

# Graduate Programme FAQs

## Application Process

### When can I apply?

For the 2016 Graduate Programme, the application periods are as follows:

- London: from 12 September 2016 to 28 October 2016
- Frankfurt: TBC
- New York: generally from January 2017 to March 2017
- Asia: generally from February to April 2017

### How do I apply for the Corporates & Markets Graduate Programme?

All applications have to be made online via our JobPortal.

Applications to Asia should be made via our partner universities. For more information please contact [graduate-recruit.asia@commerzbank.com](mailto:graduate-recruit.asia@commerzbank.com)

Applications to New York should be sent to [HumanResourcesNY@commerzbank.com](mailto:HumanResourcesNY@commerzbank.com)

### Can I apply to more than one business area and different locations?

Yes but ensure you tailor each application to whichever business area or region you are applying for.

### Will the number of business areas or locations I apply for affect my chances of selection?

No, each application is considered separately.

### What does the selection procedure involve?

In London, your application will initially be screened by the Talent Management team. If successful, you will be asked to complete some numerical and verbal online tests. The business will then shortlist the remaining applications to decide who they would like to invite to the assessment centres. A 1 day assessment centre consisting of various exercises is then held for each business area.

### If I am unsuccessful, will I receive feedback on my application?

Due to the large number of applications we receive, we cannot provide feedback at the initial stages of the selection process. However, if you have attended an assessment centre, we will provide you with detailed feedback, whether you are successful or not.

**Do I have to attend an Assessment Centre; if so when do they take place?**

Within London and Frankfurt, you would have to attend an assessment centre; these generally take place between December and February.

New York and Asia do not conduct assessment centres - instead, applicants will undertake several rounds of interviews with various people from the business area and HR.

**How long is the Assessment Centre and how can I prepare for it?**

Assessment centres in London and Frankfurt last for 1 day; no formal preparation is required. They include a mixture of group and individual exercises.

**General Requirements****What are the basic skills and qualifications you are looking for?**

It depends on the hiring business line; qualifications are outlined in the individual job descriptions. However, all candidates should expect to or have already achieved a minimum 2.1 UK degree or above (or equivalent) and a minimum of 320 UCAS points required (or equivalent)

You should possess strong conceptual capabilities and an analytical mindset, being able to quickly understand and analyse complex topics. You should be proactive, highly motivated and an ambitious team player. You must also have excellent communication and presentation skills, be self confident and able to work under high pressure. Work experience (internships) within a financial institution are desirable and international experience is a plus. Fluent English is mandatory and an additional language is advantageous. Fluent German is required for roles in Frankfurt . The programme is designed for recent graduates; therefore applicants must have graduated within the past 12 months.

**Do you prefer any specific degrees?**

We accept applications from all degree disciplines, although our preferred disciplines are: Economics, Business Studies, Mathematics, Physics or Finance; however it depends on the business area you are applying for.

**I graduated two years ago - can I still apply for the Graduate Programme?**

The programme is designed for recent graduates; you must therefore be about to graduate or have graduated within the past 12 months.

**Should I still apply even if I have not studied towards a business, economics or finance related degree?**

Yes - we recruit from all degree disciplines and look at each application on its own merit. Some roles do require a more technical degree discipline. You will find further information on each role on the individual job descriptions.

**Do you offer deferred entry for your programmes?**

Applications should only be made for the year you wish to start. We do not allow candidates to defer entry.

**Will Commerzbank help me to obtain a work visa?**

Generally, we are able to sponsor eligible candidates for work visas. Eligibility rules vary from country to country, so you are responsible for ensuring that you understand the eligibility criteria for the country in which you will work and complete any required applications. All offers of employment made are subject to you obtaining and proving your right to work within that location.

**Do I have to speak German?**

Generally for roles in Frankfurt you are required to speak German; however in some business areas only a basic knowledge is required. For all other locations, German language is not required however is considered to be advantageous.

**Do I have to speak English?**

Fluent English is required in all locations.

**What should I do if I have a disability that may affect my performance at the assessment centre?**

Please inform us at least 1 week before the assessment centre takes place if you have any special requirements (e.g. dietary, mobility, dyslexia) that need to be taken into consideration throughout the day.

**Training Programme****In which locations can I start in the Corporates & Markets Graduate Programme?**

Generally we have opportunities available within London, Frankfurt (Main), New York, Singapore, Hong Kong and Shanghai.

**How long is the Graduate Programme?**

The programme generally lasts for 12 months, starting with the graduate training for 4 weeks in September. The Corporate Banking and Market Risk Graduate Programmes last 18 months. Graduates also attend 2 days of soft skills training in Frankfurt.

**Will I be able to rotate during the Graduate Programme?**

It depends on what business line you are hired into - some areas have their graduates rotate and some do not.

**Will I be able to work abroad during the Graduate Programme?**

The initial 4 week graduate training takes place in London; other than this you will work from your usual work location.

**Is there a fixed starting date?**

All graduates must start the programme by early September to enable them to attend the 4 week graduate training in London. The earliest you can join the programme is 1<sup>st</sup> April.

**Do I receive a permanent contract?**

- All graduates within London and Frankfurt will receive permanent contracts
- All graduates within New York are employed 'at-will', so will not receive a permanent contract
- All graduates within Asia are employed on a fixed-term contract to cover the graduate training period

