



## **2017 Undergrad CV screening**

THE BOSTON CONSULTING GROUP

# Agenda

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## Introduction

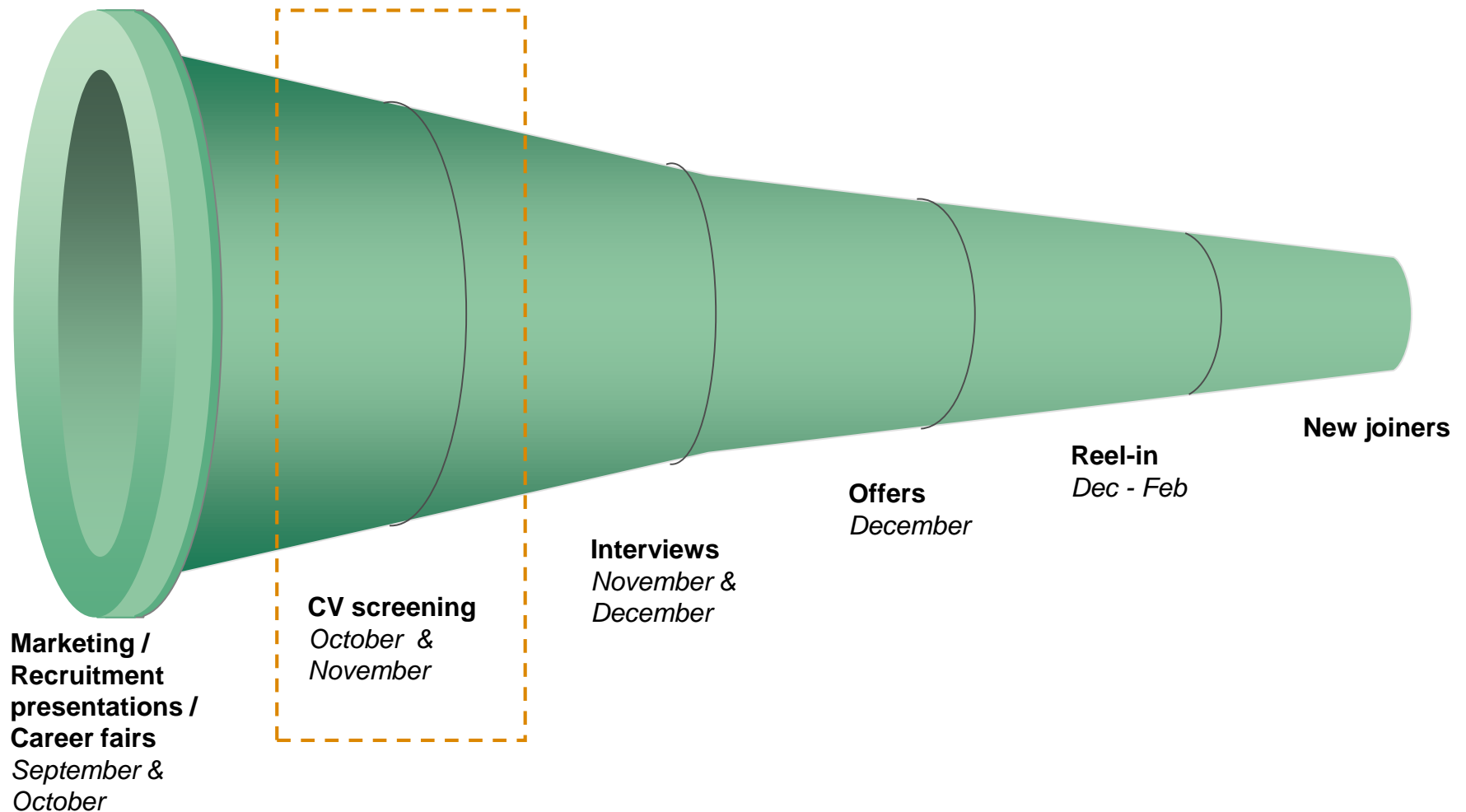
Screening criteria for undergraduates/graduates

Online screening process

Referral process

Example CVs

# Introduction to the 2017 recruitment process



# CV screening is essential...and can only be done by you

## **CV screening plays a critical role in recruiting 'the best of the best' to join BCG**

- We provide the additional context / insight to fully assess candidates pre-interview
- We are the 'sharpest' narrowing in the funnel: ~6000 CVs for ~100's of interviews

## **We have an opportunity to very clearly shape BCG in London**

- Campus leads and screeners propose candidates to be interviewed in a final presentation

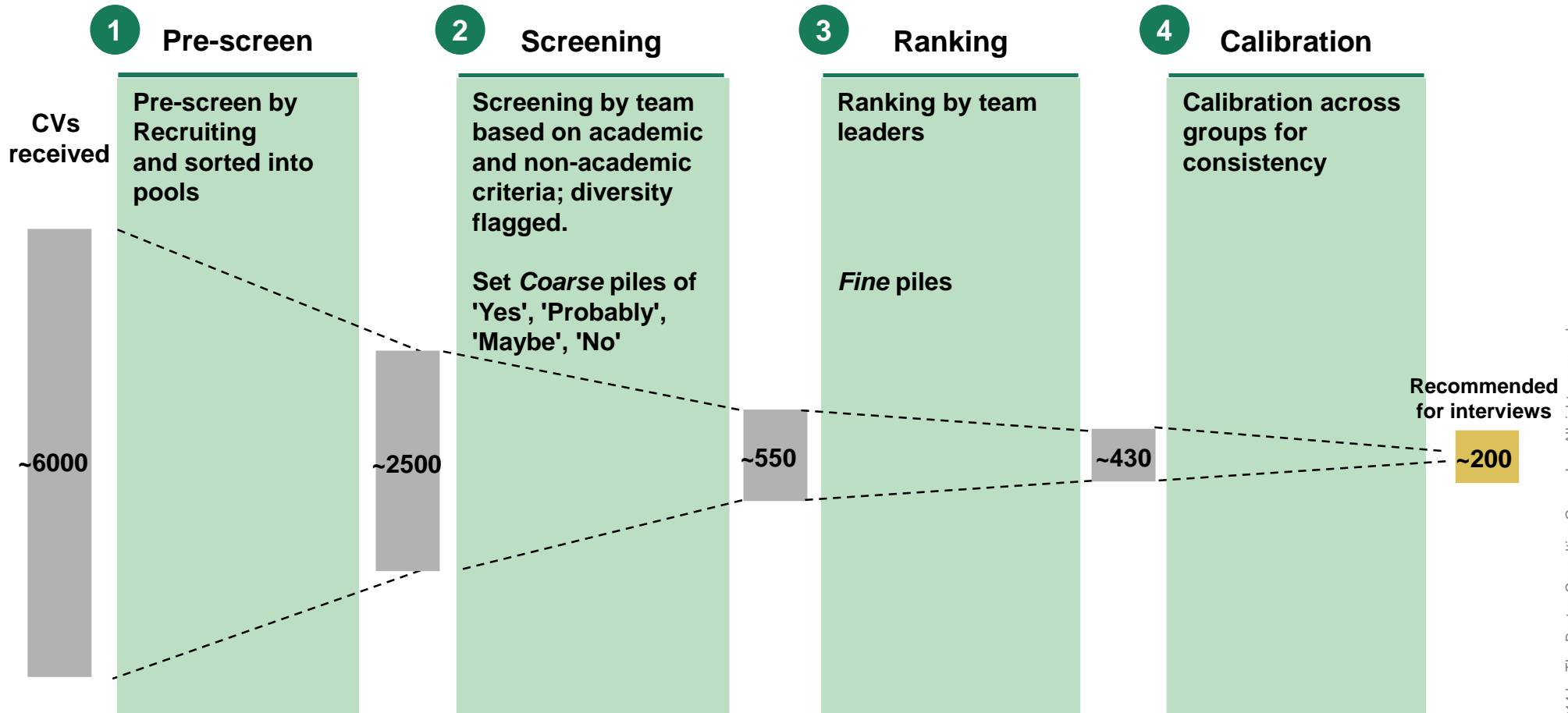
## **How we screen is an art and a science**

