

 Tetra Pak®

CANDIDATE PLAYBOOK



“ Hi, I’m Jennifer,

I joined the Future Talent Programme at Tetra Pak. I recently applied for a new position. Whether you are applying for your first or sixth role at Tetra Pak, follow me, and I’ll guide you through the application process. I have some helpful tips and tricks that will show you how to excel.

It’s great to see your interest in joining us. We have developed this step-by-step guide, the Candidate Playbook, to support your journey through the Tetra Pak recruitment process and provide a guide on how to prepare for the experience to come.

”



Our employees are our greatest asset. We know that all employers say that, but really, where would we be without each and every one of our employees, based in all corners of the world? When we search for people to join the Tetra Pak Group, we take into consideration a range of factors, including skills and technical aptitude, future career ambitions and aspirations, and capability and professional background. **As you consider the next steps in applying for a new role here are few questions to start reflecting on:**

- What skills will you bring to Tetra Pak?
- How would you summarise your career and work experience till now?
- What kind of team have you been part of in the past? Which elements of the team set up did you enjoy? Did you reflect on what was not so successful? Do you know and recognise the areas for personal development?
- If you are applying for your first position, what skills have you acquired through your studies or extra-curricular activities that could be transferred to employment?
- What kind of team environment will allow you to shine and to show the best of you?
- Did you take a look at the [Tetra Pak values](#) – What do you think of them? Do they resonate with you?

On the next page you'll start to get an insight into the Tetra Pak recruitment process.

Good luck!



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BEFORE APPLYING FOR A POSITION AT TETRA PAK - A FEW TIPS



Understand our Company culture – are we a perfect match?

We are more than our company name, and we want you to like us for who we really are. Get to know our values, our future plans and our growth ambitions to find out if we're a match with your future career plans, professional aspirations and personal development ambitions.

Some action steps to consider:



Follow us on social media. What type of information is shared, and who is sharing?



Do you know anyone who works at Tetra Pak? Ask them about their workplace.



Have a look at [Meet our people](#) at www.tetrapak.com.



How does it make you feel when you read about our people and our values?



Research your potential new team and manager – who are they?

They say that you don't choose your family - but we believe you can choose your job family! Who is the hiring manager, and who are the team members?

Did you think of:

- Searching on LinkedIn to see if they have a professional profile? Maybe you can find out about their role, their work history and/or any career achievements. Perhaps you have common connections?
- Searching on Google (or another search engine) to find out if they have published a blog or given any professional work-related interviews



Know our products - what do we do, and what do we offer?

We need our employees to work with us to deliver efficient and high-quality solutions for our customers. So, what are we offering? Are we innovative? What are our competitors offering? What motivates our customers to use our products and/or services?

Time to explore:

- Go through our website and our online social media presence – ensure you know the latest updates
- Review offline publications and/or trade magazines
- For a deeper level of reflection, think about how we differentiate ourselves from our competitors. Consider quality, service, price, brand trust and customer service
- What are the latest developments and innovations in our company and our line of business?
- What do our customers say about us?



The past and the future – where do we come from, what is our heritage, and where are we going, what does the future look like?

Our heritage plays a big role in our day-to-day work. We were founded in 1951 in Lund, Sweden. We are extremely proud of our heritage, and we are even more excited about our future.

Where we come from and what we have achieved can tell you a lot about where we are going.

- Did you read about the future on our website?
- Did you discover [Planet Positive?](#) What does this mean to you?

Time to explore:

- Learn about our past on About Tetra Pak > History on tetrapak.com. We have some great videos, old and new, and all of them tell a story
- Think about what the words Dynamic, Capable and Productive mean to you
- Read the news section on our website and follow us on Twitter
- If in doubt use Google!

“ ***A package should save more than it costs.*** ”
Dr. Ruben Rausing, founder



OUR RECRUITMENT PROCESS



Our brand promise is PROTECTS WHAT'S GOOD, and we strive to make a difference by protecting food, people, and our futures. In our search for the right talent, we focus on good people who together will create smart solutions – allowing us to fulfil our brand promise.

