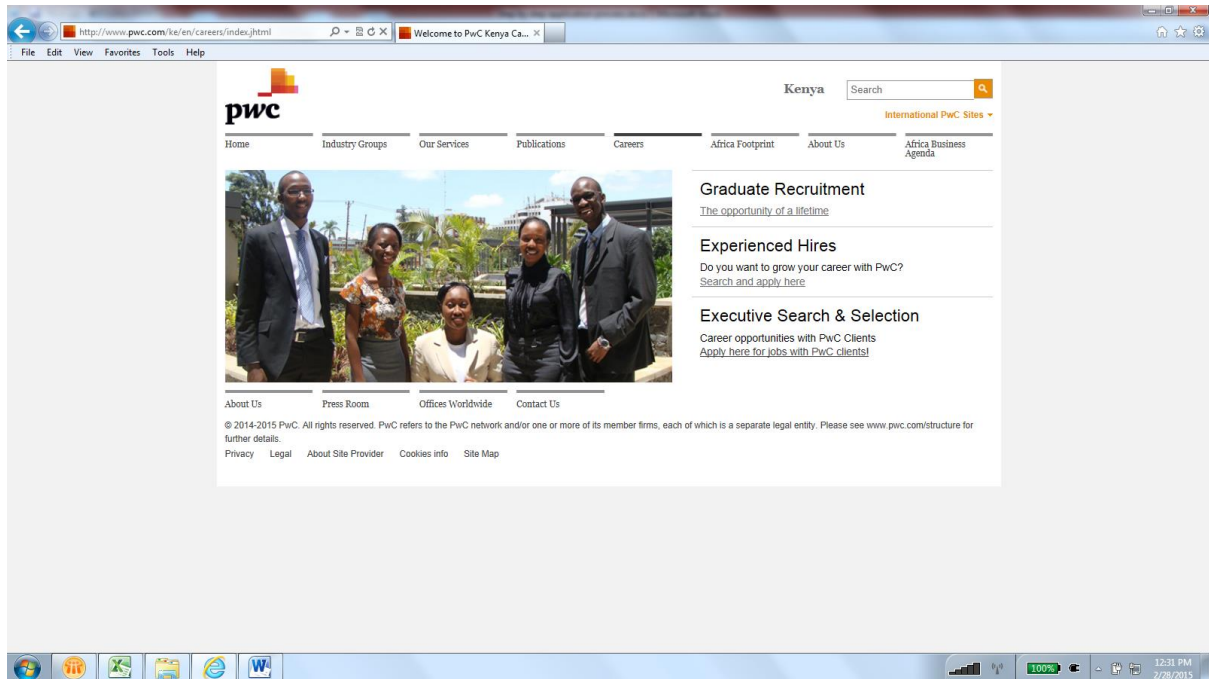


GR 2015 step by step application process

Go to our careers page and select under careers – Graduate Recruitment



Click on your left Apply now

The screenshot shows the PwC Kenya Careers website. The left sidebar contains a navigation menu with the following items: Careers Home, About Graduate Recruitment (highlighted with a red arrow), Sharing experiences, Graduate Recruitment Calendar, Improve your employability, Interview preparation, Apply Now (highlighted with a red arrow), FAQs, and Contact us. The main content area is titled "About Graduate Recruitment" and features a large image of two smiling professionals. Below the image is a red box with the text "An experience that stays with you". The text below the image describes the PwC graduate recruitment program, highlighting the firm's investment in its graduates and the opportunities for growth and development. A red box on the right side of the main content area contains the text "Graduate Recruitment Brochure" and a link "find out more".