- **Art:** Screeners hold the context and experience to determine what 'great' really is
- **Science:** We use comprehensive guidelines to score and rank candidates

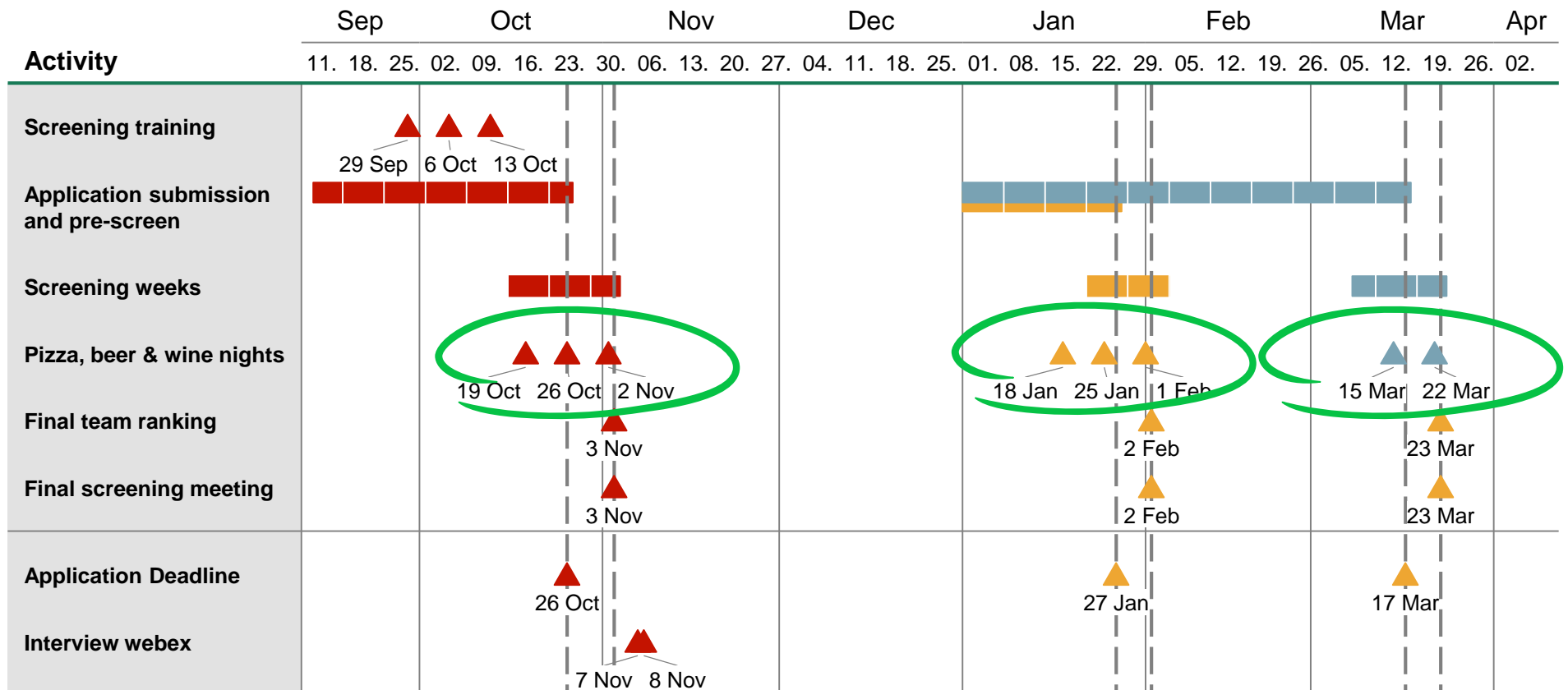
## **BCGers are the best equipped to do this – your insight and intelligence is key**

- We have the right combination of i) recent context, ii) ability to draw insight and iii) structure

# How the CV screening process runs



# 2017/2018 screening timeline



**You'll receive invites to screening nights – let us know if you can make it!**

# Where you fit in!

Please be flexible across teams if needed

**London**  
Lead: Ivan Birch

**Cambridge Men**  
Lead: Ross Elsby

**Cambridge Women**  
Lead: Charlotte Higgins

**Oxford Men**  
Lead: Harry Parkin

**Oxford Women**  
Lead: Rosie Brewin

**Wider UK**  
Lead: Jess Hart

**International**  
Lead: Katy Svennas

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# High-level overview of CV screening expectations

## What we are looking for

### Academic ability and achievement

- Studying at respected institution: eg Oxbridge, top Irish universities, LSE, Imperial, etc.
- Potential for a First, eg College Scholarship, Distinction in Prelims, strong reference
- 'A's at A Level desirable
  - but even 4 'A's no longer sufficient evidence, given grade inflation

### Non-academic ability – Personal qualities, experience & presence, drive and energy, interpersonal skills

- Participation in one (or perhaps two) non-academic activities to a very high level
- Involvement in activities that help to develop useful skills congruent to consulting – e.g. communication

## What we are not looking for

### Intellect alone

- Someone who has brilliant academic record, but no evidence of maturity, experience & presence or interpersonal skills

### World class sportsmen or women, musicians, actors, debaters...

- Someone who has a brilliant personal skill, but has not demonstrated ability to lead, organise or develop the activity in any way

### CV-builders

- Someone who has earnestly participated in a range of activities

### We don't require prior business experience, eg internships

- this provides guidance for ranking
- bear in mind some subjects require more contact time, and work experience becomes more relevant– e.g. engineering

