

**CREATE YOUR OWN PLATFORM**  
**CBRE GRADUATE**  
**OPPORTUNITIES**



**CBRE**  
CB RICHARD ELLIS  
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**CBRE**  
CLAYTON RICHARD ELLIS

# 1. **CB RICHARD ELLIS** **COMPANY PROFILE**

Wherever you go in the world, you'll find CB Richard Ellis. From Cairo to Cape Town, London to Lagos our family of exceptional property professionals advise more clients on more aspects of property than any other company.

CB Richard Ellis Group, Inc. (NYSE:CBG), an S&P 500 company headquartered in Los Angeles, is the world's largest commercial real estate services firm (in terms of 2006 revenue). With over 24,000 employees, the Company serves real estate owners, investors and occupiers through more than 300 offices worldwide (excluding affiliate and partner offices). CB Richard Ellis offers strategic advice and execution for property sales and leasing; corporate services; property, facilities and project management; mortgage banking; appraisal and valuation; development services; investment management; and research and consulting. In 2007, BusinessWeek named CB Richard Ellis one of the 50 "best in class" companies across all industries. Please visit our website at **[www.cbre.com](http://www.cbre.com)**

In Ireland, CB Richard Ellis is the country's largest and fastest growing commercial real estate services company, now employing over 140 employees and offering a full range of property services including property sales and acquisitions, leasing and management, investment, corporate services, project management, consultancy, valuations and research. In 2007 The Great Place to Work Institute named CB Richard Ellis in Dublin as one of the "Top Ten Best Companies to Work for in Ireland" and one of the "Top 100 in Europe". Please visit our website at **[www.cbre.ie](http://www.cbre.ie)**



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**1 Citigroup**

Advisor to Derek Quinlan & ProplInvest  
Stg £1bn  
Acquisition.

**2 Burlington Hotel**

Advisor to Crownway Investments  
?288m  
Disposal of circa 3.8 acres.

**3 Tallaght**

Acting of behalf of Quinlan Partnership  
?325m  
Disposal of their 51% interest in the Square, Tallaght.

**4 Anglo HQ**

Advisor to Anglo Irish Bank in the relocation of their new Dublin HQ to the Docklands. Acquired under a 25 year lease 20,500 sqm of office space at the Brooks Thomas site on the North Wall Quay.

**5 Beacon South Quarter**

A landmark mixed use development in Sandyford South Dublin, comprising 25,000 sq m of retail, 10,000 sq m of offices and 1100 apartments. CB Richard Ellis solely retained as retail agents on the scheme.

## 2. **WHAT WE DO AND THE PEOPLE THAT MAKE IT HAPPEN...**

Whether we're acquiring, planning, developing, financing, valuing, managing or disposing of commercial property, negotiating rates, rent reviews and lease renewals, or acting as strategic business advisors our clients come to us because of the breadth of our knowledge and because we never look at property in isolation. Instead, we are always striving to understand their businesses and the role property plays (and could play) in their success.

Our global reach and our widescreen view of property give our people unparalleled opportunities to take their careers to exceptional places. And because it's our people that have set us apart from the competition, we do everything we can to help them experience opportunity without limit.

From day one you'll be immersed in the world of property and work alongside the best people in the business, developing the knowledge and skills you need. You'll be expected to make a valuable contribution from day one.

**...WHILE HAVING A LITTLE FUN ALONG THE WAY!**

### **SPORTS & SOCIAL**

Everyday you come to work we want you to look forward to it, so fun is a huge aspect of the culture here at CB Richard Ellis. We pride ourselves on being friendly and open and organise regular social events on a team, department and company wide basis to bring our people together.

**Annual events include:**

- Annual Corporate Team Building 'Away Day'
- Department Strategy & Team Building Sessions
- Annual Employee BBQ & Long Service Awards
- Weekends away, theatre trips, wine tasting, go karting, quiz nights to name but a few
- Company sports teams; soccer, tag rugby, tennis and onsite pool competitions
- And many informal socials!
- We also encourage and support our graduates to organise graduate social events, so you can really get to know the other people on our Graduate Programme.

