

We have now closed our process for accepting applications and am delighted to inform you that you have been selected to attend an interview.

The information in the next pages contains information which may help you prepare for your interview. Please also refer to directions, practical information as well as useful tips on how to showcase all your strengths and best potential.

We are really looking forward to welcoming you to Ingram Micro,

Good Luck!

What to bring with you

Remember to bring:
A copy of your CV
Any written examples of your work and achievements (where applicable & role specific)
A list of questions to ask at the end of the interview
You may also wish to bring:
A pen and paper to make notes

Dress Code

Whilst our dress code at Ingram Micro is business casual it is customary to choose formal business wear for this occasion. Make sure you feel comfortable and confident in whatever you're wearing.

Getting here

Useful information to help you find us

We encourage to plan your travel route in advance. You may want to use the link below or you may prefer to use google maps link to see our location. You will find us centrally located in the heart of Milton Keynes.

Our closest train station is Central Milton Keynes, a comfortable 10-minute walk directly upwards from the exit of the main station. Although there is ample parking in and around central Milton Keynes, depending on the time of the day, you may find parking to be a premium during busy times of the day. We suggest therefore that you allow sufficient time to secure a parking space near the office. Additional parking for three hours may be obtained in the Sainsbury building (a mere 5 minutes' walk to the office) should you wish to purchase something en-route.

When you arrive into the CBXII West building, please take the lift to the second floor where you will be greeted by our reception team. Please have the name of your host to hand as this will be needed to complete your visitors card. We advise that you aim to arrive 10 minutes before your scheduled interview to allow you to settle and gather your thoughts.

Performing at your maximum potential

Be friendly and greet your interviewer with a smile

At Ingram Micro we follow a competency based interview, allowing you to reflect and share examples of previous business situations, opportunities, actions and results as you experienced and demonstrated in varied circumstances throughout your career. We recommend that you carefully consider what is being asked of you, reflect on your past experiences and provide the strongest example according to the competency based framework as set out above.

From time to time we all may be short of an immediate answer. Should this be the case do not worry, it happens to the best of us. Feel free to ask for a moment to think and then continue.

Come prepared with questions that you may have in response to your research on the company and role. Remember this is an opportunity for both parties to determine suitability and questions are not only welcome but also encouraged.

We are a great team here at Ingram & love what we do and encourage enquiring minds. You may also wish to discuss culture, immediate team priorities or enquire what career progression may look like for you.

Next Steps

At the closure of the interview your host will share some information on timelines and next steps. On some occasions and depending on the role, it may be necessary to invite you back for a second interview. We will always try and work around you in determining best timings and suitability, so please free in these instances to decline and recommend alternative options.

If no further interviews are required, we would aim to provide you with feedback within 5 working days. Please be aware that due to diary commitments, on the odd occasion we may expect slight variations.

If you have not been successful in your application, we take this opportunity to thank you for your interest in Ingram Micro whilst wishing you the best of success in your future endeavours.

Unless otherwise instructed by yourself we will retain your information in accordance with the company document retention policy in line with GDPR.