

# Finance and Operations Graduate Scheme

Application Guide

We know many students find interviewing to be stressful and overwhelming, which is why we want to make the process as transparent as possible. This allows you to properly prepare and give each stage your best.

Our aim is to create an engaging process where you are challenged so we can evaluate your skills. We're very intentional with who we hire and seek out the top candidates to ensure we're best able to continue delivering excellence to our clients.

In the document you will find additional information on the different stages of the interview process, tips on how to best prepare and the skills we're looking for.

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*Marshall Wace is an equal opportunity employer. Individuals seeking employment are considered without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, sexual orientation, or any other category protected by applicable law.*



## Application

To apply, you simply need to fill out our application form online, making sure to submit your most recent resume.

Your resume should include key details like:

- Which University you're attending
- Which course you're studying
- Your start & end dates
- Details of any previous work experience

You are also asked to submit a supporting statement that explains your interest in the Finance and Operations graduate role at Marshall Wace.



## Interview Stages

### Step One: ClassMarker Test

We'll send you a 40-minute online test to examine your numerical reasoning. When you first log in you will be prompted to an excel file with the data sets (18.5KB). You will then have a series of multiple-choice questions to answer based on what you find in the data.

Your invite will be individual and sent directly by ClassMarker. You can begin the assessment at any time of your choosing but, it should be completed within 7 days. Please to check junk mail folders if you do not see the ClassMarker email in your inbox. If you still cannot find it, please contact your recruiter.

Please note that, our tests are private and confidential. By participating in our test, you are agreeing that you will hold the information as private and confidential and will not share the details outside of our organization. This is important to ensure equity in our process and we thank you in advance for your compliance.

If you did not inform us that you required adjustments in your application but, do require them please email us before starting your test. Once you have opened the test and seen the questions, we will not be able to send you an adjusted version. This is to ensure fairness across candidates.

