

Early Careers Magazine

HSBC Early Careers
2022



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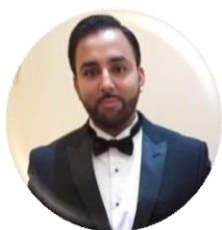
Early Careers

HSBC Early Careers

The HSBC Early Careers programmes play an important role in our business, and provide people who may not have gone to university with another route into a challenging and rewarding career with HSBC.

That's why encouraging the best talent from all ages and backgrounds to join our business is so important to us. We've found that our Early Careers opportunities are one of the very best ways of equipping people with the skills they need to succeed.

Meet the team:



Qasim Iqbal
Early Careers Lead



Joanne Reynolds
Early Careers
Operational Lead



Nigel Moore
Programme
Manager



Philippa Williams
Programme
Manager



Nadia Rahman
Programme
Manager



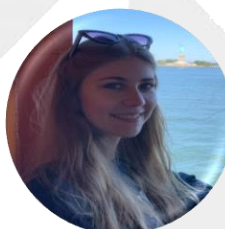
Milliey Francis
Programme Manager



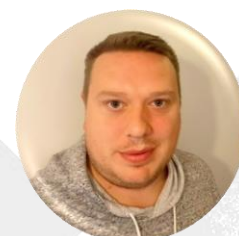
Ranjit Kaur Sohal
Early Careers
Attraction &
Recruitment Manager



Tomasz Makowski
Early Careers
Co-Ordinator



Wiktorina Pacult
Recruiter



Mark Foster
Emerging Talent
Attraction Specialist

Work Experience

For: Full-time secondary school, sixth-form or college students

Duration: One week throughout June, July or August

Areas: Commercial Banking, Compliance, Digital Business Services, Global Banking & Markets, Human Resources, Marketing, Procurement, Wealth and Personal Banking

Location: UK

Applications open: Late November/Early December

Applications close: February the following year, although some positions are subject to early closing if demand is met.

Who can apply?

This programme is aimed at those in the later years of full-time secondary, sixth form or college education who are keen to get an introduction to what a career in banking and financial services may be like.

The Work Experience placement takes place throughout June, July and August yearly. Specific details regarding each opportunity are available on the application page. Each location can house numerous placements, so please apply for the location closest to you and state a preference (if you have one) for a specific area during the application process.

Please note, knowledge of the banking and financial services sector is not required for you to apply.

To be considered for the programme, you will:

- Be in full-time education at secondary school, sixth form or college at the time of the work experience commencing (June/August the following year from the point of application).
- Be keen and motivated to find out more about HSBC and be prepared to complete the application process, which will include some online questions and, if successful, a telephone interview.

What will you learn

This programme has been designed to give you a realistic taste of what the world of work is truly like. It will provide you with an insight into what it is like to work for a global bank, and hopefully assist you in deciding your future career options.

Over the course of the programme, we typically offer:

- Mixture of hybrid, virtual and in person hands-on work experience
- Feedback on how you can develop yourself
- Tips on recruitment processes for the future
- Opportunities to network with a range of HSBC employees, with a platform to ask as many questions as you want to help with your understanding of what working for HSBC is like and even realise potential future ambitions

How to apply



“During my work experience I gained a huge range of knowledge, I learnt a lot about various areas of the bank that I otherwise would not have thought about. I learnt about the vast amount of opportunities and jobs at HSBC and how people of many different skillsets can easily find a job suitable for them. In addition to this, I gained a lot of useful advice on personal branding and the way I present myself to potential employers. It was the best work experience I have completed so far.”

Work Experience Student 2021

How to apply

Please apply via the website: [HSBC Work Experience opportunities](#)

Opportunities will be on the site in Late November/Early December this year.

You will be re-directed to a jobs page which holds all of the available locations for the Work Experience programme. We encourage you to choose and apply for a location to which you can reasonably commute. This programme can be highly competitive, so we recommend applying as early as possible to avoid disappointment. Applications will close when all placements are filled, and we will not be able to offer placements in locations not listed.

