

## Applying to GHD

### Graduates

To apply for GHD's Graduate Program please complete the online application form. We encourage you to view our Discover GHD page for details of opening and closing dates as these vary depending on location.

- All applications are managed through our confidential [online recruitment system](#)
- Attachments should include a covering letter, academic transcript and an up-to-date resume. These do not need to be three (3) separate documents.
- Please ensure that you compress each document so that they are no larger than 1MB each
- For large academic transcript files we recommend you PDF them before uploading

While the recruitment process can vary across our company, the standard process for most roles at GHD is as follows:

### Application

- Applications usually take approximately 15-20 minutes to upload, and should include a covering letter, academic transcripts and up-to-date resume.
- Once you have completed your application, you will receive an automated response acknowledging that it has been received.

### Initial Interview

- If your application meets the criteria for the position, you may be asked to participate in an initial telephone or video interview.

### Face to Face Meeting

- If your initial interview meets the criteria for the position, you may be invited to attend a face to face meeting. Depending on the location and process, this can consist of a face to face behavioral based interview, a meeting with senior staff members or a group assessment center.
- This is an opportunity for you to share information about your skills and experiences, and also obtain information about GHD and the role/s you have applied for. While we will be determining if you have the skills, experience and knowledge required for the role, you will be deciding whether we are the right company for you.

### Verbal reference checking

- Before an offer is extended, up to two verbal references may be contacted. Please ensure that you have spoken with your referees and asked their permission before you provide their details to us.

### Offer:

- If you are successful, an offer will be made verbally, with a written offer to follow.

### Vacation Roles

- To apply please complete your application via our online recruitment system. Please ensure that Vacation / Work Experience is selected as the application type and that your covering letter, resume and current academic transcript are attached.