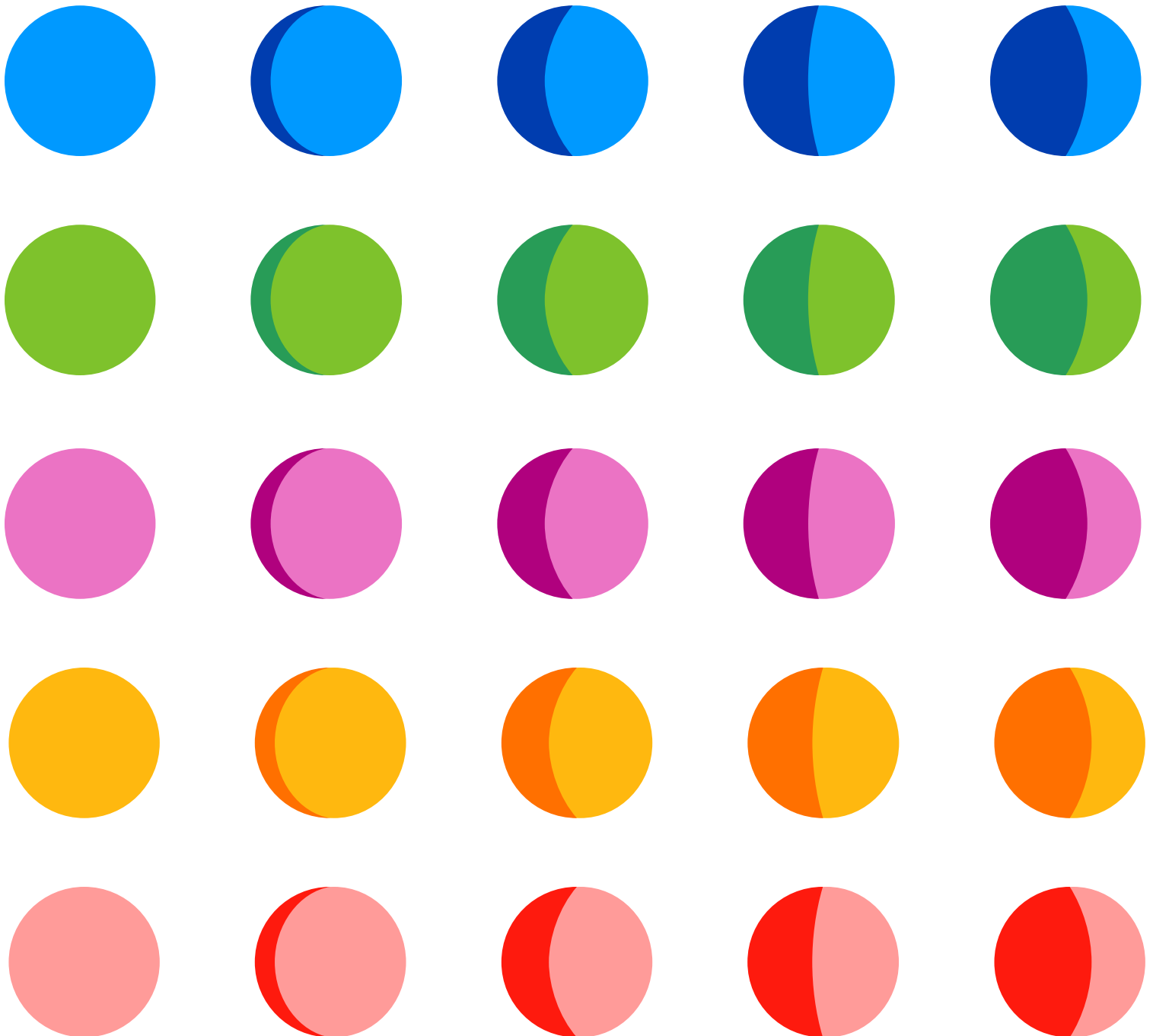


# Procter & Gamble

## Recruitment top tips



# Procter & Gamble recruitment top tips

## Steps to Success

As a “build from within” organisation, we need to make sure that we hire the right talent from the very beginning. We are looking for talented people who are passionate about innovating and resolute about winning and improving the lives of consumers worldwide. The process we go through to hire new people is therefore extremely important. That’s why we have put together this guide to help you understand and be at your best during the recruitment process.