Together.

A combination of digital tools and in-person meetings gives us the opportunity to meet many fascinating people and to find suitable members for every team. And of course, the best team for you.



JOIN A GOOD COMPANY



Start by joining our [Talent Community](#).

Create your profile, completing it with the relevant information. Upload your CV – ensure it has detailed information about your work experience, professional achievements, your latest education, and ensure that key dates are accurate. Add as much data as you believe is necessary to ensure your profile is as complete as it can be. Always ensure your profile is updated – this can help the application process to be smooth and fast. You can also choose to receive notifications as soon as matching vacancies are published.



Have you found a job you'd like to apply for? Did you adapt your motivation letter to make sure you get the recruiter's attention? Try to ensure your personality is reflected through! Think about the words you use and be as clear – but as specific - as you can. Finish the application process by following the instructions.

So, you have finished the first step, and your application is submitted! Congratulations! And thank you!

While you wait for us to come back to you (and yes, you will hear from us), you'll have time to prepare for the next step!

Tips:



Once you have submitted your application, we will review it. We look for keywords in your application that match the required skills to the position you applied for. Something you should keep in mind when you update your CV.

Create a LinkedIn profile to build your professional network. Click [here to join LinkedIn](#).

[Here](#) are some tips on how to create a profile that will get you noticed. Do you already have a profile? Does it resonate with the suggestions in this extract?

Are you moving forward to the next step of the process? I hope you are looking forward to getting to know us!

If you didn't move forward to the next step, please revisit us at www.tetrapak.com and explore other opportunities that are relevant for your profile, experience and career goals.

We hope to see you again.



PREPARATION TIME



You've submitted your application! Thank you!

The recruiter and the hiring manager will review all the applications on or after the application closing date and come back to you as soon as possible.

We receive many applications for our vacant positions. If we do not offer you a position following a formal interview step, we encourage you to reach out to us for feedback regarding your interview. We endeavor to answer all requests, and we believe in the value of providing feedback. If you do not move on to the next step in the recruiting process, we hope you keep exploring www.tetrapak.com for other potential opportunities.

If you are invited to move forward in the application process, this candidate playbook is designed to support you as you prepare for the next steps.

If you worked your way through the first pages in this guide, you should (we hope!) be getting to know us quite well by now. It will be helpful to have an informed dialogue if we get to meet in person!

There are several different ways for us to get to know our applicants as we progress through the recruitment process



For interviewing, we practice competency-based interviewing (CBI). You may have heard them also called structured, behavioral, or situational interviewing. The aim of this style of interviewing is to learn about how you:

- Have used specific skills, tactics, and operational know-how in your previous work experience
- Approach problem-solving, task or activity management
- Manage and overcome challenges.
- Prefer to work with others

In response to an interviewer led question, your answer should ideally follow the STARR methodology:

- **S:** Describe the 'Situation',
- **T:** Provide details on particular 'Tasks' that were part of the Situation
- **A:** Describe the 'Actions' that you took
- **R:** Explain the final 'Result'
- **R:** How you 'Reflect' on situation after it happened

Tips: 

How do you present yourself in two minutes? Prepare your personal 'elevator' pitch! i.e. If you had to sell yourself in a two minutes dialogue, what would you say? Write it down. Then practice, practice, practice! Practice in front of a mirror, a camera, a family member, a friend... Get honest feedback. Adapt and be flexible to change according to the feedback. The more you practice, the more confident you will be.

What's next?? Online video interview...

The principle is that 'past performance is an indicator of future performance'.



**TIME TO
SHINE: YOU
ARE MORE
THAN YOUR CV**



We know that you are so much more than your CV – so now it's time to bring your resumé to life!

