

WOOLWORTHS LIMITED

Information Booklet

Graduate Program

2011



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Background

The Graduate Program is an annual initiative offered to final year / completed graduates right across all divisions of Woolworths Limited.

Historically, this program has received an overwhelming response from both successful candidates and the business, with talented graduates successfully moving into various roles within our company on completion of their program. Since 2005 we have recruited 85 graduates with more than 93% of these employees staying with the company

Many of our valued employees work for us whilst undergoing tertiary studies and end up leaving our company once their studies are complete to go start their "real career". The Graduate Program gives us an opportunity to retain our best graduates by highlighting that significant career opportunities exist within our organisation in many different streams such as IT, Finance, Buying and Logistics among others.

We will be commencing recruitment for the Graduate Program in early 2010, with successful candidates commencing in February 2011.

If you are interested in the Graduate Program and believe you meet the prerequisites, please speak with your line manager or HR representative to advise them on your interest prior to applying.

This year your nomination will need to be endorsed by your Store/ Line Manager. To read more on this process refer to Application Process on page 9.

To apply visit;

www.wowcareers.com.au



Purpose of the Graduate Program:

- Create meaningful work opportunities for our own employees to assist in their transition from tertiary studies to full-time employment.
- Transfer of current employees' operational skills and experience back into the business, rather than recruiting external graduates who may not have practical retail experience.
- Promote to internal employees that careers and opportunities exist within Woolworths Limited beyond casual work whilst studying at a tertiary level.

Prerequisites for applying:

To be considered, you will:

- Be in your final year or recently completed an undergraduate degree or postgraduate study at university in a relevant discipline
- Have a minimum of 12 months Woolworths Limited experience as a Woolworths employee in stores, support or distribution centres
- Have the flexibility to work full time from the program start date, February 2011
- Be a Permanent Resident or Australian / NZ citizen as at date of application
- Be willing to relocate (If you do not already live in the Sydney area)
- Demonstrate a strong passion for a career in retail, achievement focus and leadership potential

Graduate Programs being offered in 2011 are:

Buying (2 years)

The various buying teams across all divisions of Woolworths Limited are responsible for determining which products they will buy and range in the stores, and how these products will be promoted to the customers to maximise sales and profits.

The two year Buying Graduate Program offers each graduate rotations throughout various divisions of the business.

Information Technology (2 years)

The IT division is a large and, diverse area offering exciting career opportunities across the company. The various IT departments across Woolworths Limited work with each business unit to determine their future needs, build solutions, test them, and support internal customers once implementation is complete. Every individual IT team member affects the business through their work. Opportunities are available in Woolworths IT and BIG W IT.

Graduates will gain a wide range of experience across a variety of IT disciplines that include: business analysis, project management, business planning and external reporting throughout their two year program.

Human Resources (2 years)

Woolworths HR is organised into divisional and corporate teams. Divisional teams represent each brand and specialise in developing our employees and implementing initiatives and policy. The Corporate team provides support to the divisions and manages shared services like recruitment and learning and development. The Graduate Program will provide an opportunity to work cross functionally and develop strong HR skills for your future career.

HR works to support the business strategy to achieve a sustainable competitive advantage through the development of a culture that attracts, retains and develops talented retailers. We facilitate this by providing support across a number of functions including remuneration and benefits, training and development, recruitment, retention, workforce planning and people management.

Risk and Safety (2 years)

The Woolworths Risk & Safety function supports all Divisions of the Woolworths Group in relation to Safety, Health & Environment, Rehabilitation and Claims Management.

The Risk & Safety Graduate Program will run over 2 years with 4 rotations, 1 each in Injury Management, Rehabilitation, Occupational Health & Safety and Corporate Risk and Safety. These placements are based at our Support Office at Norwest, NSW.

To be considered, graduates will need to have a background in Health Sciences, Rehabilitation and / or Occupational Health & Safety.

Finance (3 years)

Woolworths is organised as a combination of Divisional and Corporate Finance teams. Each retail brand has a finance team supporting their operations in terms of sales, costs and profitability as well budgeting and forecasting. In addition, divisional finance teams provide guidance and assistance to support other business teams such as Buying & Marketing.

Our Corporate Finance team works to provide support to trading divisions as well as providing a full range of organisational finance accounting services such as taxation, treasure, business planning and financial control. Opportunities for graduates are available in many of the different finance departments within the business.

Retail Operations (2 years)

The role of the Retail Operations Support group within Woolworths Limited is to provide administrative and procedural support to the operational teams and stores of the Consumer Electronics division. This team works together to improve the productivity and management of the retail stores.

The Retail Operation graduate program will run over 2 years with rotations working in our support function and covering core business areas including retail operations, store productivity, store design and construction, safety, loss prevention and policy and procedures. This program provides graduates with the opportunity to develop an understanding of store operations and how we as a business can provide the necessary support to stores to ensure continued success.

Logistics (2 years)

The Logistics Division is responsible for the storage and distribution of stock to our stores nationally. Logistics integrates key business units through a number of activities that enable the movement of products from the supplier to the customer.

The Logistics process involves managing the flow of goods from vendors, wholesalers and distributors through an internal processing function that includes warehousing and transportation. The goods are then delivered to our stores, and made available for sale to our customers.

Our Logistics Graduate Program involves rotations through the operational and support divisions of Logistics. Graduates have the opportunity to learn from our experienced operations teams as well as gain exposure to a variety of the logistics support office functions including replenishment, logistics program office, national transport and international logistics. Throughout the program graduates will become involved in key activities affecting daily operations through to strategic initiatives.

Application Process

When applying, you will need to have your academic transcript, resume and evidence of right to work with you as you are required to attach these documents to your application.

