

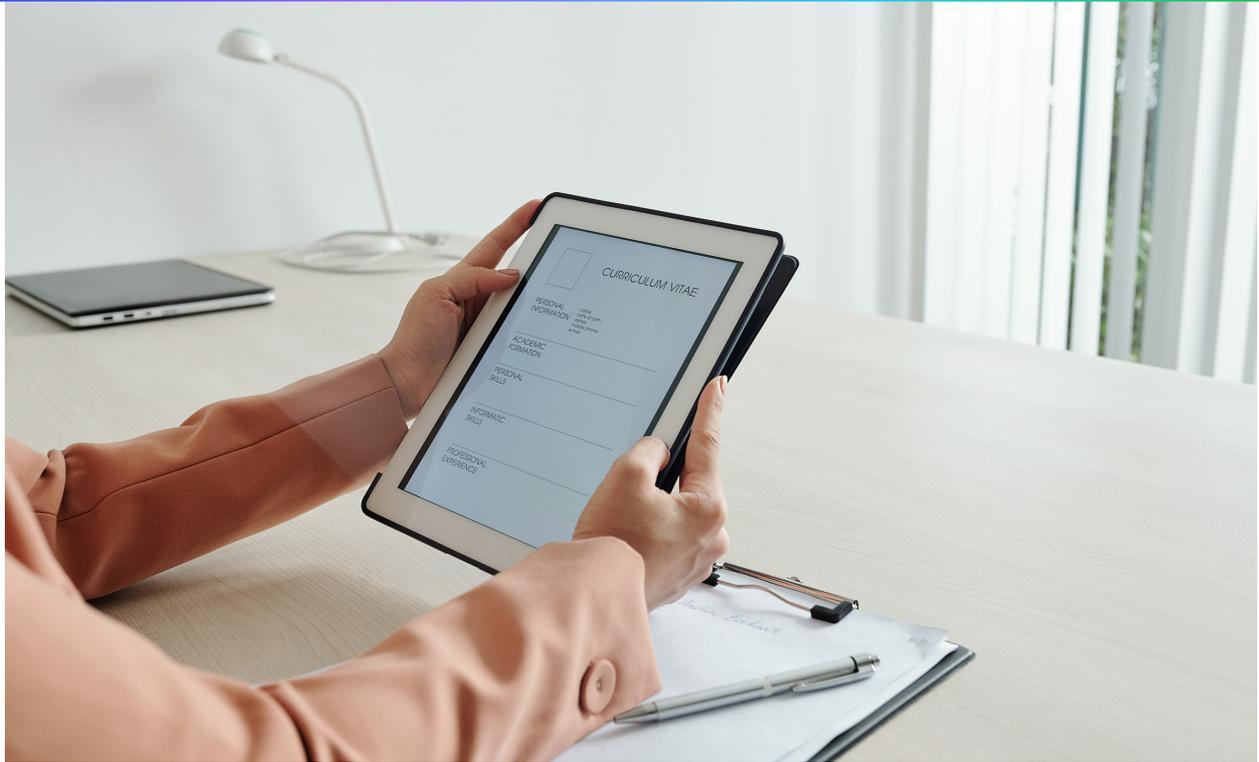


Energy4Talent:

Tips for success

Index

Making my resume stand out	03
Defining my objective	04
Assessing and recognizing my skills	05
Preparing for the video-based interview	06
Preparing for the game	07
Preparing for the group assessment	08
It's important that you... ..	09
Preparing for the business panel	10
Preparing for the final interviews	11



Making my resume stand out

As a future Trainee, you do not need to have a long list of work experience in your resume. During the initial screening, we will focus on understanding your motivations, career goals and past academic accomplishments. Here are some tips that can help you when writing your resume:

- Clear, direct, effective, professional and easy to read
- Be honest
- Avoid writing long paragraphs
- Keep your goals clear
- Research the requirements of the program
- Use the terminology that is used in your target industries
- Write your achievements in the past tense
- Use a variety of action verbs
- Send it in PDF format

Remember to show us the real you!



Defining my objective

Think of all the reasons beyond a salary that makes Energy4Talent a program that would fulfill your personal and career aspirations. Consider the time you will spend during the two-year experience and the impact you can make on people, society and within the company.

Assessing and recognizing my skills

Start with a SWOT analysis.



