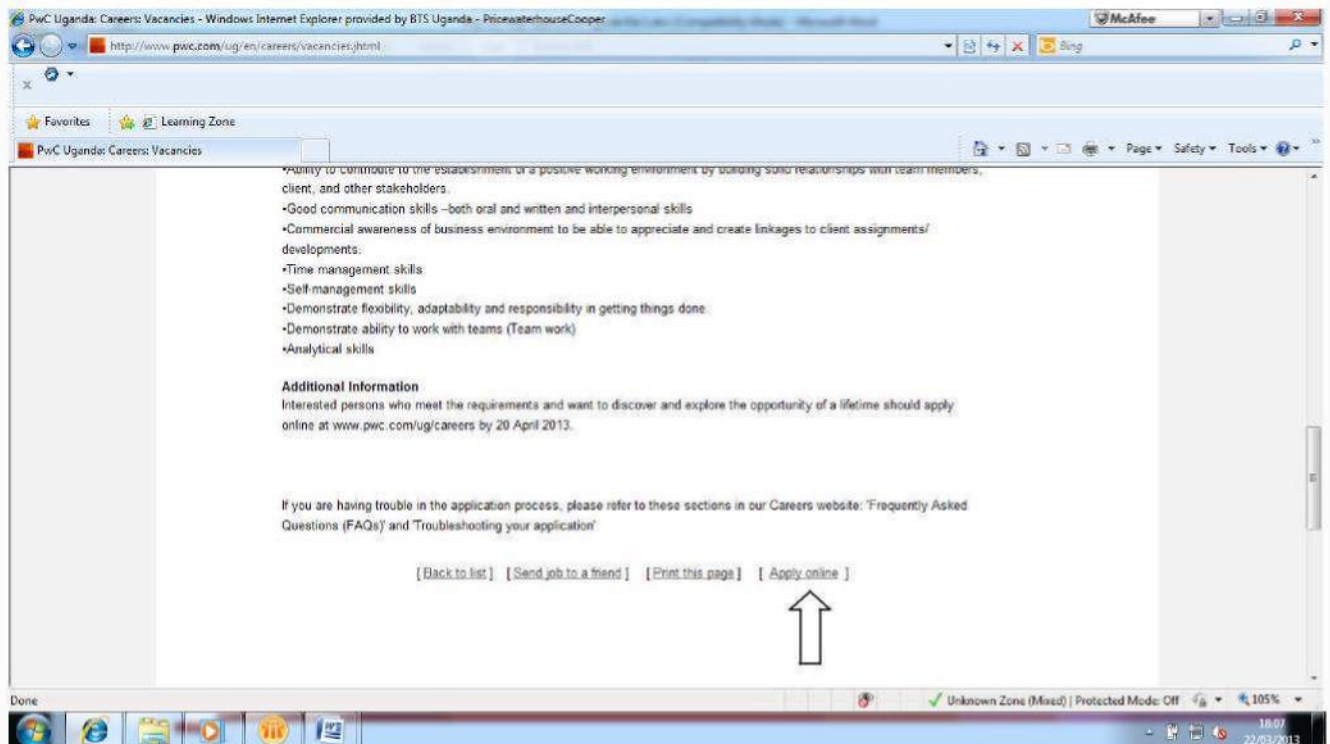


Graduate recruitment 2015: Step by Step application guide

1. When you click on Graduate recruitment, Apply Now, this takes you to the Graduate Associate page



2. Click on the apply online tab at the bottom of the advert



3. This will take you to the submission page; click **continue** tab at the bottom of the page

The screenshot shows a web browser window titled "PwC Kenya Careers Vacancies - Windows Internet Explorer". The address bar shows the URL "https://www.pwc.com/ke/en/careers/vacancies.html". The page content includes the PwC logo, a heading "Submission for Graduate Associate", and several paragraphs of text regarding the application process and privacy policy. At the bottom of the form, there are two buttons: "Cancel Submission" and "Continue".

pwc

Submission for Graduate Associate

The information that you give in your application and CV will only be stored on our database in order to consider you during our recruitment processes. We guarantee that personal information will not be used in other contexts or by other organisations. We also guarantee that the information will only be used in the context of recruitment for PwC.

The information will not be stored for longer than is necessary in order for us to fulfil our contractual obligations towards you. Evelynne Munyoki is in overall charge of recruitment in our company. Should you have any questions concerning the security of our recruitment processes you may contact us via e-mail at: evelynne.munyoki@ke.pwc.com

We would like to emphasise that all applicants must accept our privacy statement in order to submit their applications.