# Pre-screening criteria for use in 2017

University	Pre-screen: Yes	Pre-screen: No
<b>Priority Tier 1 Universities</b> <ul style="list-style-type: none"> <li>Oxford</li> <li>Cambridge</li> <li>LSE</li> <li>Imperial</li> <li>TCD</li> </ul>	<b>Degree:</b> Minimum 2:1 (or equivalent) <b>School:</b> Minimum AAB (or equivalent)	<b>Degree:</b> 2:2 or below <b>School:</b> ABB or below
	<i>If no degree class mark, use school grades. If no school grades either, pre-screen "yes"</i>	
<b>Other Tier 1 Universities</b> <ul style="list-style-type: none"> <li>UCD</li> <li>UCL</li> <li>Warwick</li> <li>Edinburgh</li> <li>Bristol</li> <li>Durham</li> <li>Guy's &amp; St Thomas (medicine only)</li> </ul>	<b>Degree:</b> Minimum 1st (or equivalent) or Minimum 2:1 with Masters from Priority University (+ SOAS) <b>School:</b> Minimum AAB	<b>Degree:</b> 2:1 or below <i>without</i> Priority University Masters <b>School:</b> ABB or below
	<i>If no degree class mark, use school grades. If no school grades either, pre-screen "no"</i>	
<b>Tier 2 Universities</b> <ul style="list-style-type: none"> <li>Exeter</li> <li>York</li> <li>KCL</li> <li>Bath</li> <li>Southampton</li> <li>Sheffield</li> <li>St Andrew's</li> <li>Cork</li> <li>Glasgow</li> <li>Nottingham</li> <li>Leeds</li> <li>Newcastle</li> <li>Birmingham</li> <li>Manchester</li> <li>Queen's (NI)</li> <li>SOAS</li> </ul>	<b>Degree:</b> Minimum 1st (or equivalent) or Minimum 2:1 with Masters from Priority University (+ SOAS) <b>School:</b> Minimum AAB	<b>Degree:</b> 2:1 or below <i>without</i> Priority University Masters <b>School:</b> ABB or below
	<i>If no degree class mark, use school grades. If no school grades either, pre-screen "no"</i>	
<b>Other UK Universities</b>	None	All grades
<b>International Universities</b>	Priority schools <sup>1</sup> CVs to be organised by country	Non-priority schools

Pre-screen is based on undergrad university

1. For countries where we have no list of priority schools, all CVs are pre-screened Yes



# We are continuing the addition of a 'diversity flag' to our screening criteria

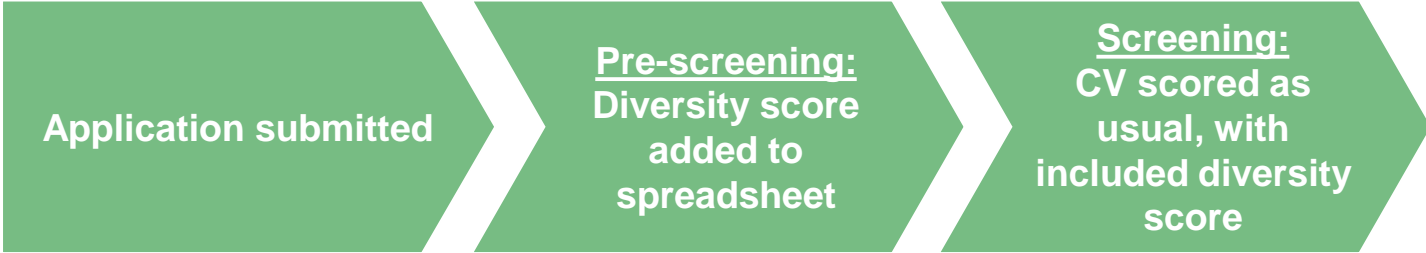
## Concept

**A flag for applicants who come from socio-economically deprived backgrounds**

- Assessed by publicly available statistics on school performance and deprivation<sup>1</sup>

**We believe that students' achievements are more impressive relative to their peers when considered in the context of a challenging school background**

## Process



## Implementation

**Candidates meeting our criteria will receive a 1/2 non-academic points 'boost'**

- Relevant CVs will be stamped to notify you if you should apply a bonus
- e.g. a B7 would become a B6 or B5

**These CVs to receive extra consideration in borderline cases**

- 'Benefit of doubt' given to borderline candidates

1. % of students achieving 5 GCSEs, and % of students eligible for Free School Meals

# Examples of the flag in action

These are real applicants uncovered in our pilot study from last year's applications

## Example A – 'Ben'

### Education:

- Chemistry, 1st class, Oxford
- DPhil Organic Chemistry, Oxford

### Work experience:

- Ok, but not great, placements in industry
- International winner of 'invention' scholarship

### Other achievements:

- College Boat Club secretary

Diversity stamp calculated through school background + other metrics

Score: A7 (Probably)

DIVERSITY STAMP: -1

Adjusted score: A6 (Yes)

## Example B – 'Kirsty'

### Education:

- BA Management, 2:1, LSE

### Work experience:

- Carer for a disabled child
- Jobs with team responsibility in service industry

### Other achievements:

- University RAG Committee
- Event mgmt. e.g. committee role at University Freshers' Ball

Score: B8 (No)

DIVERSITY STAMP: -2

Adjusted score: B6 (Probably)



# The A3 model

## How it works

### Academic grade

Graded on  
Academic  
Excellence

**A**

(Top quartile of candidates)

**B**

(2nd quartile of candidates)

**C**

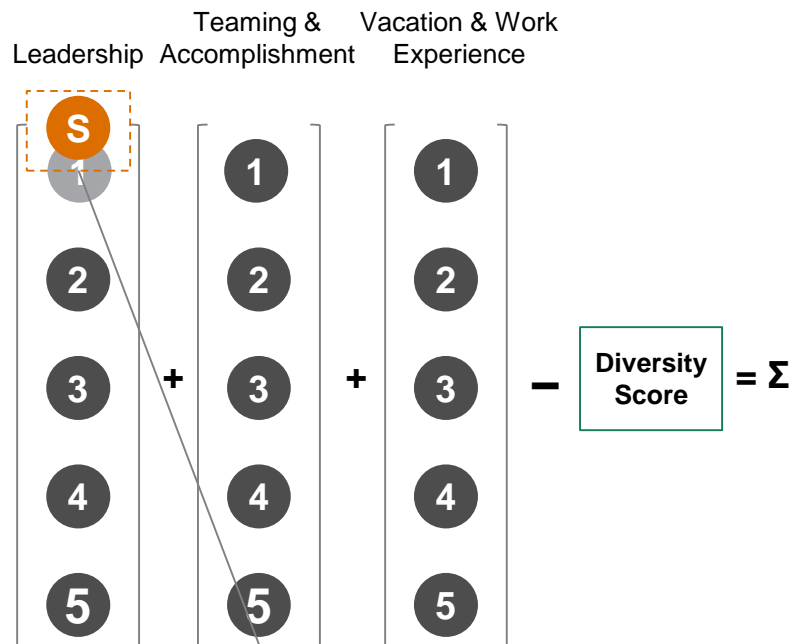
(3<sup>rd</sup> quartile of candidates)

**D**

(4<sup>th</sup> quartile of candidates)

### Non-Academic score

Individual points awarded for 3 categories



Special consideration given to top score in 'Leadership'

### Creates new dual score and matrix short list selection

Academic Grade + Σ Non-Academic Score

Short list Selection Matrix

	<b>S</b>	4	5	6	7	8	9	10
<b>A</b>	■	■	■	■	■	■	■	■
<b>B</b>	■	■	■	■	■	■	■	■
<b>C</b>	■	■	■	■	■	■	■	■
<b>D</b>	■	■	■	■	■	■	■	■

e.g.:

AS, B5 ✓

B6, CS ?