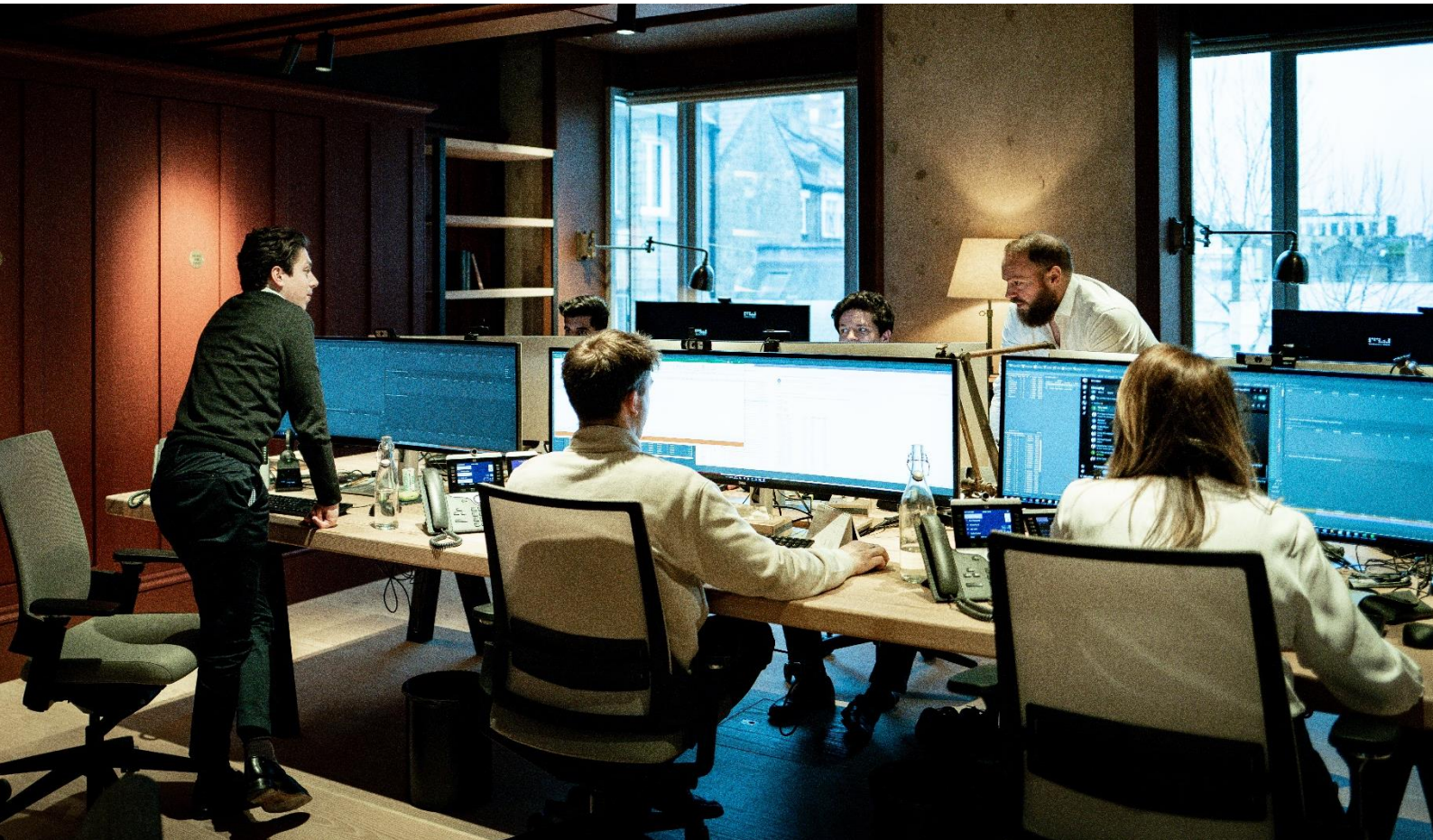
### Step Two: Screening call

If you perform well in the online assessment, you will be invited to a 20-minute screening video-call with one of our recruitment team.

They will be looking to understand the following:

- Your interest in the programme
- Your interest in finance
- Your interest in Marshall Wace
- Your behavioural and soft skills

To prepare for this call, you should consider the above and make sure you're in a quiet place with suitable access (stable internet connection, camera etc). If you do not have access to suitable technology, let us know and we can see what adaptations can be made.



### Step Three: Team Interview

This is a 30-minute long interview with one of the members of the Fund Accounting, Operations or Treasury teams.

They will be looking to explore:

- Your understanding of Non-Investment role focuses
- Your interest in finance
- Your background (degree subject, interests, previous internships)
- Your soft skills and behaviours

To prepare for this call, the same advice applies as the previous round. You should consider the above and make sure you're in a quiet place with suitable access (stable internet connection, camera etc). If you do not have access to suitable technology, let us know and we can see what adaptations can be made.



#### **Step Four: Assessment Centre**

The final stage is a one-day assessment centre at our office. Typically, this will start at 8:45 and, potentially last until 17:00 if you perform well.

The assessment centre is typically split into two sections, divided by lunch.

#### **Morning Session:**

- Welcome presentation:
  - We will give you a more comprehensive introduction to the business and the team.
- Group task:
  - You will be split into groups (of up to 6) to work through a prioritisation task. This is a bespoke task created to assess how you manage competing responsibilities.
- Individual presentation:
  - We will give you a selection of presentation topics on the day, you are asked to pick your favourite. You will then have 15 minutes to prepare, followed by 5 minutes to present your argument. Finally, observers will have 5 minutes to ask you questions about your presentation.

#### **Lunch Break:**

We will provide lunch, during which you will have the opportunity to interact with some of our recent graduates. This is an excellent chance for you to gain insights about the job from those who have recently joined our team.

During your lunch break, the hiring managers who observed the morning sessions will decide who will proceed to the afternoon session. This decision is based on your morning performance, not on a predetermined number of candidates.

#### **Afternoon Session:**

If you are selected for the afternoon session, you will participate in up to three interviews.

- One with the Hiring teams, focusing on your suitability for the role and relevant competencies.
- One with Human Capital, emphasizing on soft skills and how the position aligns with your career goals.
- Potentially one with a Senior Manager, assessing your compatibility with the broader team.

#### **Preparation tips:**

- Engage with other candidates, as this can help create a comfortable environment.
- Contribute to the group task without overshadowing others – we value good ideas, not loud voices.
- Don't hesitate to ask questions or seek clarification on any points you didn't understand.
- Support your answers with examples when appropriate – consider using the STAR method.
- Prepare some questions for the interviewers about aspects of the role or company you're curious about.

## Feedback

We will aim to give you feedback within one working week of your interview or test via email. If there are any delays, we will do our best to keep you informed.

If you have any questions or would like more information, please get in touch with your recruiter and they will endeavour to reply as soon as possible.



## FAQs

- **I've been rejected this season, can I reapply?**

No, in the interest of fairness across candidates we will not accept requests to reapply in the same recruitment season (i.e for roles starting in 2025). This includes if you failed the ClassMarker test or screening call.

- **I was rejected last season, can I reapply?**

Yes, we welcome re-applications from those who didn't make it through the process last year.

- **I've been in process before, can I skip any stages?**

We will review these requests on a case-by-case basis depending on the feedback available and which stages you previously completed. Where possible, we like everyone to complete all the stages to ensure fairness across candidates.

- **Can I interview on the weekends or evenings?**

We will not arrange weekend interviews. Our employee's wellbeing is important to us, and we don't expect them to be conducting interviews over the weekends. Typically, we will try to schedule virtual interviews between 8:30am and 5:30pm GMT.

- **Can I arrange a call/ coffee to discuss my application before submitting it?**

No, we receive a very high number of applications and are a lean team. If we conducted discussion meetings with every candidate ahead of getting them into process, we'd have no time to process the applications themselves.

- **Can my travel be expensed?**

We will reimburse reasonable travel for onsite graduate interviews. To do so we will request you complete a form that will be sent to you and attach receipts. We will not be able to reimburse without receipts.

- **What should I wear to interview?**

We recommend Business-Smart attire. Many employees wear shirts or blouses with trousers/ skirts or dresses.