Click on the role Graduate Associate

The screenshot shows the PwC Kenya Careers website. The left sidebar contains a navigation menu with the following items: Careers Home, About Graduate Recruitment, Sharing experiences, Graduate Recruitment Calendar, Improve your employability, Interview preparation, Apply Now (highlighted with a red arrow), FAQs, and Contact us. The main content area is titled "Vacancies" and features a section titled "A PwC future: What's in it for you?". Below this section is a search form with fields for "Keywords" and "Jobnumber", and a "Search" button. Below the search form is a table with the following columns: Position Title, Department, Location, and Closing date. The table contains one row with the following data: Graduate Associate, Kenya jobs and job templates, Nairobi, and 27-Mar-15. Below the table is a link "Click here to see the job description: Graduate Associate (D36591)".

| Position Title | Department | Location | Closing date |
|--------------------|------------------------------|----------|--------------|
| Graduate Associate | Kenya jobs and job templates | Nairobi | 27-Mar-15 |

1. When you click on Graduate Associate this takes you to the Graduate Associate Role Profile

The screenshot shows a web browser window displaying the PwC Kenya Graduate Associate Role Profile. The browser's address bar shows the URL <http://www.pwc.com/ke/en/careers/vacancies.html>. The page features a sidebar on the left with links: About Graduate Recruitment, Sharing experiences, Graduate Recruitment Calendar, Improve your employability, Interview preparation, Apply Now (highlighted), FAQs, and Contact us. Below these links is an 'Application guide' section with a link to 'Click here for our easy-to-use application guide.' The main content area has a header 'A PwC future: What's in it for you?' with a colorful graphic. Below this is the PwC logo and the title 'Graduate Associate'. A table lists job details: Department (Kenya jobs and job templates), Job type (Permanent), Closing date (27-Mar-15), Location (Nairobi), and Reference Number (123-KEN000091). The 'The Company' section describes PwC's global presence and commitment to quality. At the bottom, a paragraph states: 'At PwC, you will have a distinctive experience and we will provide you with the opportunity to develop new ways of thinking, creating value for you, for PwC and for our clients. We would like you to be part of this experience.'

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

This screenshot shows the same PwC Kenya Graduate Associate Role Profile page, but with the 'Apply online' button highlighted at the bottom. The page content is identical to the previous screenshot, including the sidebar, main header, PwC logo, job details table, and company description. The 'Apply online' button is located at the bottom right of the page, below the 'Closing date 27 March 2015' and a row of links: [Back to list], [Send job to a friend], [Print this page], and [Apply online].

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, the text "Submission for Graduate Associate", and a privacy statement. At the bottom of the form area, there are two buttons: "Cancel Submission" and "Continue". The Windows taskbar at the bottom shows the system clock as 19:34 on 21/02/2013.

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. Evelyn 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: evelyn.munyoki@ke.pwc.com

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

Cancel Submission Continue

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 the "Candidate Homepage Create an account" form. It contains fields for Last Name, First Name, Email, User ID, Password, and Confirm Password. A "Create My Candidate Homepage" button is at the bottom of the form. There are also "Cancel Submission" and "Skip Login" buttons at the very bottom of the page. The Windows taskbar at the bottom shows the system clock as 19:40 on 21/02/2013.

Candidate Homepage Create an account

Fill in your details in order to create an account.

Last Name * Ng'ayu

First Name * Elizabeth

Email * engayu@yahoo.com

User ID * ENgayu

Password *

Confirm Password *

Create My Candidate Homepage

Cancel Submission Skip Login

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) *

index.cfm

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

index.cfm

7. Complete the questionnaire ;
- use the **add section** tab to input additional information

The screenshot shows a web browser window with the URL <https://emea3.recruitmentplatform.com/appproc/index.cfm>. The page is titled "Submission for Graduate Associate" and features a navigation bar with tabs: "Personal Information", "Questionnaire" (highlighted in red), "Attachments", "Cover Letter", and "Submit". Below the navigation bar, the "Questionnaire" section is displayed, marked as a "Required Field". It contains a sub-section titled "EDUCATION HISTORY" with 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, now displaying the "ANY OTHER SKILLS" section. The text reads: "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. Further down, there is a question: "Which is your preferred Line of Service" with three radio button options: "Assurance", "Tax", and "Advisory". At the bottom of the form, there are two buttons: "Previous" and "Next" (highlighted in red), and a "Cancel Submission" button. Below these buttons, there are two more buttons: "Custom Save Application" and "Save Application". The browser's taskbar at the bottom shows various icons and the system clock indicating 20:21 on 21/02/2013.