C7 ✗



# Screening Criteria – A3 Model

Academic		Non- Academic		
Degree Score		Leadership	Excellence & Accomplishment	Vacation & Work Experience <sup>1</sup>
School and Grade		Evidence of leadership potential, organisation and communication skills	Team or individual achievement	Productive use of <u>university vacation</u> through employment or voluntary means
A	<b>Evidence<sup>2</sup> of 1st from Priority schools</b> <ul style="list-style-type: none"><li>E.g. 1st / distinction in prelims, scholarships / prizes</li></ul>	<div>S</div> <div>1</div> <ul style="list-style-type: none"><li>JCR President</li><li>Pres. of <u>major</u> university society</li><li>University Newspaper Editor</li><li>Ball President</li><li>Elite sport captain</li></ul>	<ul style="list-style-type: none"><li>Major sport at university level</li><li>Debating Champion</li><li>Published author</li><li>Concerto soloist</li></ul>	<ul style="list-style-type: none"><li>&gt; 6 week internship with BCG anointed <i>elite employer</i></li><li>Leading voluntary sector activity, going above and beyond</li><li>Entrepreneur w/ impr. track record</li></ul>
B	<b>Evidence of 2:1 from Priority schools</b> <ul style="list-style-type: none"><li>Inc. priority schools who give no grade information</li></ul> <b>Evidence of 1st from Tier 1 schools</b> <ul style="list-style-type: none"><li>E.g. Prelims 1st / distinction, scholarships</li></ul> <b>Evidence of <u>exceptional</u> 1st from Tier 2 schools</b> <ul style="list-style-type: none"><li>E.g., Dean's list / top 5% in year / score of 80%+</li></ul>	<div>2</div> <div>3</div> <div>4</div> <div>5</div> <ul style="list-style-type: none"><li>Pres. of <u>minor</u> society</li><li>High level officer of <u>major soc/JCR</u></li><li><u>Major</u> sport team captain</li><li>Officer of minor society</li><li>Minor sport team captain or coordinator</li><li>Other evidence of leadership</li><li>Society role / officer, but limited evidence of leadership</li><li>Limited evidence of organizing or coordinating people / events</li><li>No positions of responsibility</li></ul>	<ul style="list-style-type: none"><li>College 1st team major sports</li><li>University level music</li><li>Lead role in play / debater</li><li>1 or 2 Team Sports / Drama / Music</li><li>Magazine writer/contributor</li><li>Diverse interests</li><li>Limited evidence of teaming non-academic accomplishment</li><li>Evidence of school achievement but not continued at university</li><li>No extra-curricular activity</li><li>No evidence of teamwork</li></ul>	<ul style="list-style-type: none"><li>&gt; 6 week internship with BCG anointed <i>selective employer</i></li><li>Significant Fundraising work</li><li>Business founder</li><li>Full summer of work</li><li>&gt;4 week charity project</li><li>Assorted work experience</li><li>Scattered work experience (usually very short term)</li><li>Evidence or voluntary activity</li><li>Holiday wasters</li></ul>
C	<b>Evidence of 1st from Tier 2 schools</b>			
D	<b>Evidence of 1st from Tier 3 schools</b>			

1. Excludes GAP year.

2. Evidence includes "Predicted" grades. "Predicted" grades are only excluded where there are exam results which contradict these.



# Backup: Grading for International Academics

Grade	Undergrad degree	Masters
<b>A</b> (Top quartile of candidates)	<b>3.75 GPA or clear evidence of top grade from <u>an 'elite' school</u></b> <ul style="list-style-type: none"><li>E.g. 1st / distinction in prelims, scholarships / prizes</li></ul> <b><u>Clearly academically exceptional</u> candidates from <u>"highly selective" schools</u></b> <ul style="list-style-type: none"><li>E.g. top 1st in the year</li></ul>	<b><u>Evidence of top grade</u> from an <u>"elite" school</u></b>
<b>B</b> (2nd quartile of candidates)	<b><u>3.5+ GPA from an elite school, 3.75+ or top grade from a 'highly selective' school</u></b> <ul style="list-style-type: none"><li>Including people from elite schools who give no grade information</li></ul> <b><u>Clearly academically exceptional</u> candidates from <u>"Selective" schools</u></b>	<b><u>Evidence of top grade</u> from <u>Highly selective schools</u></b>
<b>C</b> (3 <sup>rd</sup> quartile of candidates)	<b><u>Evidence of top grades</u> from "Selective" schools</b>	<b><u>Evidence of top grades</u> from "Selective" schools</b>
<b>D</b> (4 <sup>th</sup> quartile of candidates)	<b><u>All others</u></b>	<b><u>All others</u></b>

*There will be a full reference book available during screening to help explain the International qualifications*



# Backup: Academic screening criteria: allocation of universities

	UK & Ireland	International
Priority schools	<ul style="list-style-type: none"><li>• Oxford</li><li>• Cambridge</li><li>• LSE</li></ul>	<ul style="list-style-type: none"><li>• Imperial</li><li>• TCD</li><li>• Elite schools</li></ul>
Tier 1 schools	<ul style="list-style-type: none"><li>• UCD</li><li>• UCL</li><li>• Warwick</li></ul>	<ul style="list-style-type: none"><li>• Edinburgh</li><li>• Bristol</li><li>• Durham</li><li>• Guys and St Thomas (medicine only)</li><li>• Highly selective schools</li></ul>
Tier 2 schools	<ul style="list-style-type: none"><li>• Exeter</li><li>• York</li><li>• KCL</li><li>• Bath</li><li>• Southampton</li><li>• Sheffield</li><li>• St Andrew's</li><li>• Cork</li></ul>	<ul style="list-style-type: none"><li>• Glasgow</li><li>• Nottingham</li><li>• Leeds</li><li>• Newcastle</li><li>• Birmingham</li><li>• Manchester</li><li>• Queen's (NI)</li><li>• SOAS</li><li>• Selective schools</li></ul>