Please ensure you obtain prior approval from your school, sixth-form or college to undertake this work experience as it falls within the standard school/college term-time.

What to expect

Your placement will consist of shadowing HSBC colleagues, with a platform to ask questions to help you understand not only what the area you are placed in does, but also what it is like to work at HSBC UK. You will get to know more about us; our values, our history and exactly what we do – alongside gaining an insight into actual jobs that you would be doing should you decide to work for us in the future.

Throughout the course of the week you will have the full support of experienced managers, and be given an opportunity to work on a live project; sharing your ideas with colleagues and managers.

Whether you decide to pursue an [Apprenticeship](#), or go down the [University route](#), the Work Experience programme is a fantastic early insight into a potential career pathway.

How to reach us:

For more details or any queries, please contact:

work.experience.team@hsbc.com

Foundation Apprenticeships



“Having spent the majority of my Further Education studying towards Medicine, I took a somewhat unconventional and exhilarating journey into the world of Financial Services.”
“The HSBC UK apprenticeship has been a life changing experience for me and has improved the quality of my own and my family’s wellbeing, home life and sense of security”
Foundation Apprentice

Our Foundational Apprenticeships put you in control of your future, providing an entry-level, permanent job whilst working towards Level 3 qualifications (equivalent to A-levels). You will receive a competitive salary and benefit package, alongside a wealth of support and development opportunities to help you thrive in your career within HSBC.

To be considered for a Foundation Apprenticeship, you will need to:

- Be reliable and committed
- Be passionate and enthusiastic
- Have strong communication skills

For: Entry-level job seekers, whether you have just finished school/college or are someone looking to re-start or change their career

Duration: 18 to up to 24 months

Areas: Multiple business areas across HSBC. To see the full list of available positions during the application window, please click [here](#) .

Location: Nationwide

Requirements: Five GCSEs or equivalent at grades 4/C or above, including Mathematics and English

To apply click [here](#)

To register for the Emerging Talent community click [here](#)

How to reach us:

For more details or any queries, please contact:

apprenticeship.team@hsbc.com

Degree Apprenticeships



“I chose a Degree Apprenticeship because I wanted to continue with further education. However, at the same time I wanted to continue to work so being able to study towards a degree whilst working a day job was a perfect match for me.”

“To anyone who is considering an apprenticeship with HSBC – do it! You won’t regret it. You’ll be pushed, challenged and immersed in a world of opportunity.”

Lewis Thompson – Commercial Banking Degree Apprentice

Our Degree Apprenticeships are new to HSBC, and offer a real alternative to the full-time university route. You will join on a permanent contract consisting of a four-year structured programme with a series of different rotations across multiple areas of your business line, all whilst working towards a professional qualification through one of our University partners. These Apprenticeships provide you with a fantastic opportunity to progress your career, whilst also working towards an externally recognised degree qualification.

Throughout your programme, you will receive a wealth of support and guidance to ensure you have the platform to accelerate your career within the HSBC Group. This includes a dedicated mentor, ongoing learning and development opportunities via a mixture of one-to-one tuition in the workplace and classroom, on-demand resources, dedicated study days or even the possibility of self-study with residential stays at the university delivering your qualification.

You will receive a highly competitive salary and benefit package from the start, and will be supported at the end of the four-year programme to secure your permanent destination role within HSBC.

To be considered for a Degree Apprenticeship you will:

- Be driven and committed to self-development, with a desire to pursue a career with HSBC
- Be organised, self-motivated and accountable with an ability to set and achieve targets
- Have strong interpersonal skills
- Share our organisation [values](#)
- Have an appetite to learn and be able to effectively manage multiple priorities

Degree Apprenticeships

For: Entry-level job seekers, whether you have just finished college or are someone looking to re-start or change their career

Duration: 48 months

Areas: Dependent on business demand, To see the full list of available positions during the application window, please click [here](#) .