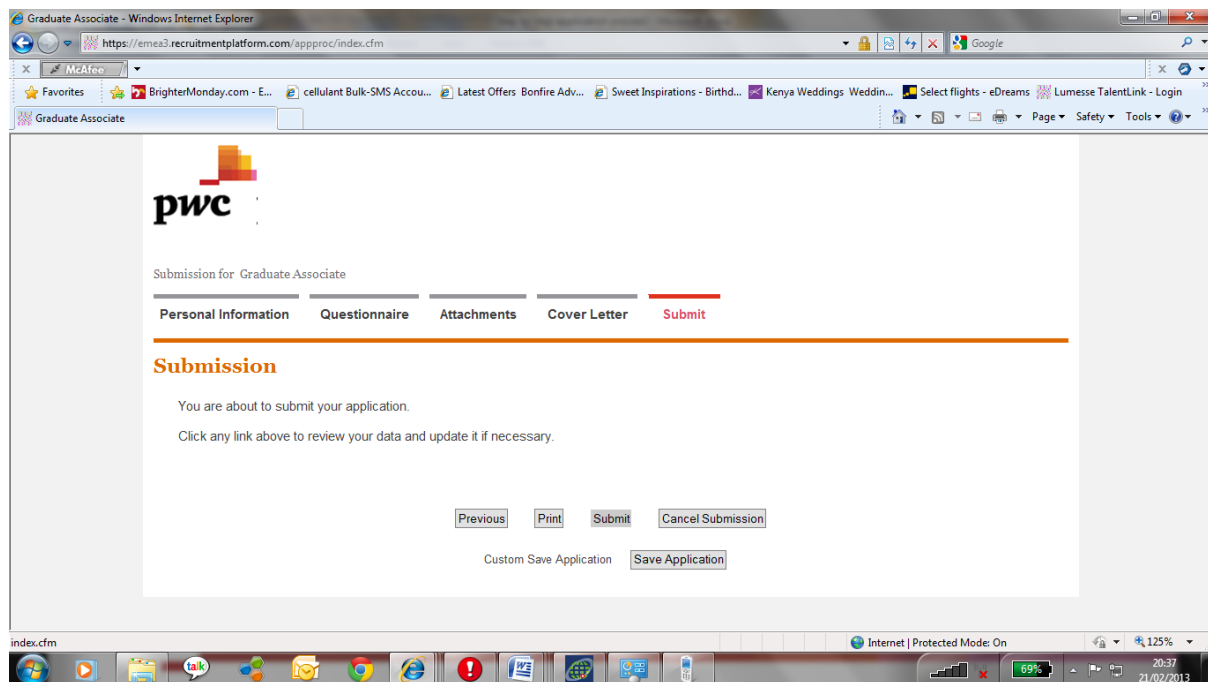
8. Attach your CV and click the **next** tab at the bottom of the page

The screenshot shows a web browser window titled "Graduate Associate - Windows Internet Explorer" with the URL "https://emes3.recruitmentplatform.com/appproc/index.cfm". The page displays the PwC logo and a progress bar with five tabs: "Personal Information", "Questionnaire", "Attachments", "Cover Letter", and "Submit". The "Attachments" tab is active and highlighted in red. Below the tabs, the heading "Attachments" is followed by a red asterisk and the text "Required Field". The main content area shows "Attached CV" and a button labeled "Attach a new document". At the bottom of the form, there are navigation buttons: "Previous", "Step 3 / 5", "Next", and "Cancel Submission". Below these are two buttons: "Custom Save Application" and "Save Application". The Windows taskbar at the bottom shows the system clock as 20:29 on 21/02/2013.