# Backup: London employer categorisation (alphabetical)

1

Qualifying internship: must be minimum of 6 weeks

2

Select Tier (as below)

3

Make judgement call on role performed/department (e.g., capital markets more selective than compliance)

## Top employers<sup>1</sup>

Elite	Elite	Selective	Selective	Selective	Selective
<ul style="list-style-type: none"> <li>AirBnB</li> <li>Amazon (Software/PM)</li> <li>Apple (Software/PM)</li> <li>Bain</li> <li>Bain Capital</li> <li>BAML (IB only)</li> <li>Bank of England</li> <li>BarCap (IB only)</li> <li>BCG</li> <li>Blackstone</li> <li>BNP (IB only)</li> <li>Carlyle Group, The</li> <li>Citigroup (IB only)</li> <li>Civil Service Fast Track</li> <li>Credit Suisse (IB only)</li> <li>CVC Capital Partners</li> <li>Deutsche (IB only)</li> <li>Facebook (Software/PM)</li> <li>Goldman Sachs (IB only)</li> <li>Google (Software/PM)</li> <li>HSBC (IB only)</li> <li>JPM (IB only)</li> <li>KKR (Kohlberg Kravis Roberts)</li> </ul>	<ul style="list-style-type: none"> <li>Lazard (IB only)</li> <li>McKinsey</li> <li>Morgan Stanley (IB only)</li> <li>Snapchat</li> <li>Spotify</li> <li>Uber</li> <li>UBS (IB only)</li> </ul>	<ul style="list-style-type: none"> <li>Accenture</li> <li>Advent International</li> <li>Allen &amp; Overy (Law)</li> <li>Apax Partners</li> <li>Arthur D. Little</li> <li>Astra Zeneca</li> <li>AT Kearney</li> <li>BAML (other)</li> <li>Barclays (other)</li> <li>BAT Industries</li> <li>British Aerospace</li> <li>British Airways</li> <li>BP</li> <li>British Telecom (BT)</li> <li>Cadbury Schweppes</li> <li>Citigroup (other)</li> <li>Clifford Chance (Law)</li> <li>Coca Cola</li> <li>Corporate Executive Board Co., The</li> <li>Corus</li> <li>Credit Suisse (other)</li> <li>Deloitte</li> <li>Deloitte Consulting</li> <li>Diageo</li> <li>Dropbox</li> </ul>	<ul style="list-style-type: none"> <li>Ernst &amp; Young</li> <li>Evercore Partners</li> <li>Exxon Mobil</li> <li>Foxconn (Software/PM)</li> <li>Freshfields (Law)</li> <li>General Electric</li> <li>Glaxo SmithKline</li> <li>Goldman Sachs (non IB)</li> <li>Greenhill</li> <li>Guinness</li> <li>HBOS</li> <li>Hellman &amp; Friedman</li> <li>HSBC (other)</li> <li>IBM</li> <li>Inchcape</li> <li>Intel (Software)</li> <li>Jeffries (IB only)</li> <li>J. Sainsbury</li> <li>JP Morgan (other)</li> <li>Kirkland &amp; Ellis (Law)</li> <li>KPMG</li> <li>Latham &amp; Watkins (Law)</li> <li>Lazard (other)</li> <li>LEK</li> </ul>	<ul style="list-style-type: none"> <li>Linklaters (Law)</li> <li>Lloyds TSB</li> <li>L'Oreal</li> <li>Lyft</li> <li>Macquarie</li> <li>Marks &amp; Spencer</li> <li>Microsoft (Software/PM)</li> <li>Morgan Stanley (excl investment-banking)</li> <li>NHS</li> <li>Oliver Wyman</li> <li>Oracle (Software)</li> <li>Permira</li> <li>Procter &amp; Gamble</li> <li>Providence Equity Partners</li> <li>Prudential</li> <li>PwC</li> <li>Reuters</li> <li>Roland Berger</li> <li>Samsung (Software/PM)</li> <li>Santander</li> <li>Shell</li> <li>Sherman &amp; Sterling (Law)</li> </ul>	<ul style="list-style-type: none"> <li>Skadden (Law)</li> <li>Slaughter &amp; May (Law)</li> <li>Standard Life Assurance</li> <li>Strategy&amp;</li> <li>Stripe</li> <li>Sullivan &amp; Cromwell (Law)</li> <li>Tesco</li> <li>TPG</li> <li>UBS (other)</li> <li>Unilever</li> <li>Virgin</li> </ul>

1. Please include major global firms IF they have a strong domestic/local subsidiary (e.g. Goldman Sachs, P&G)

Note: In Tech, PM is a Product mgr type role, Software is a developer type role

Source: BCG local recruiting team<sup>1</sup>



# Backup: London employer categorisation (by industry)

1

Qualifying internship: must be minimum of 6 weeks

2

Select Tier (as below)

3

Make judgement call on role performed/department (e.g., capital markets more selective than compliance)