**CORPORATE SOCIAL RESPONSIBILITY****Going Green**

Perhaps our biggest opportunity lies in taking a strong position in support of environmental sustainability. Recent studies have shown that buildings account for as much as 40 percent of the earth's greenhouse gas emissions, which are believed to contribute to climate change.

As the world's largest real estate services firm, we directly manage more than 1.7 billion square feet of property and corporate facilities, and we advise the owners and occupiers of billions more square feet. Our ability to influence how real estate is built, sourced, occupied, and sold, is unsurpassed.

By aggregating and sharing our expertise in 'green' building policies, processes and procedures, we can make a tangible impact on improving energy efficiency, reducing greenhouse gas emissions and slowing climate change. We can work with our clients to make their facilities greener, save them money, and contribute to the growing battle against climate change.

**Employee led charitable activities**

We support numerous community, environmental and charitable causes through employee lead fundraising & participation.



Great benefits and a great  
platform for your career  
to thrive!



# 3. THE GRADUATE PROGRAMME

We want your career with us to be long, stimulating and fulfilling; that's why we've developed the CB Richard Ellis Graduate Programme.

Our three year Graduate programme offers the breadth of experience needed to work across almost all areas of our business. This structured programme focuses on the completion of the Assessment of Professional Competence (APC) through the Society of Chartered Surveyors (SCS). Throughout the three-years, graduates can expect to work in a minimum of two departments. These may include: Agency, Development, Investment, Professional and Valuation.

Graduates, who do not hold an SCS accredited degree will be given support to complete a part-time Masters in Property.

We also welcome graduates who hold RICS accredited degrees in building surveying.

## TRAINING

CB Richard Ellis have a formal graduate training programme in operation covering all areas of career and professional development.

### **Our graduate training programme comprises:**

Training courses for the skills required to do the job. These include report and letter writing workshops, negotiation skills, time management skills and presentation skills.

Computer training which provides training in all computer packages operating within the company. CB Richard Ellis is at the cutting edge in technology within the property industry.

A Continuing Professional Development (CPD) programme offering a variety of in house and external lectures and tutorials covering a wide range of topical issues and property discussion points.

Access to a full in-house APC support service which will include interim in-house briefings, one to one review meetings and mock interviews etc.

## **PROMOTION AND CAREER PROGRESSION**

Once graduates have achieved their APC, their ability to progress through the ranks of the company is entirely dependent on their ability and drive. The order of progression through the firm is as follows:

**Graduate Surveyor**

**Surveyor**

**Senior Surveyor**

**Associate Director**

**Director**

**Board Director**

CB Richard Ellis aims to offer the new graduate a carefully-planned career in the commercial world of property.





Driven, committed,  
ambitious, passionate...

# 4. WHO WE LOOK FOR

We prize drive, hard work and serious commitment; they're vital ingredients to success. We also believe that you should have a life of your own as well as a career.

## YOUR QUALITIES

Our people are ambitious, entrepreneurial, analytical and numerate. Commercial acumen counts for a lot, as does a genuine interest in the property industry and because property is a people business, we value interpersonal skills highly.

## BENEFITS

We can offer you market-leading benefits, training and support, a challenging and fun work environment and all the career development opportunities you would expect from one of the most diverse and leading-edge companies in our industry.

### **Competitive annual salary review**

Performance related bonus

### **Lucrative cross selling incentivisation scheme**

Employee referral schemes

### **Group pension scheme**

Life Assurance

### **PHI**

VHI/VIVAS/Quinn Healthcare group schemes

### **Training**

Exam leave/study fee assistance

### **Enhanced annual leave entitlements**

'Well being' leave

### **'Birthday' leave**

'Moving house' leave

### **Preferential rates with financial institutions**

Professional membership subs paid

### **Sick pay scheme**

Marriage leave

### **Top up maternity leave payments**

Paternity leave

### **Dry cleaning service**

Annual achievement awards to acknowledge and recognise outstanding performance

### **Long service awards**

Active social club (heavily subsidised)



It's good to see you!

# YOUR APPLICATION

## FROM STUDENT TO SURVEYOR

### HOW TO APPLY:

If you wish to be considered for graduate placement please send your CV together with a hand-written covering letter to:

**Deirdre Bodley**  
**HR & Operations Director**

CB Richard Ellis  
Connaught House, Number One Burlington Road, Dublin 4

For those of you who will not be applying this year, we wish you well in your future in surveying and hope we will come in contact with you at a later stage in your career.

