

# Candidate Brief – Application Process

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## CV Review

- Upon application your CV will be reviewed by our In-house Recruitment Team
- If your CV is not right for the role, we will let you know by email
- If your CV is relevant, it will be shared with the Hiring Manager to review
- If unsuccessful with the Hiring Manager, you will receive an email

## Interviews

- If your CV is relevant, you will be contacted by the Recruitment Team to either
  - (i) schedule a telephone interview if applicable for the role or
  - (ii) to ask for more information about your application
- If this call goes well, you will be invited to attend either a Teams or face-to-face interview at Head Office (or nationally for some of our sales roles)
- If unsuccessful at 1st stage, you will notified by email offering further feedback by telephone if you would like it
- If successful you will be invited to 2nd stage interview. This interview will usually consist of a values-based interview and, depending on the role, you may be asked to carry out a task or prepare a presentation. You may also be asked to do some online testing before the second stage interview
- You will be contacted by email or telephone following your 2nd stage interview to let you know the outcome
- Very occasionally, a role may require a 3rd stage interview



# Candidate Brief - Our Values and Preparing for a Values Interview

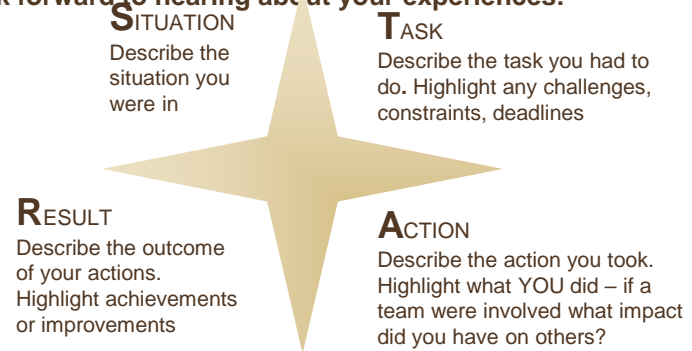
For all our roles we are looking for people that not only possess the skills, knowledge and competence needed, but also live our Values – the foundation of our great place to work.











During the selection process you will have the opportunity to demonstrate your successes in this area. As selection is a two-way process, you will also be given the opportunity to find out if ours is an environment in which you believe you can thrive and grow.

Please prepare for your interview by considering each of our 5 Values (summary opposite.) You may be asked about several elements for each Value. The ‘STAR’ model is included here to help structure your thinking so that you can talk your interviewer through the situation, the task (what was required,) what action/s you took and the result (what you achieved.)

Bring your examples to life – ideally use recent work experience to illustrate your strengths and learnings, but if you do not have these think about other areas such as experience during college or university, leisure pursuits, fundraising or volunteering etc.

## We look forward to hearing about your experiences!



OUR VALUES	THINK ABOUT HOW YOU LIVE OUR VALUES ...
 	<p><b>Excellence/Passionately Lindt</b>  <i>– ‘We have a passion for what we do, strive for excellence and never compromise on quality’</i></p> <ul style="list-style-type: none"> <li>• Positive attitude and enthusiasm</li> <li>• Consistently go the extra mile</li> <li>• Continually review personal performance and acting on feedback</li> </ul>
 	<p><b>Innovation/Always Evolving</b>  <i>‘We are forward-thinking, constantly looking for new and better ways to deliver success’</i></p> <ul style="list-style-type: none"> <li>• Innovation, curiosity, forward-thinking, approach problems with an open mind</li> <li>• Stay up-to-date on new developments</li> <li>• Flexible and adaptable approach - open to change</li> </ul>
 	<p><b>Entrepreneurship/Make An Impact</b>  <i>‘We are empowered and assume ownership of our actions and results’</i></p> <ul style="list-style-type: none"> <li>• Take ownership and are accountable for actions and results</li> <li>• Proactivity</li> <li>• Actively own and learn from mistakes to keep improving</li> </ul>
 	<p><b>Responsibility/Acting Responsibly</b>  <i>‘We act with integrity and treat everyone with respect. We care for the environment and a sustainable tomorrow’</i></p> <ul style="list-style-type: none"> <li>• Always act with integrity, show understanding, respect and fairness to everyone</li> <li>• Actively develop ourselves and support others where needed</li> <li>• Act responsibly (respect others’ health, safety and wellbeing, local communities, environment etc)</li> </ul>
 	<p><b>Collaboration/Build Real Relationships</b>  <i>‘We support each other across disciplines, business segments and geographies’</i></p> <ul style="list-style-type: none"> <li>• Inclusive - work positively with others</li> <li>• Recognize others’ strengths and share knowledge</li> <li>• Communicate positively, effectively and efficiently</li> </ul>