## Top employers<sup>1</sup>

Elite			Selective		
<b>Finance</b> <ul style="list-style-type: none"> <li>Bain Capital</li> <li>BAML (IB only)</li> <li>Bank of England</li> <li>BarCap (IB only)</li> <li>Blackstone</li> <li>BNP (IB only)</li> <li>Carlyle Group, The</li> <li>Citigroup (IB only)</li> <li>Credit Suisse (IB only)</li> <li>CVC Capital Partners</li> <li>Deutsche (IB only)</li> <li>Goldman Sachs (IB only)</li> <li>HSBC (IB only)</li> <li>JPM (IB only)</li> <li>KKR (Kohlberg Kravis Roberts)</li> <li>Lazard (IB only)</li> <li>Morgan Stanley (IB only)</li> <li>UBS (IB only)</li> </ul>			<b>Tech</b> <ul style="list-style-type: none"> <li>Foxconn (Software/PM)</li> <li>IBM</li> <li>Intel (Software)</li> <li>Microsoft (Software/PM)</li> <li>Oracle (Software)</li> <li>Samsung (Software/PM)</li> </ul>		
<b>Consulting</b> <ul style="list-style-type: none"> <li>Bain</li> <li>BCG</li> <li>McKinsey</li> </ul>			<b>Law</b> <ul style="list-style-type: none"> <li>Allen &amp; Overy (Law)</li> <li>Clifford Chance (Law)</li> <li>Freshfields (Law)</li> <li>Kirkland &amp; Ellis (Law)</li> <li>Latham &amp; Watkins (Law)</li> <li>Linklaters (Law)</li> <li>Sherman &amp; Sterling (Law)</li> <li>Slaughter &amp; May (Law)</li> <li>Skadden (Law)</li> <li>Sullivan &amp; Cromwell (Law)</li> </ul>		
			<b>Consumer</b> <ul style="list-style-type: none"> <li>Accenture</li> <li>BAT Industries</li> </ul>		
			<b>Industrial</b> <ul style="list-style-type: none"> <li>British Aerospace</li> <li>BP</li> <li>Corus</li> <li>Exxon Mobil</li> <li>General Electric</li> <li>Shell</li> </ul>		
			<b>Finance</b> <ul style="list-style-type: none"> <li>Advent International</li> <li>Apax Partners</li> <li>BAML(other)</li> <li>Barclays (other)</li> <li>Citigroup (other)</li> </ul>		
			<b>Finance</b> <ul style="list-style-type: none"> <li>Cadbury Schweppes</li> <li>Coca Cola</li> <li>Diageo</li> <li>Glaxo SmithKline</li> <li>Guinness</li> <li>J. Sainsbury</li> <li>L'Oreal</li> <li>Marks &amp; Spencer</li> <li>Procter &amp; Gamble</li> <li>Tesco</li> <li>Unilever</li> </ul>		
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			<b>Consulting</b> <ul style="list-style-type: none"> <li>Arthur D. Little</li> <li>AT Kearney</li> <li>Deloitte Consulting</li> <li>LEK</li> </ul>		
			<b>Acc./Tax/Aud.</b> <ul style="list-style-type: none"> <li>Deloitte</li> <li>Ernst &amp; Young</li> <li>KPMG</li> <li>PwC</li> </ul>		
			<b>Start-up's</b> <ul style="list-style-type: none"> <li>Dropbox</li> <li>Lyft</li> <li>Stripe</li> </ul>		
			<b>Other</b> <ul style="list-style-type: none"> <li>Astra Zeneca</li> <li>British Airways</li> <li>British Telecom (BT)</li> <li>Corporate Executive Board Co., The</li> <li>Inchcape</li> <li>NHS</li> <li>Reuters</li> <li>Virgin</li> </ul>		

1. Please include major global firms IF they have a strong domestic/local subsidiary (e.g. Goldman Sachs, P&G)

Note: In Tech, PM is a Product mgr type role, Software is a developer type role

Source: BCG local recruiting team

## A3 model: Second screener combines Academics and Non-academics scores to determine overall score

Use your discretion! If you think a candidate is very strong but doesn't fit this scoring, leave a note and put them in the relevant pile

Academics	Non-academics	Overall score	
A	S, 3, 4, 5, 6	"Yes"	<ul style="list-style-type: none"> <li>Top quartile of candidates</li> <li>You can imagine them succeeding at BCG</li> </ul>
B	S, 3, 4, 5		
C	S, 3, 4		
A	7	"Probably"	<ul style="list-style-type: none"> <li>Second quartile of candidates</li> <li>You are not sure whether they will succeed at BCG</li> </ul>
B	6		
C	5		
D	3		
A	8	"Maybe"	<ul style="list-style-type: none"> <li>Third quartile of candidates</li> <li>You have some doubts they will succeed at BCG</li> </ul>
B	7		
C	6		
D	4		
A	9 or higher	"No"	<ul style="list-style-type: none"> <li>Lowest quartile of candidates</li> <li>They are definitely not right for BCG</li> </ul>
B	8 or higher		
C	7 or higher		
D	5 or higher		

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# Online screening – We're now working in Office 365

You can now screen from anywhere...

Simply use both the new Office 365 accounts and the file structure...

## Google doc

### Google sheets login:

- Screener accounts:
  - Your screening lead will share an account list with separate password
  - ~5 accounts per team, multiple users can log on to each

### Do:

- Make full use of Office 365
- Input your responses once ready
- Add the gender of the candidate if missing

### Don't

- Give out the account details
- Filter
- Sort
- Any funny business...

## File structure

### Go into the 'First screen' folder

- For those who haven't yet been screened, and then move them into...

### ...'Second screen', where you will find names disaggregated into buckets

- 'Yes, Maybe, No' where you can pick them up and be the second screener



### If you've already screened someone in the First screen

- Leave someone else to look at them in the Second → that's the point

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# Referral submission process

## Refer a Friend Programme

e.g. Former colleague with application to BCG referred from start of process

### Candidate

CV and cover letter

- Candidate sends application to BCG referee

### BCG Referee

CV and cover letter  
+  
Referral form

- BCG referee packages referral with application

### Recruiting and CV screeners

CV and cover letter  
+  
Referral form

- Recruiting and CV screening review both
- Referee potentially eligible for referral bonus depending on background of applicant

The image shows a sample of the BCG London Executive Referral Form. It includes fields for the referee's name, title, email, and phone number, as well as a section for the candidate's name and title. There is also a section for the referee to provide a recommendation and a signature line.

## High potential applicant identified at event

e.g. Met at drinks event or career fair and want to put in a good word

### Candidate

CV and cover letter

- Candidate sends application to recruiting

### BCG Referee

Referral form

- Referee finds CV in screening pile and attaches referral
- Note: finding CV responsibility of referee

### Recruiting and CV screeners

CV and cover letter

Referral form

- Recruiting and CV screening review both
- Referee likely not eligible for referral bonus

# Agenda

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Introduction

Screening criteria for undergraduates/graduates

Online screening process

Referral process

**Example CVs**



# CV Example #1

## Education

2010-2013 **University of Oxford, BA History and Politics**  
Distinction in Prelims (top 20% of year)  
National Merit Scholar (top .005% of US school leavers)

2006-2010 **Pike High School, Indianapolis, USA**  
US AP exams: best results in state of Indiana, 17 subjects at top grade 5  
• including Calculus, Statistics, Chemistry, Macroeconomics, English, Spanish  
International Baccalaureate:  
• Higher Level: History 7, English 6, Biology 6 (max. 7)  
• Standard Level: Maths 7, Spanish 7, Psychology 7  
SAT (top 1% in US): Critical Reading 800, Maths 790, Writing 770 (max. 800)  
• 4 Subject Tests: Chemistry 800, English 800, US History 800, Spanish 800

## Work Experience

Jul-Sep 2012 **Margaret Thatcher Foundation (non-partisan digital historical archive)**  
• Summarised and tagged one thousand of Thatcher's prime ministerial documents for uploading onto the largest historical database of its kind in the world  
• Procured several hundred new documents for inclusion in the database from the Archives Nationales in Paris and the EU archives in Brussels

Jan 2012 **St Anne's College Telethon Fundraiser**  
• Raised more than £10,000 by using targeted messages when telephoning college alumni and friends for donations for bursaries fund and library

Jun-Aug 2011 **Office of the Governor of Indiana**  
• Replied to phone and email correspondence from constituents throughout Indiana and assisted with problems including late welfare payments and tort claims by liaising with relevant departments  
• Compiled daily video news broadcasts for viewing by the Governor as well as news briefings for circulation throughout the state administration  
• Researched and presented a public exhibition on the history of the Governor's Office for display in the Statehouse

