

**Useful  
Hints  
& tips  
FOR CANDIDATES**

**you don't just join  
a team  
you join  
a family**

# APPLYING FOR A JOB

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**If you want to apply for a job with us, here's how in four easy steps:**

## **Step 1**

Have a good look round our website and take the time to learn about our ambitions, culture, success factors and values, and what it means to join the Warburtons family.

## **Step 2**

If you think Warburtons is right for you take a look at our current opportunities in our job search section, where you can search by function, area or keyword. If you don't see anything this time, set up a job alert notification and we'll tell you when a vacancy comes up that meets your criteria.

## **Step 3**

When you apply you'll be guided through the standard application form to give us some personal details, tell us about your experience, answer a few questions and outline why you'd like to work with us.

Any information you give us will be treated as confidential and only seen by the hiring team and relevant manager. Depending on the role, you may need to complete some relevant online psychometric assessments.

## **Step 4**

Once submitted, we'll acknowledge your application and if you're successful you'll be invited to attend an interview or selection event. If you haven't been successful this time we'll let you know. (We communicate by email, so make sure you check your 'junk' folder in case our email goes into there by mistake).

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# Preparing for an interview

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**When you're invited for interview you can start preparing straight away. Interviews can be either nerve-wracking or inspiring – remember though, you've been picked for a reason. And the more you prepare the more comfortable you'll feel.**

Ask what to expect on the day so you can prepare yourself (if it's been arranged via an agency get them to ask on your behalf). Most first stages are either a telephone or face-to-face interview with the Hiring Manager or Recruitment Specialist, with a mix of questions about technical issues, our success factors and our values. Remember, we want to make sure we're right for you as well as you being right for Warburtons.

## **Competency Questions and the STAR technique**

For us, experience is what shows whether or not a person can do a job, so interviewers will look for you to give examples of what YOUR responsibilities were in any situation you're describing. A good way of doing this is to use the STAR technique.

**What was the...**

**SITUATION**

**TASK**

**ACTION**

**RESULT**

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# Preparing for an interview

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An example question might be: 'Give an example of when you've had to work to prioritise your workload?'. The interviewer may probe into your answer to get enough depth to the question:

- S** - Why did you have to prioritise?
- T** - What was your specific role in the task?
- A** - What did you do to make sure you met the deadline?
- R** - What was the end result?

Think of times you've been challenged or demonstrated a certain skill before your interview, to get an idea of what to use as examples to the questions.

Here are a few things to consider:

- Passion and motivation for the job you're being interviewed for and for Warburtons as a company
- Your career aspirations
- Your organisational and prioritising ability
- Your honesty and reliability
- Business awareness and company knowledge – make sure you read our website!
- Make sure you read and understand the job description/advertisement. This is your opportunity to find out more about the role and the people you'd be working with, so write a list of questions in advance.

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# attend an event

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**A selection event is a way of seeing a number of applicants for a vacancy at the same time.**

They generally consist of different exercises which vary depending on the vacancy. The exercises can include psychometric tests, role plays, in-trays, presentations, group discussions, personality questionnaires and case studies.

## Verbal Tests

Here you're asked to read a paragraph or section of text and evaluate a number of statements, answering 'true', 'false' or 'can't say'. These tests have reliably indicated people's future performance, and each candidate's results are compared to people of similar background. It's not just about how many questions you get right but about how well you do compared to your peer group. Try a few practice tests online first at: [www.shldirect.com](http://www.shldirect.com)

## Numerical Tests

These assess your ability to understand data presented in tables and graphs, and highlight how well you work under pressure, while still being quick and accurate. Again, try practice tests online first at: [www.shldirect.com](http://www.shldirect.com)

## Personality Questionnaire

There are no right or wrong answers here; they simply establish your preferred way of working or behaving.

## Role Play

Using a scenario you'll take on one role and the assessor another, to see how you'd deal with a job-related situation.

## Group Exercises

These show how well you perform in a team environment. They test your ability to be assertive and proactive without being domineering, to listen as well as contribute and to focus on the task in hand.

## Presentations

Presentation briefs may be given to you before the interview to prepare in advance, or given to you on the day depending on the task and the skills being evaluated. A presentation is made to one or more assessors who will be judging it against our success factors, values and technical competence.

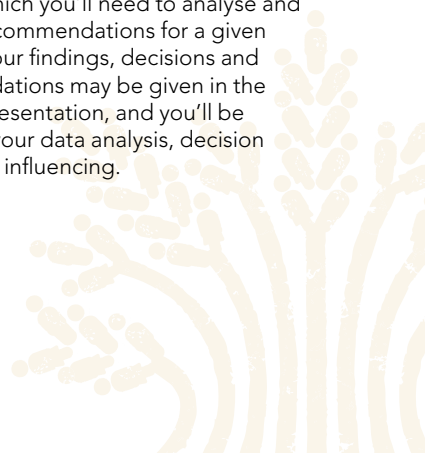
## In-tray

These test your ability to make decisions and prioritise workload under time pressure. They typically consist of prioritising letters, memos, meeting arrangements, travel requirements and so on, discussing your decisions with the interviewer. They're particularly effective at bringing a role to life.

## Case Studies

Case studies present you with a business scenario, which you'll need to analyse and produce recommendations for a given situation. Your findings, decisions and recommendations may be given in the form of a presentation, and you'll be judged on your data analysis, decision making and influencing.

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# Doing well in tests

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**To improve your performance in selection tests, bear the following in mind:**

## **Before the test**

- Complete some practice tests at [www.shldirect.com](http://www.shldirect.com)
- Do verbal problem-solving exercises (e.g. crosswords)
- Study tables or data
- Practice doing maths calculations and your mental arithmetic
- Get a good night's sleep

If you have a disability, contact the test administrator beforehand to discuss how it might affect you when taking the test. We'll be happy to provide any additional equipment and support you may need.

## **During the test**

- Read or listen to the instructions carefully
- Make sure you understand the examples
- Work quickly but accurately
- If you find one particular question difficult, don't spend too much time on it
- Mark your answers carefully
- For most tests, there'll be a time limit. But don't panic if you don't finish all the questions, they're designed to be challenging

## **After the test**

Find out when you'll be given the results of your tests. If they're not what you hoped for, don't be disheartened – for some vacancies, the test results will be important, for others they're just one element of the selection process.

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