

2014 Graduate Trainee Programme - Global Banking and Markets Guideline

Introduction

As the world's leading international bank, we realize the importance of nurturing talent to meet the expectations of our global customers. We target talented individuals and focus on further developing them to become experts in corporate banking who will meet immediate and long-term business challenges.

The Graduate Trainee Programme is designed to provide selected candidates with well-rounded development opportunities that offer a broad range of experience in Global Banking and Markets. The Programme comprises a comprehensive suite of training, including on-the-job, online and in the classroom, project assignments and networking with senior executives, all of which will provide you the knowledge and tools to build a strong foundation as a future leader at HSBC.

Target Candidates

We are seeking highly talented individuals

To qualify for the Graduate Trainee Programme, candidates should:

- Have a strong academic background with at least a bachelor's degree or equivalent.
- No prior working experience preferred but those with maximum of 2 years of working experience are eligible to apply.
- International exposure through education or otherwise would be an advantage.
- Be self-motivated with strong planning and organising skills.
- Be innovative, flexible, resilient and have the ability to think out of the box.
- Have strong communication, interpersonal and analytical skills.
- Be fluent in written and spoken Korean and English.
- Display high potential to grow and the willingness to take on new challenges.
- Embody and share HSBC values, which together with our business principles, define who we are as an organisation and what makes us distinctive, to do the right thing and to act with courageous integrity.

We are also looking for evidence of HSBC's Group Leadership Capabilities which are:

- **Navigating** Understanding and translating the immediate business/function strategy into own team and aligning direction accordingly.
- **Aspiring** Being ambitious about providing the highest standards of delivery and embedding these in the team.
- **Driving** Setting stretching goals for self and team and delivering them with courage and tenacity.
- **Mobilising** Authentically engaging with one's team, colleagues and customers to deliver at pace.
- **Sustaining** Making considered decisions that protect and enhance HSBC values, reputation and business

Selection Process

Stage 1: Application

The below documents should be submitted to HSBC's Human Resources Department (HR): hrd@kr.hsbc.com

- **Cover Letter / Resume / Self Introduction - all in English**
- **Consent to Collection·Use·Provision of Personal (Credit) Information - in Korean**
- **Deadline : 09 December 2013**

* E-mail Subject should be "2014 Graduate Trainee Programme"

* With the Personal Information Protection Act taking effect, you are required to submit a Consent to Collection·Use·Provision of Personal (Credit) Information when you apply for any position in HSBC.

Please fill out the form("Consent to Collection·Use·Provision of Personal (Credit) Information") available on http://www.hsbc.co.kr/1/PA_1_4_S5/content/korea_51/career/info/pdf/consent_form.doc and submit it along with Cover Letter, Resume and Self Introduction.

* Certificates, Transcript and other documents for commencement will be requested for successful applicants.

* Preference will be given to candidates with disability or those who are qualified for patriots and veterans preference.

* Fulfilled or exempted from the military duty (applies to male candidates)

Stage 2: Screening

All applications will be screened against the qualifications and capabilities described above.

Stage 3: Ability Test & Psychometric Test

The candidate will be requested to go through an Ability Test and a Psychometric Test and should pass the benchmark score.

Stage 4: HR Interview

Selected candidates will have an HR interview.