Jun 2010 **Elected Delegate to the Indiana Democratic Party Convention**  
• Represented interests of Pike Township, a socioeconomically and ethnically diverse district, to the state party  
• Crafted and voted on measures for inclusion in the state party platform as member of Young Democrats and Stonewall (LGBT) Democrats caucuses

## Other Experience

2011-2012 **President of the Oxford University LGBTQ Society**  
• Led committee of 16 students to put on successful social, career, and speaker events with 120+ students attending  
• Cut committee meeting length from average of 120 min to 30 min  
• Managed budget of £4000, including raising £1000 of corporate sponsorship  
• Worked with local community organizations (ex. Oxford Pride) and other student societies to put on LGBT events and campaigns such as an Oxford-wide Rainbow Flag day

2010-2011 **Oxford University Swimming Club**  
• Trained on average 14 hours per week with occasional weekend swim meets (including BUCS National Championships)  
• Member of the Varsity Match Blues squad against Cambridge University

## Interests and Skills

Languages: French (advanced, C2 on TCF exam), Spanish (advanced), German (basic)

Counselling: 30 hour peer support listening / counselling training provided by OU Counselling Service

# CV Example #2

## Objective

To find a graduate trainee position in a prestigious international institution, which will enable me to use my analytical, teamwork and leadership skills, with a strong preference for spending time working overseas. I consider myself to be a strong all-rounder.

## Experience

July 2012: **Standard Chartered Bank**, Wholesale Banking, Metals and Mining Strategic Client Coverage Group. 5 week Summer Internship.

- Worked on client pitches and presentations, research tasks and shadowing team leaders.
- Furthered knowledge of financial systems, particularly with respect to M&A, developed teamwork, communication and analytical skills.

July-September 2011: **Goldman Sachs Group, Inc.** Private Wealth Management, EMEA. 10 week Summer Internship.

- Management team intern. Working closely with COO, CIO, and CFO on a diverse range of projects including valuing Eurozone debt exposure, regulatory projects for the FSA, preparing and delivering investment presentations and reports to senior management team.
- Developed knowledge of finance and financial markets, gained teamwork and leadership experience.

September 2011: **Tanfield Chambers**. 1 week Mini-Pupillage.

- Time spent in and out of court, reviewing case files and communicating salient points to barristers.

June 2007: **Greenhouse charity**. Volunteer work helping to teach sport in deprived areas of London, working alongside coaches teaching underprivileged and disabled children.

## Education

- **BA (Hons) 1<sup>st</sup>** Politics, Philosophy, and Economics, Durham University Oct 2009 – June 2012
- **Durham University Gabbett Prize winner** for outstanding final-year results in philosophy
- **4 A-Levels**, Marlborough College Sept 2004 - June 2009 (all taken June 2009)

Mathematics	[A]	Politics	[A]
Chemistry	[A]	History	[A]

## Other

### **Theatre and Arts management**

Sept – Oct 2012: **Historic Royal Palaces**, Tower of London.

- Project Leader for Durham University production commissioned by Historic Royal Palaces at the Tower of London. Responsible for all aspects of production management in particular finances, publicity and relationship with Historic Royal Palaces. The production ran for 10 days with a budget of £7,500.

May-Aug 2010 & 2011: **Edinburgh Fringe**, Durham University Student Theatre.

- 2011 – produced Hot Mikado, MTM best musical nominee; revenues of £19,000.
- 2010 – co-produced and performed in 'Hood!', a successful award-winning new musical.

Jan 2010 – June 2012: **Durham University Student Theatre**.

- Set up two production companies that produced several plays and musicals in Durham and on tour. Involvement with Durham Drama Festival, cast member in 10+ productions.

### **School Achievements**

Head of House, House Debating Captain, Sergeant in CCF, Captain of Cricket, Rugby and Hockey teams at various levels.

### **Qualifications**

Clean Driving License, Grade 8 Saxophone, PADI Open Water Diver, IT proficiencies in Microsoft Excel, PowerPoint and Word.

### **Interests**

- Lived abroad in Japan and Malaysia, for 3 years in each (2000-2003, 2005-2008) interested in living overseas again.
- Sport: cricket, golf, tennis, shooting and triathlon.

# CV Example #3

## EDUCATION

- 2012 - 2013 **Imperial College Business School, Imperial College London**  
MSc Economics and Strategy for Business  
Core Modules: Business Economics, Corporate Strategy, Finance
- 2007 - 2012 **State University of Management, Moscow, Russia**  
MA, National Economics with Honours  
Major: Economics, GPA - 3.98 out of 4  
Thesis: "Overcoming regulatory barriers to national modernization of Russia"

## WORK EXPERIENCE

- April 2010 - September 2012 **Goldman Sachs** **Moscow, Russia**  
**Team Assistant in Investment Banking Department**
  - Managed commitments for a team of 7 bankers in Investment Banking Division, from market research to administrative tasks, and earned an excellent appraisal review
  - Arranged client business meetings with different levels of seniority, including sessions among members of the Russian Government and top-management of the company regarding the privatization programme of largest state-owned companies
  - Led annual community project in orphanage as part of Goldman Sachs' team, achieving a 30% attendance increase versus the previous year
- March 2009 - March 2010 **Booz & Company GmbH** **Moscow, Russia**  
**Office Manager** *not consulting*
  - Teamed with 3 Senior Managers from the Head Office in Germany to establish operational procedures for the branch from scratch
  - Devised, recommended and received approval for a payment control system for incoming and outgoing invoices, helping reduce the invoice processing time by 20%
  - Led purchase-to-pay activities, including selection of service providers, contracting, payment control and negotiations
  - Controlled the costs of client projects by monitoring consultants' time charges and out-of-pocket expenses
- May 2007 - March 2009 **Booz Allen Hamilton Inc.** **Moscow, Russia**  
**Junior Consultant**
  - Analysed and compiled data for various projects with subsequent presentation to the team members
  - Conducted research on stainless steel consumption in food processing industry in Russia
  - Provided financial and administrative support for projects reporting

## ADDITIONAL SKILLS AND ACHIEVEMENTS

### IT SKILLS

MS Office, Access, Visual Basic 6.0

### LANGUAGES

Russian (Native), English (Fluent), Indonesian (Basic)

### INTERESTS AND ACHIEVEMENTS

- The first student in State University of Management's 100-year history distinguished by the Dean to receive a "fast track" curriculum, allowing completion of studies 1 year earlier than any other student
- Invited by University's printing house to publish my course paper "New social insurance model for Russia"
- Observer during the State Duma's and President's elections in 2011-2012 in Russia
- Member of Finance and Consultancy Societies at Imperial College London
- Sports: tennis, horse riding

# CV Example #4

## EDUCATION

**London School of Economics and Political Science**

Graduating in July 2013

- **BSc (Hons) Economics** • Expected: First Class Honours
- Relevant modules: Macroeconomics Principles, Microeconomics Principles, Econometrics (all taken)
- Principles of Finance, International Economics, Economic Policy Analysis (to be taken in June)

**Whitgift School**

September 2002 - June 2009

- A-Levels: Mathematics (A), Economics (A), French (A), German (B)
- GCSEs: 8 A\*'s, 2 A's • Other: Alliance Francaise CEF2 Diploma of Fluency

## WORK EXPERIENCE AND EMPLOYMENT

**Thomson Reuters, London - Work Placement**

September 2011- October 2011, September 2012

- Conducted research and analysis on companies and products in the financial industry.
- Observed first-hand the origination and distribution side of news flow, gaining an understanding of the type of information that drives financial markets and is most relevant to financial services.
- Analysed the latest news stories and predicted the subsequent effect on different markets.