Depending on the role you applied for, you may receive a short phone call from a recruiter, or an email invitation to an online video interview through HireVue.



We use an initial video interviewing format for some positions. The questions are presented in a specific format (spoken or written), and you will be asked to answer in a specific format (spoken or written) per question. Full and detailed instructions are always provided in each video interview.



All candidates who have applied for the same position will receive the same questions and /or tasks. We believe it establishes a consistent, transparent and fair process, and a 'level playing field' for all candidates. The same opportunity to shine, to show and share your knowledge, your skills, your experience and of course... your personality.



Please note that the HireVue video interviewing tool is not an artificial intelligence (AI) assessment. The HireVue video interviewing tool does not replace human intervention with any automated decisions or algorithm-based decisions. Once you submit your recorded video interview, the recruiter and hiring manager will review, assess, and make recommendations based on the submitted recording.

It's time to get into details!

A great advantage to using video interviewing is the flexibility it provides – to you as well as to the Tetra Pak team. You can take the interview when and where it's convenient for you. At home, at the library or in any private setting where you have a good wi-fi connection. Use a computer, tablet, or smartphone, just download the app via App Store or Google Play.

Now all you need to focus on is showing us the best of you!

You will receive an invitation email with a link to the video interviewing tool.

Before you start, make sure to check the technology. The wi-fi, device battery, camera, and microphone function. Is it all working ok? When you have accepted the video interview invite and opened the HireVue video tool link, you will also have the option to test the sound and you should see yourself on camera. If it's not working, you'll get a notification.

To get yourself warmed-up, and more comfortable with the tool, take the opportunity to answer a few practice questions. The answers are not saved, no one will see them besides you, so say what makes you happy and feeling confident!

Tips:

Choose a calm, quiet place to complete the recording

- *Sound: Make sure it's quiet around you. Background noise is usually louder when recording and might be disturbing to the person who listens. We recommend headphones*
- *Room and light: Be aware of the lighting, of how and where you choose to position yourself and the background. Use the practice questions to adjust your settings if you need to*
- *Keep your eyes on the camera, not the screen. It gives the recruiter a feeling of eye contact*
- *Clothes: Dress comfortably and as if you're going to a face-to-face interview*
- *Be yourself!*



It's time to record!

This is when you take a deep breath and just do it!

Book at least an hour for the whole interview. The interview itself takes around 15 minutes, and the total time depends on how much time you spend on preparation and the allotted time for the answers.



The questions

The HireVue tool system language is English, and the questions will be in English for most positions. In some cases, the questions will be in your local language, and this will be made clear when accessing the video interviewing tool. If you have any concerns about this part, please contact your recruiter.

The questions can be asked in several formats: video, text, or image and text. When you receive the question, you will also receive the instructions on how you are expected to answer – be it by recording a video response, typing a written response, or selecting from a list of multiple-choice options. For all questions, you will also have preparation time allocated.

Recording a video response might feel a bit awkward, and you might well be quite nervous ahead of the recording. But you have plenty of time to practise. Once you have heard the question, you get a short period of time to prepare your response before the recording starts. You will then be **allowed one (1) attempt before you need to submit** your final response. There will be a countdown timer on the screen to help you keep track of the time.

Please note that you cannot re-edit answers once recorded. So, once again, practice before you start recording.

Tips: 

Use the opportunity to present yourself and bring your resumé to life. We want to hear your story and see your personality! We are looking forward to meeting you in this recording.

Good luck!



Do you need any special accommodations?

If you have a qualified special need and require extra time to answer the questions in the interview, reach out to us via the link in the HireVue Video interviewing tool, and we will provide you with the appropriate conditions.

Watch this video to learn more about preparing for a HireVue video interview. Do you need technical support? Please contact the [Candidate help centre at HireVue](#).

Remember:



Prepare, practice, answer



Allow at least an hour



Your answer must be short and to the point



Your surroundings and settings can affect the impression you make



Check your tech!



