

S

Situation

T

Tasks

A

Action

R

Result

S

Self

Don't forget to talk about what YOU did

Practice recording yourself answering questions – play it back to a trusted family member or friend - can they easily follow your example, and identify you as the hero?

Hints & tips

assessment centres

#1



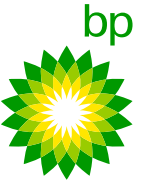
If your video interview leads to you being progressed to the next stage, you will receive an e-mail with an invitation to an assessment centre.

- Usually 3-5 exercises, any combination of:
 - Group activities
 - Individual activities (written exercise, presentation, interview)
 - Role-play
 - Analytical case studies
- You will be told in advance if you need to prepare anything specific
- You will be observed by several different assessors during the day
- Typically, 6-8 candidates attend

Hints & tips

assessment centres

#2



As before, there are plenty of resources online that can give you examples of activities that might be run at an assessment centre.

Think about how you might react to those activities – which ones might showcase your strengths, and which ones might be more challenging for you.

Recap on your research – you can reuse the research and preparation from earlier stages.

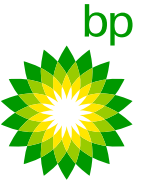
Plan your journey in advance and allow plenty of time.



Hints & tips

assessment centres

#3



- Join any briefing sessions that we may run
- If you require any adjustments, then let your recruiter know ahead of the day
- Get a good night's sleep before...it will be a tiring day
- Refreshments will be provided - try to eat and drink throughout the day to maintain energy. Let your recruiter know if you have any dietary requirements
- Be yourself. Remember, we like what we've seen so far – so keep being you!
- Ensure you make a contribution to the discussion
- Remain positive, even if you feel you didn't do so well at something



Good luck!