## CURRICULUM VITAE

Time spent in planning and preparing a good CV pays off in that you have a high quality document instantly available. It is not only a representation of your career to date but also of your standard of written work. The usual four areas of a CV are Personal Information, Education (and skills), Work Experience and Hobbies. The CV should be on two pages with a well-balanced layout, taking advantage of the features available such as borders, boxes, symbols and fonts to add interest. Personalise your CV to make it stand out favourably in appearance from the others it will be competing against. Hold it at arms length to see what is memorable; make sure your name draws more attention than your headings.

## ACCOMPANYING LETTER

Always send a one page well laid out accompanying letter. Head it with the position you are applying for e.g. Graduate Vacancies. State why you are applying to that company in particular, follow this with a paragraph on what you have to offer, and end with a positive statement about hoping to meet for an interview. Include any information about availability and contactability (home or college) if relevant. Use good quality paper for both CV and letters and an envelope, which can accommodate your CV without the need for it to be folded. Always take a clean copy of your CV to interviews.

# THE INTERVIEW

## FROM STUDENT TO SURVEYOR THE FUTURE

CB Richard Ellis has always recognised that in order to continue our success we must plan for the future. Each year we place tremendous emphasis on the recruitment of the finest graduates, and our interview process is designed to ensure this criterion is met.

## INTERVIEW PREPARATION

Ensure that you have read recent copies of business and property editorial, watched the news and read a daily paper in the weeks leading up to your interview. Anything relating to the property or investment market may be discussed. Check the key financial statistics on the morning of your interview e.g. cost of borrowing and the movement of the stock market indices.

## ON THE DAY

Aim to arrive at the interview 15 minutes early and use that time first to find a WC to tidy and compose yourself and then return and observe what goes on around you in reception. Glance at recent client literature or anything, which can help you to tune in to what is important around here. Monitor the way in which people deal with each other in that environment, standards of dress, courtesy, formality, efficiency. Mentally become part of the scene so that you come across as a good fit at interview. Finally, be positive; remember that the interviewers want you to be successful. Listen to the clues they give you during the interview about what they are asking of you, how long you have and which aspects are important.

Remember that interviews are to strict time schedules, so start coming across early in the interview and know when to stop!

## PERSONAL PRESENTATION

You only get one chance to make a first impression. Your appearance, carriage and confidence on entering the room will stay with the interviewers and influence their view of you. Aim for relaxed confidence and friendliness and avoid arrogant or timid entries. A good firm, dry handshake helps.

## CLOTHES

These are important but so is the way you wear them. The overall aim for the clothes is to make you look smart, professional and efficient. Some of the key mistakes we see come from not understanding the basics. A dark suit and neat smart professional shirt or top will help to create the right first impression.



If our culture matches your goals and values then we'd love to hear from you.



voted best 50 companies  
to work for in Ireland  
...for the third year running!

140 People - 1 Culture!  
our difference is our people...

#1 in commercial real estate worldwide

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### **VOTED BEST COMPANY TO WORK FOR!**

We are proud to be listed amongst the Top 50 Best Companies to Work for in Ireland in 2005, 2006 & 2007 (Top 10 Company in 2007) and the Top 100 Companies to Work for in Europe in 2005 & 2007.



CB Richard Ellis is truly one of the very best places to work in Ireland, according to the experts ... our people!

### **SOME OF THE THINGS OUR PEOPLE SAY ABOUT WORKING AT CB RICHARD ELLIS**

**“ There is a healthy “no blame” culture here, where you are allowed to make mistakes and helped to do better next time ”.**

**“ Professionally, people are given the ball and allowed to run with it ”.**

**“ Great team spirit, excellent leaders, work hard play hard ethic – great social life ”.**

**“ If management can they will ”.**

**“ The family type culture encourages people to take pride in their work ”.**

**“ With access to great clients, interesting and challenging work all within a global platform, the opportunities for my career growth are second to none ”.**

**“ Best place I have ever worked – I wouldn’t think of working anywhere else ”.**



# CBRE

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