### Contents

- Frequently asked questions
- What we look for
- The recruitment process – overview
- The recruitment process – step by step guide
- General recruitment top tips
- Key application dates

# Frequently Asked Questions

## Recruitment FAQs

### **Can I apply to a specific job?**

Sometimes we have specific needs, and in these cases we post a specific job description to which you can apply. However, normally it is a generic entry level position we advertise because we are looking at potential for a long-term career in the company. The expectation is that you will change assignments every 2-3 years taking into account your personal wishes and the business needs.

### **Can I apply for a job outside my country of residence?**

Of course! Please apply for the job-country combination you are interested in. You will also be asked to choose a second country of preference if your first choice cannot be met at the time you are available to start.

### **If I'm rejected, can I reapply?**

Yes, you can reapply after 12 months. In this time, you may well have developed new skills and further experience. Please mention in the online application form that you have already applied to P&G.

### **Why is there an online assessment? Can't I just send you my CV?**

- 1) Because of the volume of applications we receive, we need to have an online system; otherwise we would be much slower in our response.
- 2) A database approach allows us to share files with more people and thus increase the chance of matching candidates to jobs.

### **What is the application process for interns?**

It is exactly the same as for full time positions: online test, reasoning test, interviews. The good news is once you've applied for an internship, you don't need to redo it if you start full time afterwards. Please refer to our corporate brochure for more information on internships.

# What we look for

## Success Drivers

P&G's edge over competition is down to its people. When we are inspired and at our best we are unstoppable. We have distilled this competitive advantage into a few basic ideas, explained below.

Throughout the hiring process we are looking for behaviours that demonstrate these competencies for success at P&G. We call them our Success Drivers.

### **Power of P&G Minds**

This is our ability to out-think, out-invent and out-play the best competitors over time for the benefit of consumers. We want applicants to display infinite curiosity and be eager to create – this desire helps form the ideas that will move our business forward.

### **Power of P&G People**

This is the competitive advantage that our people and people-systems create when they work together. We strive to create an environment that fully leverages our individual talents for the value of all.

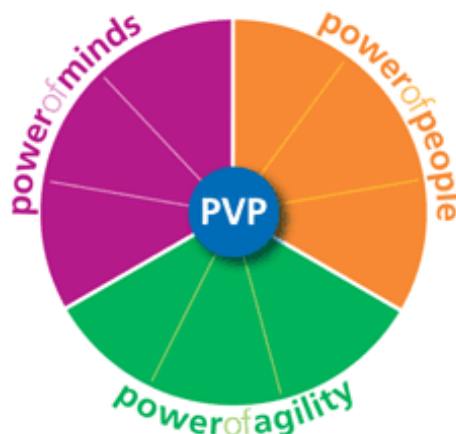
### **Power of P&G Agility**

This is our ability to be fast, flexible, responsive and versatile in complex and rapidly changing business environment. We need you to be ready to meet change head on and to be rigorous in your execution.

### **Our Purpose, our Values, our Principles (PVP)**

At the core of this model is our PVP. It's about our integrity and character, about building trust by being open, straightforward and candid with each other, our consumers and business partners.

Combined, these characteristics are our Success Drivers.



# Recruitment process - overview

## Going from Curious Candidate to “Congratulations, you’re hired!”

Our recruitment process is made up of 4 stages

1

### Check vacancies and apply online

- Visit [www.pgcareers.com](http://www.pgcareers.com)

2

### Complete the online assessment

- Success Drivers Assessment (multiple choice, 7 minute time limit per question)
- Diagrammatic test (15 questions, takes approx. 30 minutes).

3

### Take Reasoning test at P&G offices

- At P&G offices.
- 40 questions, 65 minutes.
- Diagrammatic, logic-based and numerical content.

4

### Interviews

- On campus / at P&G offices.
- Typically two to three rounds of interviews.