Location: Nationwide

Requirements:

96 UCAS points across three A-levels (not including General Studies) or equivalent; plus, a minimum of five GCSEs (or equivalent) at grade C/4 or above including Mathematics and English (or equivalent)

To apply visit the [HSBC Apprenticeship](#) web page



How to reach us:
For more details or any queries, please contact:
apprenticeship.team@hsbc.com

Applications

Demystifying online application processes

Application processes can be intimidating. There are so many stages, and so many requests for information. But why are you asked for so much and how do you pass them?



- ◆ Prepare
- ◆ Research
- ◆ Review the job description for the role you're applying for
- ◆ Carefully review the instructions at each stage
- ◆ Review everything you do
- ◆ Remember your answers are checked and reviewed
- ◆ Fill out as much detail as possible



- ◆ Rush
- ◆ Avoid Diversity data information
- ◆ Apply for too many at once
- ◆ Start a process without adequate time
- ◆ Get frustrated
- ◆ Jump straight in

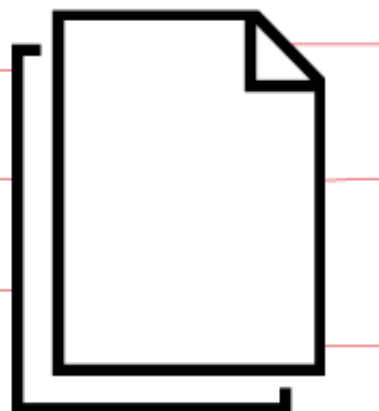
INTERNAL

CV Tips

Tailored opening statement

Education details

Include a few select hobbies or interests you have



Up to date and correct contact details

Work history, including dates, titles and key duties. Make sure to tailor them to the role and include achievements.

Ensure your CV is thoroughly checked for spelling, grammar and formatting

Be aware of your CV length!

INTERNAL

PUBLIC

HSBC Interviews

HSBC uses several methods to conduct interviews with candidates, which range from video interviewing technology through to over the telephone or in-person meetings. Regardless of the method of interview, we will ask you about specific occasions when you have demonstrated a particular ability. It is important that you identify and know your strengths and be prepared to give examples of when you have demonstrated relevant skills. Focus on your role in these situations and the outcomes. These examples don't have to be drawn from work. For each example, explain the situation you faced; the specific task required; the action that you took; and the result of this action.

What are STAR questions?

STAR questions are extremely structured behavioral interview questions where answers are provided by explaining the Situation, Task, Action, and Result of a particular topic are provided to the interviewer.

Answering Interview Questions



Competency and Strength examples

Competency questions

- ◆ Tell us about a time you had to adjust your communication approach to suit a particular audience.
- ◆ Give an example of a time when you had to make a difficult decision
- ◆ Describe a situation when you assumed the role of leader. Were there any challenges, and how did you address them?
- ◆ Give me an example of a time when you were particularly successful.
- ◆ Describe a situation in which you were working as part of a team. How did you make a contribution?

Strength Questions

- ◆ What are you good at?
- ◆ Do you prefer to start tasks or finish them?
- ◆ What have been some of your biggest achievements and how have you made them happen?
- ◆ What is your biggest development area?
- ◆ What type of things give you energy?

INTERNAL

Interviews - Purpose

Interviews should not be viewed simply as a one sided process.

Every interview should be treated as a **two-way** conversation, with each party using it as a way to identify if the opportunity is right for them. What should each party look for?

Employer – to see if the candidate is right for the company, what they can bring to the company and role and to assess whether their skills, qualifications and career ambitions align with the position.