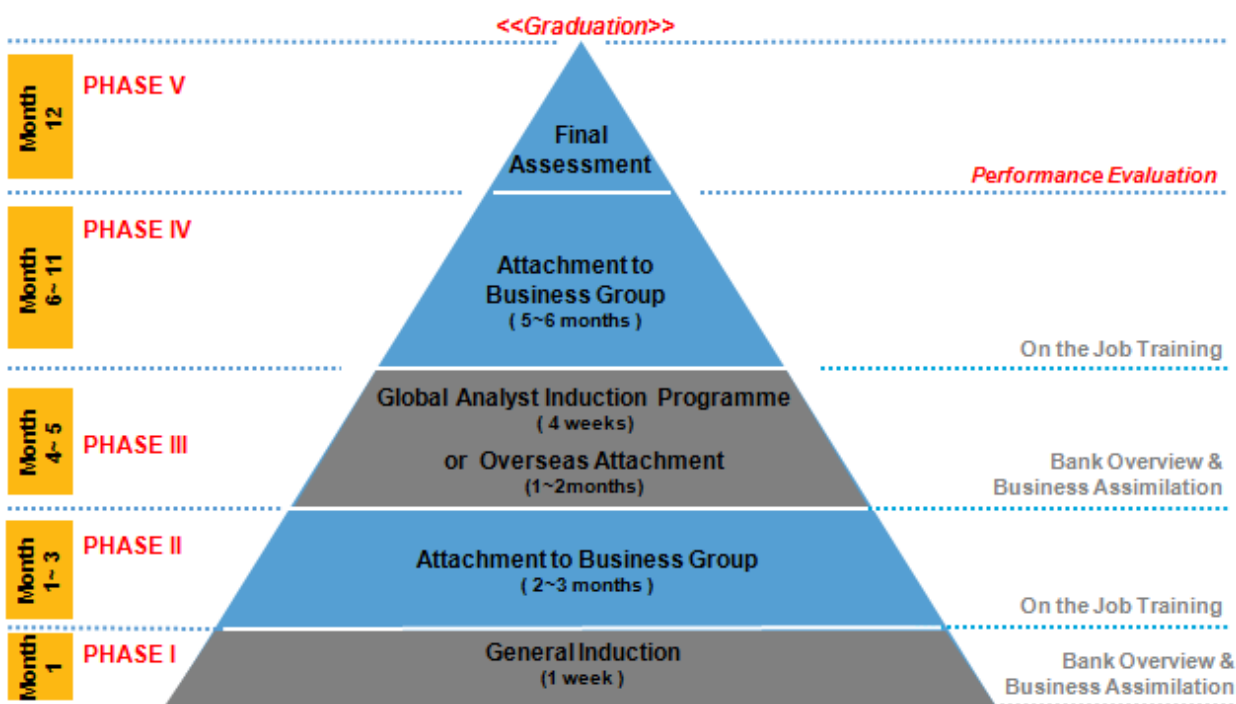
Stage 5: Assessment Interview

Candidates who have successfully passed the Stages 1-4 will undergo the final stage of selection process, the Assessment Interview. The assessment will be conducted by internally designated assessors.

The aim of the Assessment Interview is to ensure that candidates are provided with the opportunity to demonstrate the key capabilities that HSBC Global Banking and Markets is looking for.

Programme Structure

[Graduate Trainee Programme Overview]



The 12 month structure offers a diverse range of opportunities for trainees to gain exposure in specialised business areas within Global Banking and Markets through which we aim at developing trainees to support and drive business initiatives.

General Induction (1 week)

The general induction will provide trainees with an introduction to the HSBC Group and HSBC Korea – its history, vision, organisation, etc. Designated instructors from each dept/unit will help trainees understand and assimilate HSBC's culture, values and structure, from customer/business groups to support functions. Trainees will also be required to complete additional separate training courses as part of HSBC Discovery Programme.

1st Attachment to Business Group (2~3 months)

The trainee will undertake two to three specific roles in different areas* of the bank, namely:

- Global Banking : Client Management, Credit Risk
- Global Markets

Through short-term attachments, trainees will have the opportunity to understand the key business dynamics and will be required to perform risk assessments and demonstrate sound judgement. Trainees will need to be adaptable, eager to explore new challenges, and able to deliver at the highest level of quality.

Global Analyst Induction Programme (4 weeks) or Overseas Attachment (1~2 months)

In-depth four-to-six week Global Analyst Induction Programme, held in London, will be provided. Trainees will experience a stimulating combination of classroom-based interactive technical and behavioural skills training - alongside hands-on work in the chosen business area. The technical and regulatory training will ensure trainees have the skills and knowledge to start one's career at HSBC. This is complemented by a core behavioural skills programme covering such aspects as influencing, personal brand, presentation skills and dealing with challenging situations-critical in a client-facing business.

Overseas attachment with maximum 2 months period may be considered alternative to Global Analyst Induction Programme.

2nd – 3rd Attachment to Business Group (5~6 months)

The trainee will undertake two to three specific roles in different areas* of the bank, namely:

- Global Banking : Client Management, Credit Risk
- Global Markets

Through short-term attachments, trainees will have the opportunity to understand the key business dynamics and will be required to perform risk assessments and demonstrate sound judgement. Trainees will need to be adaptable, eager to explore new challenges, and able to deliver at the highest level of quality.

*The Bank however reserves the right to focus all the attachment on specific Function or Business Group.

Final Assessment

Trainees will be evaluated through and required to successfully pass a final assessment at the end of the eleventh month period. The successful trainee's final job posting will be decided by HR based on the performance reviews of candidates (including the final assessment score) as well as business priorities. Having completed all core attachments/assessments with a satisfactory performance, a trainee will graduate from the programme.

Selection process and programme structure are subject to change without prior notice at the Bank's discretion.

Performance Assessment

- Objectives will be set and agreed at the beginning of each business attachment.
- On-going performance reviews and appraisal meetings will be conducted by the line manager to whom the trainee reports during each attachment.
- Trainees must complete all mandatory training courses.
- Trainees must pass the final assessment conducted at the end of the programme.
- Trainees must successfully complete the programme with a strong performance record.
- Trainees who fail during the programme will be assigned to an available position at the Bank's discretion.

Terms & Conditions

Benchmark Career Band is 6 (Local title : Bu-jang 부장). A trainee's employment status during the training period will be of fixed-term contract Bu-jang(부장). At the end of the 12-month programme, depending on performance reviews, trainees will graduate from the programme and will be offered a permanent position to undertake a specific role within the Bank.