Don't forget to bring your personality to the interview!



Once you have completed your interview, you will receive a confirmation email. So, that was it – well done!



Are you moving forward to the next step? I hope you are looking forward to getting to know us some more!

If you don't proceed to the next step of the process, go to tetrapak.com and look for other career opportunities that are relevant for your profile, experience, and career goals. Please don't hesitate to contact us if you want additional feedback on your video interview.

Hope to see you again!



HireVue video interview review

We review each HireVue video interview submission manually. Nothing is automated in the HireVue interviewing tool system. Each question response is rated and combined to give an overall recommendation on whether to progress the application or not.



PREPARE FOR THE NEXT STEP



Prepare for the next step

While the recruiter and hiring manager are reviewing your video interviews, it's time for you to prepare for a potential face-to-face interview, should you move forward to the next step. We organise the interviews in different ways depending on the role and practicalities. We either meet you in-person or virtually.

How to prepare yourself

- Create a list of the requirements mentioned in the job description. Think about your superpowers – the areas that you feel you excel in - and which areas in your view have the potential for further development
- Which of your experiences do you want to put extra focus on during the meeting?
- Remember your pitch? Practice answering for possible interview questions in the same way that you practiced your elevator pitch. Record it or have a friend or family member help you out
- Go back to your research on Tetra Pak, the role, and the team. Write down your questions.
- Practical preparations for the in-person meeting

What do you need to bring to the interview? It might be helpful to prepare your questions in a notebook, and it also enables you to take notes.

Plan your journey to the interview location. Arrive well in advance, so can be composed and calm before the meeting. Make sure to know the meeting organiser's name when you arrive. Ensure you know of any particular security requirements. For example, will you need formal identification for access to a site or office location?

Be as well-prepared as you can to give yourself the best opportunity to show the best of yourself.



Practical preparation for an online meeting

At Tetra Pak, we use a few different online meeting tools
 You will receive an invitation email with a link to your meeting

Check your tech!

- Does your computer have enough power,
- wi-fi,
- a camera, and
- a microphone?
- Ensure that your surroundings are calm, light, and quiet



This is how it works

- Join the meeting by clicking on the link in your invitation email
- Enter your name and email address, if necessary
- Make sure the computer's sound is enabled and click on the microphone icon to share audio. We recommend that you use a headset or headphones.
- During your meeting, the system might be slow and cause pauses. Just wait a few seconds until it's running again
- Find more relevant preparation tips in the previous chapter about the HireVue video interview.
- Consider the room, camera, lighting, appearance, and any potential distractions.

- How are you feeling?
- Are you ready for your interview?



Then let's meet!

**LET'S MEET!
(1ST INTERVIEW)**



You have already received an email invitation to schedule either an in-person or virtual interview.

We are sure that by now, you are well prepared! Let's summarize the most important points.



Read up on Tetra Pak and the role you are applying for

Know with whom you are meeting

If traveling, ensure you allow enough time to arrive calm and

If meeting virtually, check the digital practicalities like an internet connection, sound, and working camera

Ask the recruiter if you are not clear on any of the above – we are here to help you, not hinder you!

You've got this. Good luck!

A few hours later...

How do you feel after the interview? Are we the right match for you? Are you still excited to become a part of Tetra Pak Group?

If you do not move forward to the next step, we encourage you to go back to tetrapak.com to explore other opportunities at Tetra Pak.

Hope to see you soon!

SHOW YOUR ABILITIES (ASSESSMENT)



For most roles, we use assessment instruments which are designed to assess specific role requirements. We have partnered with SHL; a leading occupational psychometric assessment provider, for all the assessments you may take.

Assessments are your opportunity to **SHOW** us your skills, rather than just telling us. **They provide valuable insights into your work abilities, competencies, and preferences.** You will receive information from your Recruiter about any assessments you will be expected to complete.

Show us what you've got!