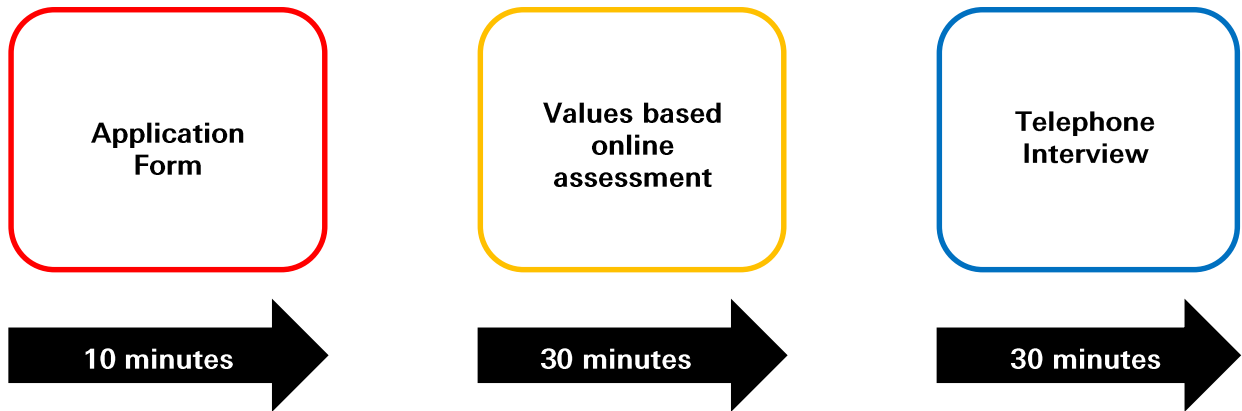
Candidate – to see if the role and the company is right for them, what career path, progression, and training is on offer. Explore the working environment, culture, location and salary to see if it is a fit. Consider the short, medium and long term implications.

A **good interview** will allow you the platform to find out more about the business, role and culture. A **bad interview** often will come across as false, one sided or even an interrogation!