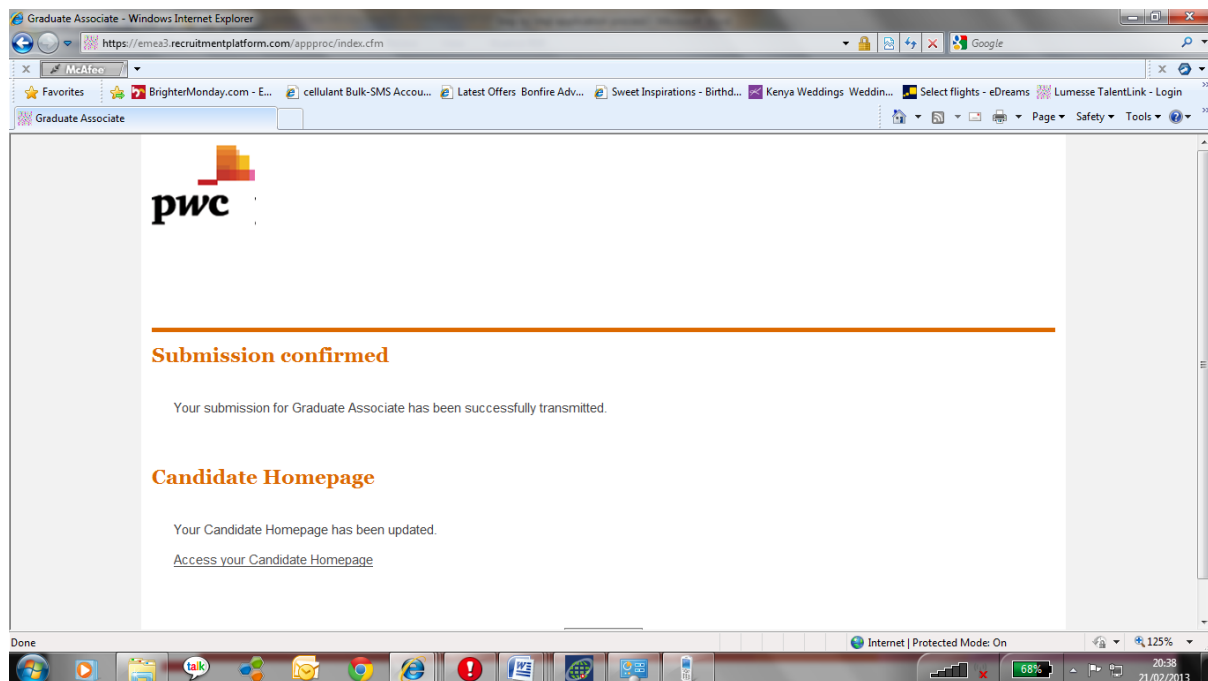
9. Type in or attach your cover letter and click the **next** tab at the bottom of the page

The screenshot shows the same web browser window, now at Step 4 of the application process. The "Cover Letter" tab is active and highlighted in red. The heading "Cover Letter" is followed by a red asterisk and the text "Required Field". The main content area shows "Attached Cover Letter" with the filename "My_Cv.doc" and a "Remove" button. Below this is a text area labeled "Type Your Cover Letter" which contains a series of "b" characters. At the bottom of the form, there are navigation buttons: "Previous", "Step 4 / 5", "Next", and "Cancel Submission". Below these are two buttons: "Custom Save Application" and "Save Application". The Windows taskbar at the bottom shows the system clock as 20:37 on 21/02/2013.

10. Click **submit** tab at the bottom of your page to submit your application for the role.



11. Please ensure you get to this page as a confirmation that your application was successfully submitted.



12. You will receive a confirmation on your email