# Recruitment process – step by step guide

## Getting started

1

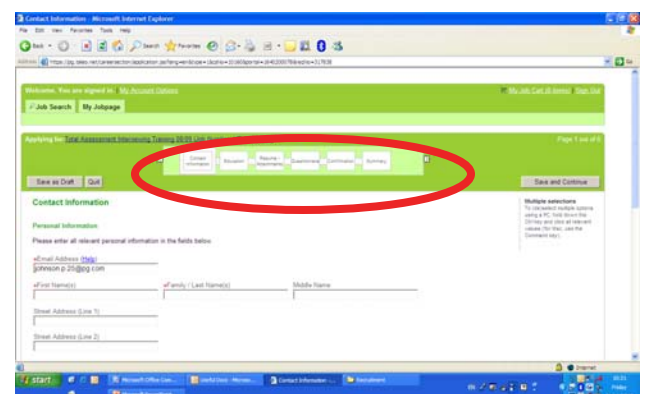
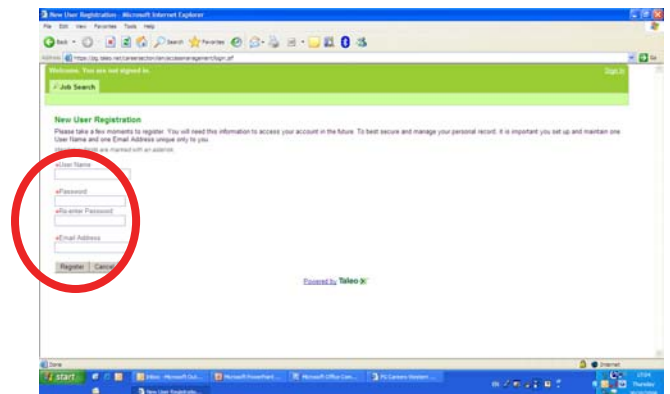
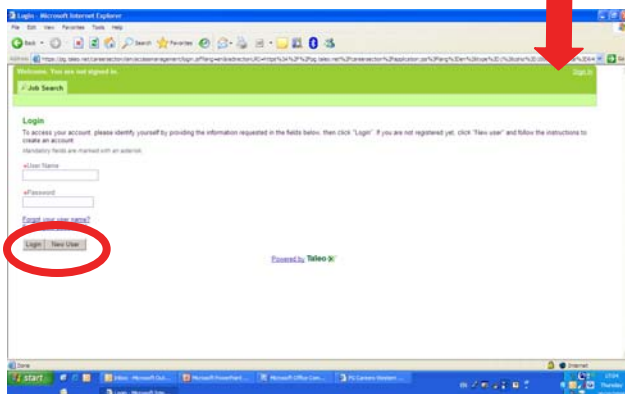
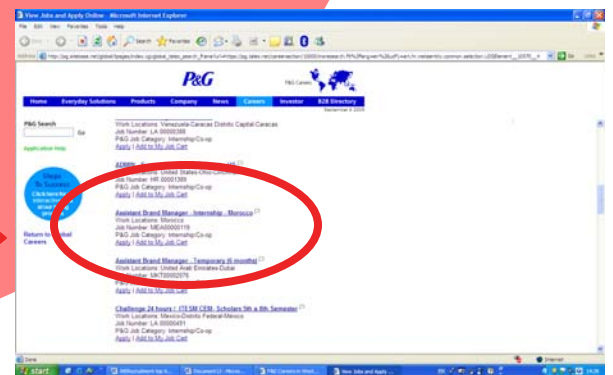
**Step 1:** Go to [www.pgcareers.com](http://www.pgcareers.com)

**Step 2:** Type in your preferred Job category, e.g. "New College/University graduates", and Country, e.g. "Greece"

**Step 3:** You should see a list of all vacancies relevant for your selected Job Category and Country of preference. Once you have found the right vacancy click on "Apply"

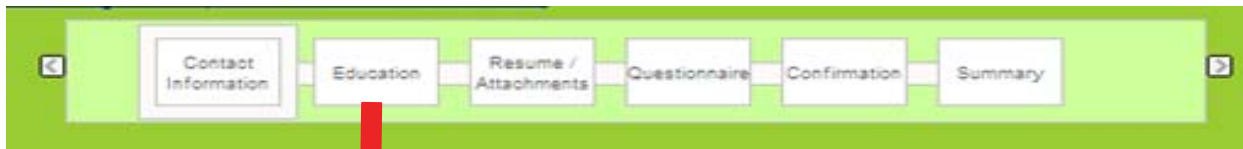
**Step 4:** Click on "New user" to start filling in your details once you get to the "New User Registration" page