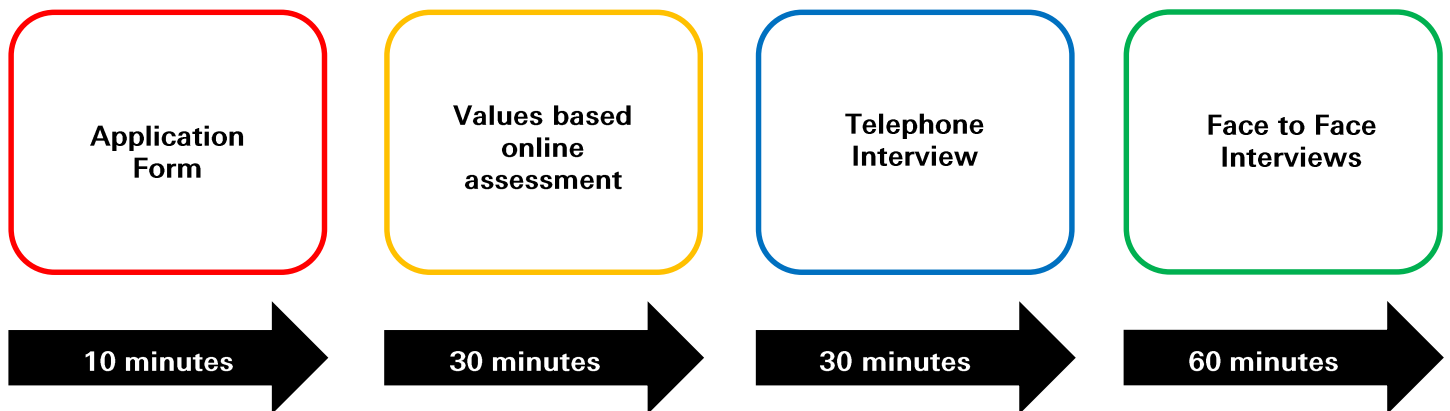


Our Recruitment Process

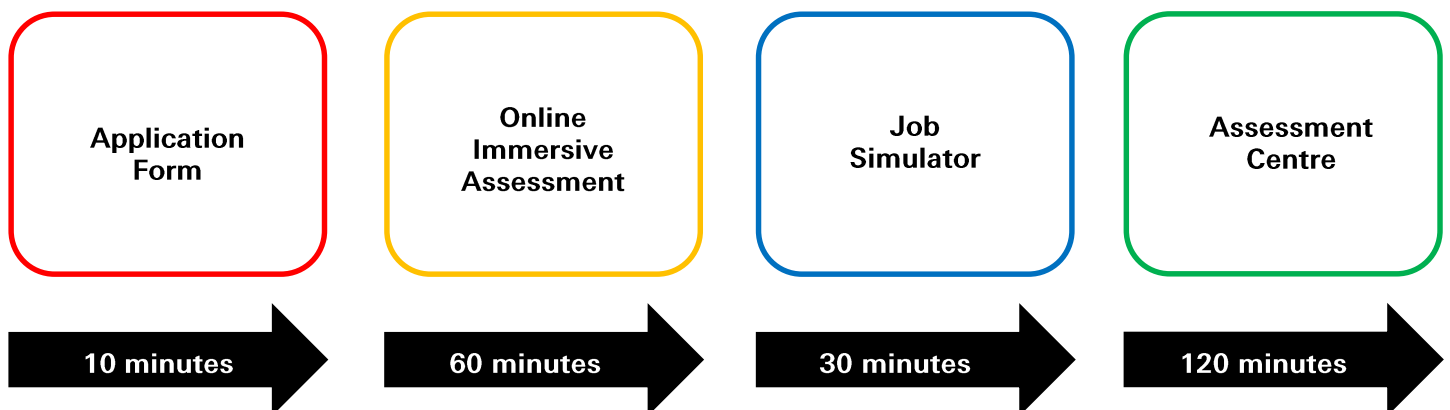
Work Experience



Apprenticeships



Degree Apprenticeships



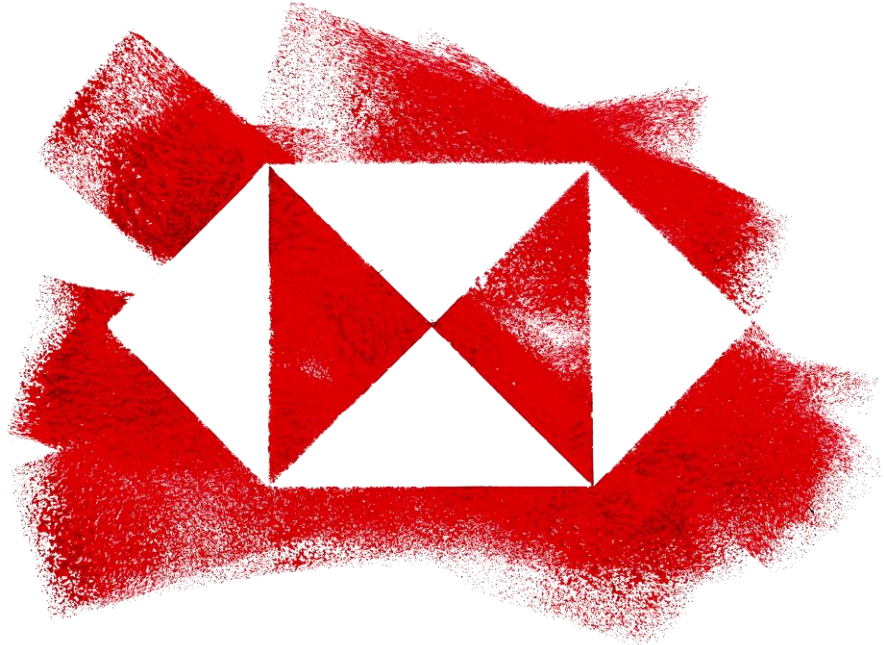
Together we thrive



HSBC Careers



**HSBC Emerging Talent
community - Register**



To reach the Early Careers Team:

work.experience.team@hsbc.com

apprenticeship.team@hsbc.com