

Grant Thornton's Case Study – Top Tips

What is a case study exercise?

In case study exercises, the task involves reviewing some information and then making a recommendation or decision based on that information. Sometimes, there are additional tasks within the case study, such as sharing ideas or solutions to potential issues.

In some organisations, a case study exercise may be called an analysis exercise. Depending on how the recommendation or decision is shared, the case study exercise may also be referred to as a presentation exercise.

Prior to the case study exercise, candidates are given instructions on how to complete the task. Once the exercise starts, candidates then have time to review the information, conduct their analysis and prepare either a written document, a presentation, or in some cases both. Once the preparation time is finished, candidates either submit their report, or give a presentation to an assessor. If there is a presentation element, there will also likely be a question-and-answer session towards the end of the case study.

The Grant Thornton Written Case study

The exercise we will invite you to complete is a written case study only. This will be conducted online, and you will be sent all the details once you have submitted your application. As the case study is online, you can choose the time and the place of where you complete it.

You will be presented with a scenario that reflects a situation that you may find yourself in if you are successful. The exercise assesses the behaviours that are important for the role.

These types of exercises are intentionally stretching and most people who complete them say that they would have liked more time.

Top Tips for completing the written case study

Preparing for the exercise:

- **Read any information shared about the exercise in advance:** Make sure you know how long you will need and be clear about what the exercise involves – you may not receive a lot of detail, but the information you do receive will help you to mentally prepare.
- **Make sure you have enough time:** Set aside some time before you start the exercise so you can focus. Also make sure you have some free time afterwards – some people become distracted if they feel that they need to rush to their next appointment.
- **Find a quiet space:** Although we all have different preferences, being somewhere quiet will give you greater chance to focus on the task.
- **Remove distractions:** Turn off mobile phones. If you are somewhere where people may come and disturb you, it may be worth letting them know you are completing the exercise.

When completing the exercise:

- **Be clear on the task:** Make sure you read the introductory information so that you know what you need to do, then once the timer starts you can focus on doing it.
- **Focus on the time:** There are several elements to the task. Managing your time will give you the best opportunity to complete the exercise. For example, you may want to allocate time to review the information and make notes, and time for writing, as well as time for a final review at the end.
- **Answer the question(s):** Work to make your response as specific to the question(s) as possible. Be clear about any decisions you that you make and provide explanations for these decisions.
- **Consider the audience:** When writing your response think about who you are sending the document to and use appropriate language and structure for this audience.

Reviewing and analysing the information:

- **Think about your approach to reviewing the information:** There is a balance between taking time to read all the information and having time to write the response.
- **Conduct some analysis:** Think about what the overall information is showing, and what you can conclude from this.
- **Consider the information:** For example, what types of information is included? What information is most relevant to the task? Are there any links between the information?