**Step 5:** You will be asked to complete a 6-step process to fill in all your details.

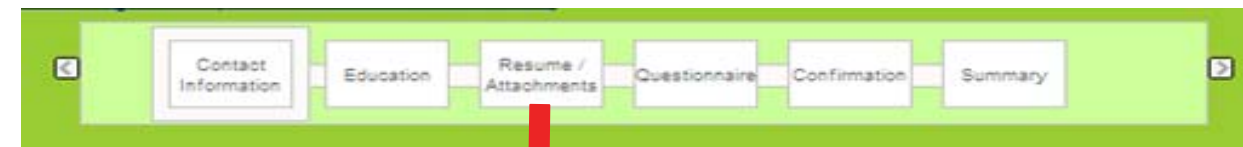
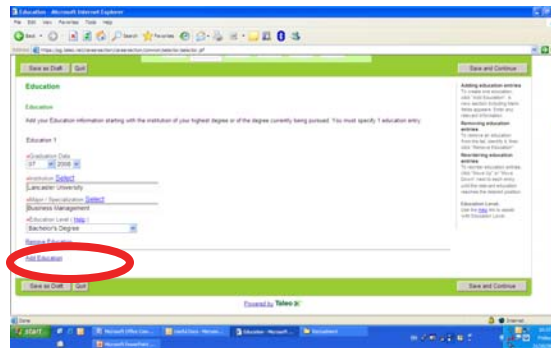


# Recruitment process – step by step guide

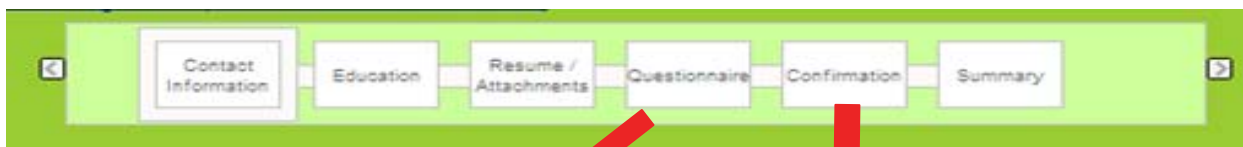
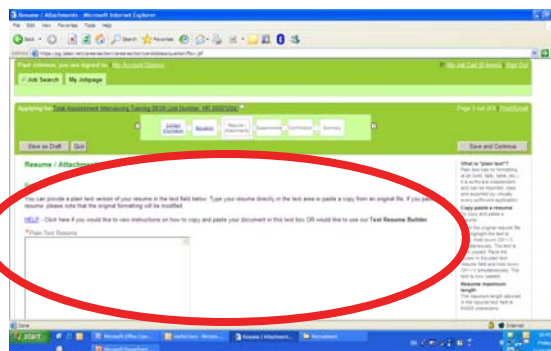
## Guide to the 6-step application process



You will have the chance to fill in your school/college and University results. If you would like to include additional qualifications click on "Add education".

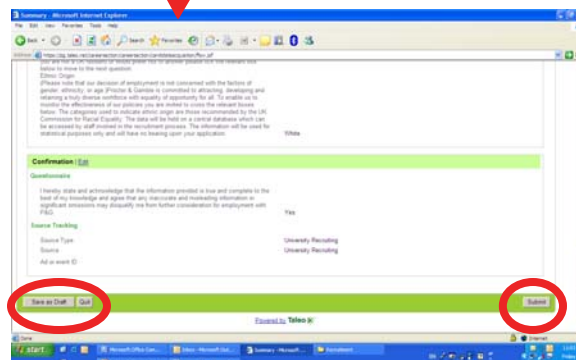
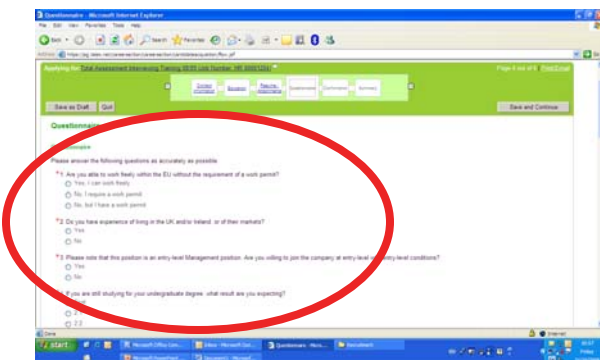


Please copy/paste your CV in this section. Don't worry about formatting - you will also have a chance to upload your formatted CV.