**JP Morgan, London - Spring Week: Experience the Markets**

April 2011

- Participated in a JP Morgan trading game. Learnt about the structure and unique culture of the banking industry.
- Acquired knowledge through presentations about the products, including Rates and FX, within the Sales & Trading teams.
- Rotations on the desks of Gas & Power Trading, Future & Options Broking and Equity Electronic Client Solutions provided valuable exposure to the everyday life of a premier Sales and Trading team.

**Private Tutoring, London and Surrey**

June 2009 - Present

- Currently tutor first-year undergraduates in Economics and previously tutored French and Mathematics.
- Enabled me to enhance my leadership and communication skills.

**Build a Bear Workshop, Croydon - Sales Assistant**

November 2008 - January 2009

- Developed a pragmatic approach to customer interaction whilst making sales to a diverse range of customers, including young children, thus enhancing communication skills.
- Learnt the need for customer satisfaction and working for future sales.

**Central Bank of the United Arab Emirates, Abu Dhabi - Work Placement**

December 2007

- Gained an extensive understanding of the financial world. Appreciated first-hand the importance of central banks.
- Researched and learnt about the policies which the central bank implements.
- Investigated the booming Asian economies and the role of commodities in their economies.

**POD - Management Consultancy, Putney - Work Placement**

June 2007

- Enhanced presentation skills by receiving feedback and having presentations critically analysed.
- Actively participated in meetings which discussed new ways to increase the company's revenue.
- Developed organisation skills through time management programmes which were offered by the company.

## POSITIONS OF RESPONSIBILITY AND ACHIEVEMENTS

• **LSE Football Club** - Member and regular player for the LSE Football Team.

• **Timeless!** - Events Manager of LSE's largest student show. Organised and negotiated the prices of venues for several events. Worked as one of the leaders in the committee and structured the plan of the show.

• **Young Enterprise** - Elected Managing Director of a company that won "Best Company" in the Croydon Finals and the South London Finals. Negotiated a retail unit in the Whitgift Shopping Centre rent free for five weekends in a row. Experienced selling in shopping centre's, many retirement homes and various stalls.

• **Young Enterprise Advising** - Invited back to be an advisor for new students taking part in the Young Enterprise scheme. This is a role only usually offered to people who have been experienced in business for years..

• **Bank of England Target 2.0** - Member of the team that reached the latter stages of the competition.

## SKILLS PROFILE

- **Languages** - English (native), French (fluency diploma obtained), Arabic (Iraqi dialect spoken), German (A-Level standard)
- **IT Skills** - Advanced user of MS Office (particularly Excel)



# CV Example #5

## Education

### Degree

Courses:

Predicted (Summer 2013):

### A Level

### GCSE

### Secondary Education

Honours

### Careers

1<sup>st</sup> July-22<sup>nd</sup> September 2012

Outline:

Selection Process:

Work/Responsibilities:

August 2009

Outline:

Selection Process:

September 2009-June 2010

### Responsibilities

January-December 2012

January 2012-February 2013

August 2012- July 2013

September 2009-July 2010

### Interests

September 2011-August 2011

Outline:

Selection Process:

August 2012-July 2013

September 2009-August 2010

### BA Philosophy, Politics, and Economics, University of Oxford

Microeconomics, Macroeconomics, Quantitative Economics, Economics of Command and Transition, Comparative Government, International Relations, Politics of Russia and the Post-Soviet Union, and International Relations of the Cold War

Upper-Second Class (2.1)

2010: Mathematics (A), History (A\*), Politics (A), Economics (A)

2008: Mathematics (A\*), English (A\*A), Statistics (A\*), Science (A\*A\*A\*), History (A\*), Religious Studies (A\*), Art (A\*), French (A)

2003-2010: Bradford Grammar School, Yorkshire, UK

- Nicholas Brearley Award for Excellence in Economics

### Asia Pacific Investment Partners, Ulaanbaatar, Mongolia.

- Internship, Private Equity and Venture Capital

- Application submission and highly competitive interview process

- Direct supportive role to a small team of executives with extensive experience in emerging markets

- Editor and author of the 'Mongolian Properties Real Estate Guide', a 146 page investment report examining Ulaanbaatar's residential, retail, and office markets

- Demonstrated technical skills including data manipulation, market analysis, and price and rental forecasting

- Maintained investor relations

**Schroders PLC**, London, United Kingdom

- Insight week providing direct exposure to the everyday operations of fund management professionals, analysts, and traders

- Application submission

**Store Assistant (Part Time), Booths Supermarket**, Ilkley, West Yorkshire

### Undergraduate Entertainment Director, Mansfield College JCR

- Competitively elected as coordinator of all College endorsed entertainment activities

- Responsible for the organisation and execution of Mansfield's freshers week program

- Endowed with a discretionary budget of £5,500, demonstrating budgetary management and financial responsibilities

### Director of Live Acts, Mansfield College Ball Committee

- Organisational role responsible for the booking and management of all live performers

- Control a budget in excess of £16,000

### Mansfield College Boat Club Alumni Officer

- Responsible for communication and fundraising activities between the boat club and its old members network

- Coordinating an initiative to start a high worth donors' society, with the aim of raising in excess of £100,000 over the next ten years

### Deputy Head Prefect, Bradford Grammar School

### Orbis Stock Picking Challenge, Orbis Investment Advisory Limited

- Fund management simulation task

- Required to invest \$1,000,000,000 of virtual funds into global large cap companies

- Competitive application process across the university, with top 5 candidates selected

### Captain of Coxes, Mansfield College Boat Club

- Cox of the College's Men's 1<sup>st</sup> VIII, typically training between 6-7 times per week

### Debating Society Secretary, Bradford Grammar School

- Required the coordination of the Society's weekly public debate in chamber

- Competitive achievements include finishing 7<sup>th</sup> in the Cambridge Schools international competition, out of 1,200 competitors

REFERENCES AVAILABLE UPON REQUEST