Example

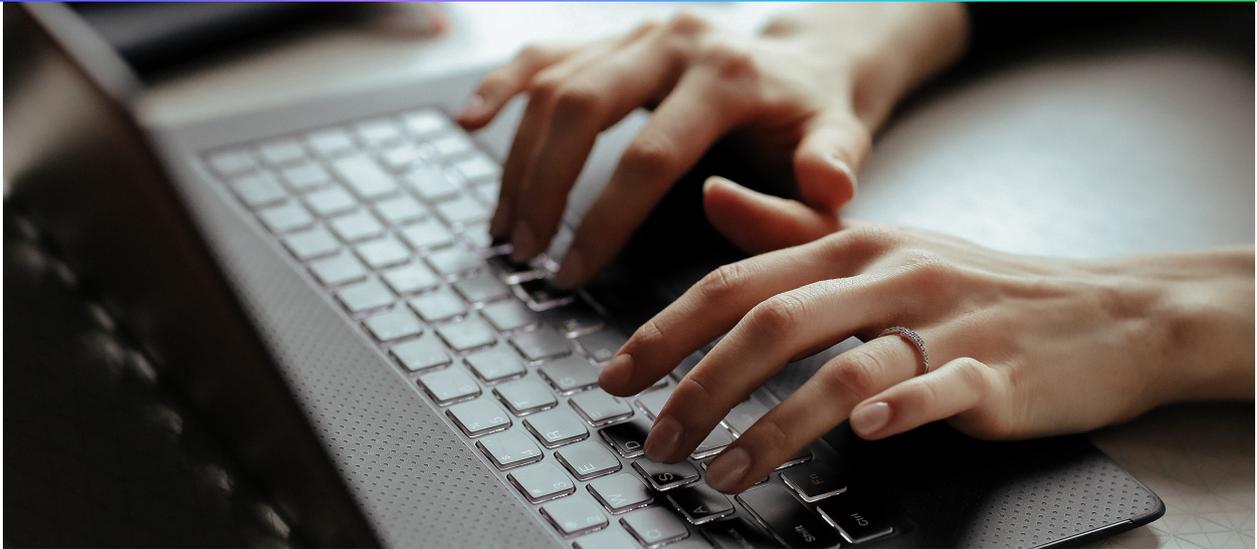
- **Strengths (Own)**: Academic training, experience, languages, soft skills
- **Weaknesses (Own)**: No additional languages, lack of confidence
- **Opportunities (Energy Market)**: Innovation, technology, sustainable future
- **Threats (Energy Market)**: AES competitors, climate change, resistance to change



Preparing for the video-based interview

- Research the Trainee Program and AES
- Spend time thinking about how your skills align with the program requirements
 - We recommend using the “STAR” framework to organize your thoughts and responses. The acronym stands for “Situation”, “Task”, “Action”, and “Result”. Describe the situation you were in, the task at hand, the actions you took and the results
 - We enjoy hearing about your learning ability, problem solving skills, dependability and ability to be a team player
- Create a list of brief stories about challenges you’ve faced, approaches you took and results you achieved at previous jobs or in school.
 - Study them and become comfortable talking about your previous, and current, experiences
- Keep your notes next to you in case you need a reminder during the assessment
- Maintain eye contact with the camera as if you're speaking face-to-face with a person
- Enunciate your words and avoid long pauses

Don't forget to keep it natural!



Preparing for the game

- **Read the instructions:** These games are a new style of psychometric assessments. We are expecting this will be the first time that you have come across an assessment like this, and we are not looking to catch you off guard. To help you be successful, we will provide clear, detailed instructions to introduce you to the concept
- **Practice beforehand:** You will be given practice questions before the real test starts. Take advantage of this practice time to make sure you understand what you will need to do in the assessment. You can re-read the instructions and redo the practice questions multiple times. Don't rush into the test if you're not confident. Use this opportunity to retake the practice questions
- **Internet connection:** The tests will be online, so make sure that you have a good internet connection
- **Be prepared and relaxed:** Set yourself up in a quiet, comfortable area where you will not be disturbed

Remember to have fun!



Preparing for the group assessment

- Contact your recruiter if the instructions are unclear
- Give yourself time to complete and practice any material that you've been asked to prepare
- Identify the skills, interests and experiences the Energy4Talent Program is looking for by revisiting the job description and any other material that you've received
- Practice potential exercises with a friend or family member
- Reflect on your video interview, reviewing your performance and note any questions or situations that caused you difficulty
- Review your resume and application form
- Visit your university's careers and employability service for further guidance, as many have practice resources, offer one-on-one coaching and host mock assessment center interviews
- Choose your outfit the night before and get plenty of sleep
- Make sure all your equipment works and you are familiar with the software that will be used for the assessment. Complete the "dry run" exercises to combat nerves
- Plan to login to your interview a few minutes before it begins



It's important that you...

- Are assertive during the exercises
- Concentrate on performing well during the next task instead of dwelling on potential mistakes
- Demonstrate your working methodology
- Focus on putting your key skills forward and not on the other candidates
- Be collaborative
- Understand the requirements of each task by quickly digesting the brief and revisiting the brief once you understand the overall challenge
- Participate in discussions.
- Relax and let your personality shine.



Preparing for the business panel

- Read AES' website, social media profiles and key literature (e.g. company strategy, financial reports and corporate social responsibility strategy) so that you're prepared to share your views and ideas
- Research the news, trends, competitors, history and opportunities of AES and the sector
- Make eye contact. Look at everyone as you answer questions instead of focusing solely on the person who asked the question
- Be patient, polite, and repeat when necessary
- Mind your body language
- Take notes and prepare for follow up questions
- Take advantage of the session to learn more about AES
- Be authentic and remember to relax, have fun, and let your skills and personality do the talking
- Speak in a way that makes you comfortable

Get excited and share your energy with the camera, letting your personality shine!



Preparing for the final interviews

- You will need your computer or laptop, fully charged
- Connect a few minutes before the set time to check that your system is working perfectly
- Dress professionally, from head to toe. Something unforeseen could arise and you may have to get up during the interview. This will also help you to dress for the part and feel more secure and confident
- If you are in an environment with other people, let them know that you will enter an interview and you cannot have interruptions
- Put your cellphone on silent
- Microphone on! Manage your speaking pace and tone, ensuring appropriate volume and pauses so the other person has time to respond
- Camera on! Maintain eye contact by looking at the other person's face on your computer screen, not your own
- Smile and engage to show your energy around the discussion.
- Make a list of your outstanding achievements
- Reflect on your strengths and opportunities for growth. Ask yourself:
 - What competencies do I consider I have?
 - What are my weak points?
 - What should I improve?
- Contact your recruiter to answer any questions you may have



Good luck!