Please fill in the questionnaire

Then submit



If you would like to save what you have done and come back to it later you can click on SAVE DRAFT.

# Recruitment process – step by step guide

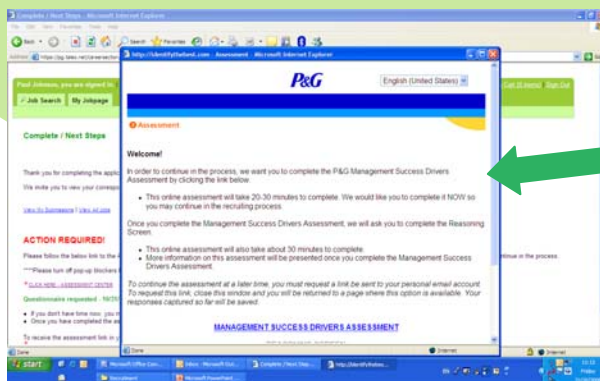
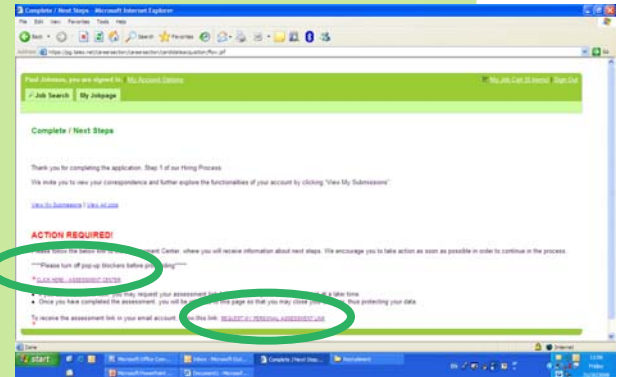
## Online assessment

### 2 Complete the online assessment

After completing the 6-step application process you will be asked to complete an online assessment.

...You can either complete it straight away by clicking on "Assessment Centre"

...or ask to be sent a link to your email address to complete later.



**Note:** Once you start this test you must finish in one sitting. Therefore make sure you have enough time to finish it!

### What does the online assessment consist of?

The online assessment is made up of two parts:

#### **Part 1: Success Drivers Assessment (takes approx. 20-30 minutes to complete)**

This is a standardized assessment of your personal background, experiences, interests, and work-related attitudes. It measures your compatibility against P&G competencies for defining successful job performance.

#### **Part 2: Diagrammatic test (takes approx. 30 minutes to complete)**

The results of this test provide us with information on your reasoning skills and your ability to solve novel problems.



# Recruitment process – step by step guide

## Online assessment tips

### Success Drivers Assessment

- 61 questions.
- Questionnaire can be accessed online 24/7.
- You have up to 7 minutes to complete each question, but most applicants complete the assessment within 20 – 30 minutes.
- Measures the candidate against P&G internal rating measures.
- Consider this an Interview! Although only a questionnaire, this assessment can be “failed”.
- Don't be shy, and sell yourself, honestly!
- Available in over 20 languages.

#### Sample Question:

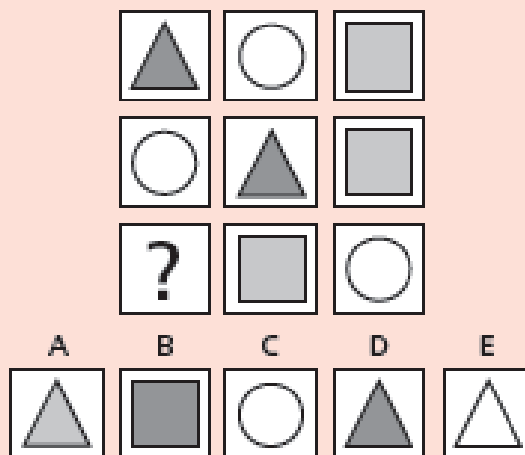
When organizing a work team, you have selected those who:

- Have different strengths
- Have the most technical expertise
- Cooperate with each other
- Follow instructions
- Think like you

### Diagrammatic test

- 15 questions.
- Online delivery allows 24/7 access.
- 2 minutes and 30 seconds allowed for each question.
- Test tends to take approximately 30 minutes.
- Available in over 20 languages.