Go to:

www.wowcareers.com.au

1. Click on the [Internal Employment Opportunities](#) button
2. Complete the Employee Login details
3. Click on link [Woolworths Limited Graduate Program](#)
4. Read through the prerequisites. If you meet the criteria, click 'Apply Now'
5. Fill in the on-line application
6. Complete the mandatory on-line questionnaire
7. Attach a mandatory resume, academic transcript and evidence of right to work
8. Once your application is received and verified that all relevant documents have been attached, you will be emailed the Store / Line Manager Nomination Form which will need to be completed by your Store Manager/ Line Manager

NOTE: Candidates must complete all components of the online application. The online questionnaire has a time limit of 60 minutes. Please set this time aside to complete. If this questionnaire is not completed in the timeframe provided, your application will not submit. This means you will need to reapply. If you have any issues in submitting your online application, please contact

email: graduaterecruitment@woolworths.com.au

contact number: 02 8885 4449

Frequently Asked Questions

When do applications open and close?

Applications will open on 15th February 2010 and will close on the 14th March 2010. Unfortunately applications will not be accepted after the closing date.

When will interviews be conducted?

If successful for formal interviews, you will need to be available for the following:

- Panel interviews and Group Assessment will be conducted in Sydney the week commencing 3rd May 2010.

What can I expect if I am invited to an Interview in Sydney?

Candidates will be invited to participate in a Group Assessment and Panel interview in Sydney. Interstate applicants will be flown to Sydney for the day. The day will consist of group activities to further assess interaction and communication skills plus a panel interview which will require candidates to give a short presentation.

In the interview prepare to talk about yourself and discuss specific experiences that help demonstrate relevant skills. We want to get to know you as an individual and discover your interests, strengths and attributes. We recommend you think about any extra-curricular activities, significant academic projects along with work or life experience that will help us get to know you and assess if you're likely to succeed.

When will I be expected to start the Graduate Program?

The commencement of the 2011 Graduate Program is February 2011.

Can I apply for multiple graduate opportunities?

In your online application you will be asked to nominate your preferred stream. You will also have the opportunity to list other streams you are interested in. Your application will be assessed to determine which stream best fits your skill set and interests.

Can I apply for the 2011 Graduate Program if I applied for the 2010 Graduate Program?

Yes, applicants are eligible to apply for the Woolworths Graduate Program again the following year. Graduates should have completed their studies between January 2008 and December 2010.

Can Woolworths sponsor me for a work visa or to become a permanent resident?

One of the conditions of eligibility is that you be eligible to work in Australia as at the date of application. You will be asked to provide evidence of your right to work during the application stage.

I currently live interstate. Will I need to relocate for the program?

Yes. All our graduate positions are located in Sydney Support Offices at the Norwest Business Park in Bella Vista, Chullora or Pennant Hills.

Logistics graduates will spend at least two rotations (three months per rotation) at Sydney Basin Distribution Centres, which are located at Erskine Park, Yennora and Minchinbury.

If successful can I get some assistance with relocation?

Yes. Following offers of employment, we will put together a relocation information pack that will provide you with more information in relation to public transport and other amenities. Interstate graduates will receive an orientation to introduce you to Sydney however it is your responsibility to find your own permanent long term accommodation. The company will assist you with some relocation expenses.

Will I obtain a Graduate role in the Division I currently work in?

Not necessarily. As Woolworths is a large and diverse organisation with many opportunities, graduate roles are being offered in all our divisions. As a result you may be offered a graduate role outside of your current division.

Frequently Asked Questions (continued)

Will there be any formal training as part of the Graduate Program?

Yes, there is a structured training program for each of the graduate streams which will be outlined in more detail at later interview stage.

What ongoing support will I receive in the graduate role?

Each graduate will be assigned a mentor to assist you during the Graduate Program. You will also report to a Line Manager who will outline the expectations and your Key Performance Indicators (KPI's) during the program.

How will I be assessed during the 2 / 3 year Graduate Program?

As part of the Graduate Program each graduate will be given measurable goals to achieve. Your performance against these goals will be discussed between you and your Manager at regular intervals through the 2 / 3 year Graduate Program.

What are my job prospects after the program?

Prior to the completion of your Graduate Program, your Manager will arrange a career discussion to align your career expectations with your previous work performance and match this to suitable career opportunities within our company.

Is there a long term career for me at Woolworths Limited?

Absolutely. In fact, career development is one of the things we pride ourselves on. A large number of our most senior managers have been with us for many years. While working their way up, they've gained experience in different roles and in most cases different areas of the business. There's a good chance you'll be able to do the same.

Will my salary be competitive with other Graduate Programs?

In line with company process we do not disclose the total salary figure until offer stage. However, Woolworths offers an attractive and competitive salary package to all graduates.

Importantly when you are considering graduate opportunities we encourage you to consider the total benefits of working for a company. You should consider such things as salary plus benefits, development and growth opportunities, long term earning potential and career enhancement.

Recruitment Timeline

February - March 2010	Graduate positions advertised To apply visit; – www.wowcareers.com.au – Only 1 application per candidate required – Applications need to meet all prerequisites – Application process includes submitting resume, academic transcript, evidence of right to work, as well as responding to detailed questionnaire. Once application verified to include all attachments, employee sent Store / Line Manager Nomination Form to complete with Store / Line Manager.
March 2010	Applications close Applications assessed based on key selection criteria and prerequisites of the program.
March 2010	Review of applications – HR Representatives select best applicants and conducts first round telephone interviews with selected applicants
May 2010	Final Interview stage – Selected interstate and local candidates attend group assessments at Norwest Support Office (half day) – Face-face panel interviews and panel presentation to senior managers and Human Resources Representatives
May 2010	Final decisions and offers made
February 2011	Successful graduates commence

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