

# ***Candidate Information Pack***

## ***Graduate Program 2008***

### **PURPOSE OF THE GRADUATE PROGRAM:**

- Create meaningful work opportunities for our employees to assist in their transition from Tertiary studies to full-time employment.
- Transfer of employees' operational skills and experience into the business
- Promote to internal employees the career opportunities available within Woolworths Ltd.

### **PRE-REQUISITES FOR APPLYING:**

- ✓ Minimum of 2 years retail support / store / DC experience
- ✓ Tertiary Study of a Degree / Diploma in a business or related discipline
- ✓ Must be in final year of study completing 2007 or successfully graduated
- ✓ Willing to commit to full time employment with ability to commence in February 2008
- ✓ Self-motivated, desire to learn and a strong passion for retail
- ✓ Strong interpersonal, organisational and analytical skills
- ✓ Willing to work in our Sydney Support Offices (relocation required for interstate candidates)

### **GRADUATE PROGRAMS BEING OFFERED IN 2008 ARE:**

- *Buying and Marketing*
- *Information Technology*
- *Logistics*
- *Property*
- *Finance*

## **APPLICATION PROCESS**

- **Steps for registering your application:**
  1. Log on to [www.wowcareers.com.au](http://www.wowcareers.com.au)
  2. Click on the "*Internal Employment Opportunities*" icon
  3. Complete the Employee Login details
  4. Click on link "*Graduate Program 2008*"
  5. Click on the relevant "*Graduate Program Icon*" that you wish to apply for
  6. Fill in the on-line application
  7. Complete the mandatory on-line questionnaire
  8. Attach a mandatory resume and cover letter

**NOTE:** You are required to 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 email:

[graduaterecruitment@woolworths.com.au](mailto:graduaterecruitment@woolworths.com.au).

## **NEXT STEPS AFTER APPLYING:**

- Once you have completed your application you will receive an automated email reply recognising that we have successfully received your application.

## **CLOSING DATE FOR APPLICATIONS:**

- Your online applications must be submitted by 12 midnight -6<sup>th</sup> March 2007

## **GRADUATE PROGRAM HELPLINE CONTACT:**

- Please ask your Store / Line Manager or HR representative first if they can answer any of your queries
- If further assistance is needed, you may contact:

[graduaterecruitment@woolworths.com.au](mailto:graduaterecruitment@woolworths.com.au)

## **FREQUENTLY ASKED QUESTIONS**

1. **Do I need to let my manager know that I am applying for the Graduate Program?**

It is recommended that you make your line manager or HR representative aware of your intention to apply for the Graduate Program as they may be able to provide you with further information about the Graduate Program.

2. **What are the timelines for the Graduate Recruitment process?**

The recruitment process is broken up into 4 stages;

<b>Activity</b>	<b>Timeframes</b>
Promotion and Applications	February 07 - March 07
Stage 1 - assessing applications	March 07
Stage 2 - reference checking	March 07
Stage 3 - assessments and behavioural based interviews	March - April 07
Stage 4 - panel interviews and group activity	May 07
Notification to Applicants	May 07

3. **When will interviews be conducted?**

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

- Assessments will be conducted 19/3/07 - 26/3/07
- 1<sup>st</sup> interviews will be conducted 27/3/07 - 4/4/07.
  - Sydney candidates will be interviewed in our Norwest office.
  - Interstate candidates will be interviewed via video conference.
- Panel interviews will be conducted in Sydney 1/5/07 - 8/5/07

4. **When will I be expected to start the Graduate Program?**

Successful Graduates will commence in February, 2008.

5. **Can I apply for multiple Graduate opportunities?**

You should only apply for the most relevant Graduate stream for your discipline. If you are not successful for this stream, you may be considered for other Graduate streams.

6. **I currently live interstate - do I need to move to Sydney if I take up a Graduate role?**

Yes. The 2008 Graduate Program will be located at our Sydney Support office at the Norwest Business Park in Bella Vista or the Dick Smith Electronics office at Chullora

**7. If successful will I get some assistance with relocation?**

Yes. You will receive an information pack with information about public transport and other amenities. As an Interstate Graduate, you will receive an orientation to introduce you to Sydney however it is your responsibility to find permanent accommodation. The company will also assist with some relocation expenses which will be discussed with you when you are offered. We have provided you with a list of websites which may assist you with this:

[www.realestate.com.au](http://www.realestate.com.au)

[www.domain.com.au](http://www.domain.com.au)

[www.ljhooker.com.au](http://www.ljhooker.com.au)

**8. Where is the Sydney Support Office located?**

Norwest Business Park , 1 Woolworths Way, Bella Vista NSW 2153. To view this location, please visit [www.whereis.com.au](http://www.whereis.com.au)

**9. 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.

**10. What can I expect if I am invited to an interview in Sydney?**

You 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 where you will be required to give a short presentation.

**11. As part of the final panel interview do I need to prepare for a presentation?**

Yes. There will be a short presentation that you will be required to prepare for. Details will be forwarded prior to being invited to Sydney.

**12. If I am unsuccessful on this Graduate intake, will there be other career opportunities for me?**

Yes. There are only a limited number of positions that are available on the Graduate Program and we have many talented employees in our business. If you are unsuccessful your details will be forwarded to your HR Manager who will organise a career discussion to assist you with your career aspirations. Your information will also be retained on file for any suitable job opportunities we may have within the organisation.

**13. Will there be any formal training as part of the Graduate program?**

Yes. You will participate in modules from Certificate III & Certificate IV training programs. There is also a structured training program for each of the Graduate streams which will be outlined in more detail at your interview.

**14. What ongoing support will I receive in the Graduate role?**

As a Graduate, you 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.

**15. How will I be assessed during the Graduate Program?**

As part of the Graduate program, you 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 Graduate program.

**16. What job role will I get at the completion of the Graduate Program?**

Woolworths Limited is a large organisation with many opportunities for career advancement. It is your responsibility to put every effort into your own development and demonstrate initiative to progress in a dynamic and diverse working environment. Prior to the completion of the 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 the company.

**17. How much will I be paid?**

The Graduate program offers an attractive and competitive salary package which will be discussed at the final interview stage of the recruitment process.

**18. What happens between the time I am offered the role in May and when I start the Program in February 2008?**

We will keep in touch with you during this time and will provide you with regular material including the monthly graduate newsletter, Woolies News and Norwest News. You will also be provided with details of a representative from the Academy as a point of contact during this period should you have any enquiries.