#### Sample Question:



# Recruitment process – step by step guide

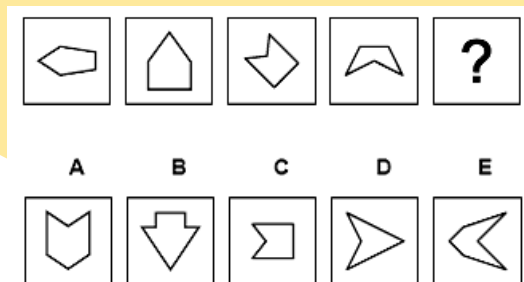
## Reasoning test at P&G offices

### 3 Take Reasoning test at P&G offices

This is a standardized paper-and-pencil assessment, typically completed at the P&G offices or on campus. It contains 40 questions and lasts 65 minutes. It measures your reasoning skills using three types of questions:

- Diagrammatic
- Logic-based
- Numerical

#### Example of a diagrammatic question



#### Example of a Logic-based question

8. Purchasing can have a significant effect on an organization's total profit. However, the success of a purchasing function relies on competent buyers and a purchasing manager who employs systematic purchasing methods and implements technological advances. If an organization's profitability is in jeopardy, the efficiency and skill of its purchasing function may determine whether it operates at a profit or at a loss. As such, the purchasing function bears a significant amount of the responsibility for an organization's profit, and, whenever an organization strives to produce profit, it will expend the effort required to hire capable and qualified buyers as well as a knowledgeable, intelligent purchasing manager.

From the information given above, it can be validly concluded that:

- A. If an organization's profitability is not in jeopardy then the competence of its purchasing function will not determine whether it operates at a profit or at a loss.
- B. There are at least some purchasing functions that are not responsible for a significant amount of an organization's profit.
- C. A non-purchasing function will not bear significant responsibility for the profit of an organization.
- D. An organization whose profitability is in jeopardy may depend on the efficiency and skill of its purchasing function to determine whether it operates at a profit or at a loss.

#### Example of a numerical question

1. Two trucks were driven on a 1,680 kilometer (km) trip. The first truck averaged 14 km per liter of fuel for the trip, and the second averaged 12 km per liter. The second truck used how many more liters of gas than the first?
- A. 10
  - B. 20
  - C. 30
  - D. 40
  - E. One cannot tell from the information given.

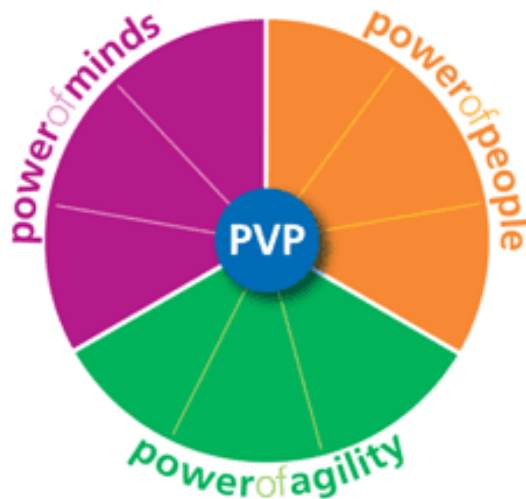
# Recruitment process – step by step guide

## Interviews

### 4

#### Interviews

- Typically two to three rounds of interviews, each lasting approx. 1 hour.
- Likely there will be 2 interviewers at a given time.
- Know who P&G are, what we do and what we stand for.
- Know what you want in a career.
- Know what we look for in a candidate.
- Prepare the questions you want to ask us.
- Don't forget our Success Drivers!



# 5 top tips for application success

## Your time to Shine

### 1. Online application

Don't rush the online application! Too many students fail this part of the application process because they rush the test.

### 2. Reasoning Test

These aren't as daunting as they seem at first! Make sure you take the practise test first to give yourself the best chance of success.

### 3. Interviews – structure

- 1) When attending an interview, you will need to demonstrate our Success Drivers by providing examples.
- 2) When giving examples during an interview, tell us what YOU did. For example, if you are talking about a team accomplishment, tell us about what your role was in the team and what you achieved.

### 5. Assistance

If you require help during the application process, please follow the 'contact' link on the [pgcareers.com](http://pgcareers.com) website, which will direct you to the relevant P&G recruitment team.