4. Please create your candidate homepage on the Candidate Homepage , enter your details and username and password ; then click on **Create My Candidate Homepage** tab at the bottom

Ignore the Candidate Homepage Login option

The screenshot shows a web browser window titled "PwC Kenya Careers Vacancies - Windows Internet Explorer". The address bar shows the URL "https://www.pwc.com/ke/en/careers/vacancies.html". The page content includes a heading "Candidate Homepage Create an account" and a form with fields for Last Name, First Name, Email, User ID, Password, and Confirm Password. At the bottom of the form, there are two buttons: "Create My Candidate Homepage" and "Skip Login".

Candidate Homepage Create an account

Fill in your details in order to create an account.

Last Name * Ng'avu

First Name * Elizabeth

Email * engayu@yahoo.com

User ID * ENgayu

Password *

Confirm Password *

5. Complete the Personal Information

Submission for Graduate Associate

Personal Information * Required Field

Title * Ms

First Name * Elizabeth

Middle Name Wangechi

Last Name * Ng'ayu

Gender * Female

Date of Birth * 1990/11/27

ID or Passport Number (if other please specify together with the number) *

Internet | Protected Mode: On

19:49 21.02.2013

6. Click **Next** tab at the bottom of the page; please do not click on the **Save Application** tab

Available immediately

How did you hear about this role? *

PwC Career Website

Step 1 / 5 **Next** Cancel Submission

Custom Save Application Save Application

Internet | Protected Mode: On

19:50 21.02.2013

7. Complete the questionnaire;

- use the **add section** tab to input additional information

The screenshot shows a web browser window with the URL <https://kenya3.recruitmentplatform.com/apprec/index.cfm>. The page is titled "Graduate Associate" and features the PwC logo. Below the logo, there is a navigation bar with tabs: "Personal Information", "Questionnaire" (which is highlighted), "Attachments", "Cover Letter", and "Submit". The "Questionnaire" tab is active, showing a section titled "EDUCATION HISTORY". This section includes two buttons: "Add Section : School or Institution" and "Remove Section: School or Institution". Below these buttons are two text input fields: "School/Institution Name *" and "Sub-School / Department *". At the bottom of the form, there are two more buttons: "Add Section : Qualification Information" and "Remove Section: Qualification Information". The browser's taskbar at the bottom shows various icons and the system clock indicating 20:20 on 21/02/2013.

- After completing the form click on the **next** tab at the bottom of the page

The screenshot shows the same web browser window, but now the "ANY OTHER SKILLS" section is visible. This section asks the user to "Please list any other skills you have together with your level of proficiency (Beginner, Intermediate or Advanced) For example: IT skills - Advanced *". Below this text is a large text area for input. Underneath the text area, there is a question: "Which is your preferred Line of Service?". Below this question are three radio button options: "Assurance", "Tax", and "Advisory". At the bottom of the form, there are two buttons: "Previous" and "Next". Below these buttons, there is a "Step 2 of 5" indicator. At the bottom right, there are two buttons: "Cancel Submission" and "Save Application". The browser's taskbar at the bottom shows various icons and the system clock indicating 20:21 on 21/02/2013.

8. Attach your CV and click the **next** tab at the bottom of the page

The screenshot shows a web browser window with the URL <https://emex3.recruitmentplatform.com/app/grad/index.cfm>. The page is titled "Submission for Graduate Associate" and features the PwC logo. A navigation bar at the top includes tabs for "Personal Information", "Questionnaire", "Attachments" (which is highlighted), "Cover Letter", and "Submit". Below the navigation bar, the "Attachments" section is displayed, indicating it is a required field. It shows a list of "Attached CV" with a corresponding "Remove" button. A "Attach a new document" button is also present. At the bottom of the form, there are navigation buttons: "Previous", "Step 3 / 5", "Next", and "Cancel Submission". Additionally, there are buttons for "Custom Save Application" and "Save Application". The browser's taskbar at the bottom shows various icons and the system clock indicating 20:29 on 21/02/2013.

9. Type in or attach your cover letter and click the **next** tab at the bottom of the page

The screenshot shows the same web browser window, now at Step 4 of 5: "Cover Letter". The "Cover Letter" section is highlighted in the navigation bar. It displays "Attached Cover Letter" with a file named "My_Cv.doc" and a "Remove" button. Below this, there is a text area labeled "Type Your Cover Letter" which contains a placeholder of "qqqqqqqqqqqqqqqqqqqqqqqqqqqqqq". At the bottom of the form, the navigation buttons are "Previous", "Step 4 / 5", "Next", and "Cancel Submission". There are also buttons for "Custom Save Application" and "Save Application". The browser's taskbar at the bottom shows the system clock indicating 20:37 on 21/02/2013.