There are a few different types of assessments at Tetra Pak including:

- ability tests,
- personality questionnaires, and
- work simulations.








Ability tests

If you are applying for a Future Talent or Service Engineering position, it's likely you will be asked to complete an Ability Test. Only occasionally do we use them for other positions.

They are typically timed tests that you can complete online in your own time. At Tetra Pak we use a variety of ability tests to measure different abilities such as mechanical comprehension or deductive reasoning.

The time needed to complete an ability test will vary depending on the test you will need to take. **Once you receive your invitation email to take the test, please follow the link to find out more about the test you will be taking.**

Tips

-  Find a quiet, calm location free of distraction
-  Take the test when you are feeling energised rather than tired
-  Ensure your internet connection is stable
-  Use the recommended browser: Chrome, if possible
-  Bring a pen and paper for notes and scribbles



Personality Questionnaires

Personality questionnaires look at behavioural preferences, that is, how you like to work. They are not concerned with your abilities, but how you see yourself in terms of your personality; for example, the way you relate to others, and how you deal with feelings and emotions. There are no rights or wrongs in behavioural style, although some behaviours may be more or less appropriate to certain situations.

All of the tips listed under ability tests are relevant for personality questionnaires as well. In addition, it may also help to answer the questions intuitively, rather than trying to overthink your responses.



Work Simulations

These exercises are designed to simulate a particular task or scenario relevant to the work you may be conducting. We may ask you to work through tasks in a virtual inbox, role play a negotiation with a supplier, or analyse and present a fictional business case. You will typically be asked to participate in a work simulation during or after the first interview, or during the second interview. **You will be asked to participate in-person or virtually using our virtual assessment and development (vADC) platform.** Learn more about the vADC in the next pages!

We want you to see work simulations as an opportunity. An opportunity for you to demonstrate the required skills and competencies to be successful in the role. **You will be given some instructions and asked to show and demonstrate your skills, and/or how you review, assess, and solve problems or face challenging circumstances.** You may either complete tasks within a set timeframe or join a live interaction with the hiring manager and recruiter.

We can't wait to see you in action!

- To learn more about what to expect if you are asked to complete an assessment, please go to SHL's [Test Preparation and Career Centre](#)
- Do you need technical support or special accommodations? Please go to SHL's [Candidate Support Centre](#)



Preparing for the virtual assessment and development centre (vADC)

The vADC is an immersive platform by SHL that will allow you to complete your assessment virtually. Some assessments may include a live interaction with the hiring manager and recruiter. You will be able to review important documents related to the assessment, prepare, and then perform the assessment.

For some assessments you will be requested to upload your work. This can be in the form of a document, spreadsheet, or presentation. You will be able to use any software you have available to you and upload it accordingly.

Be prepared to manage your own time. Follow your calendar (and/or any individual schedule provided) to ensure that you enter and exit all activities at the correct time. Preparation activities are timed and can only be accessed once.

When you are scheduled for a work simulation, you will receive an invitation email with the link and some preparation tips. Please read all information thoroughly so you are ready to go!

“ A note on privacy

For some assessments you may wish to share your screen. Be mindful of what you might share on your screen. Ensure any information about you or your current employer is not visible. You may wish to turn off any desktop notifications, social media websites, or other applications that may inadvertently show information about you that you do not wish to show.

SHL's Candidate Support Centre also has many tips for setting yourself up for success. Check out their section for [Virtual Assessment Support](#). From here you will be able to test your device and check your access.

”

Tips:

- *The tips you read about in the HireVue section are still relevant for the vADC!*
- *Choose a calm, quiet location free of distraction*
- *Be aware of the lighting and how you position yourself and your background*
- *Make sure you have a strong internet connection*
- *The recommended browser is Chrome*
- *Have a pen and some paper ready to make notes*
- *Follow the instructions in the email.*



**LET'S MEET
AGAIN
(2ND INTERVIEW)**



You're almost there!

We'd like to meet with you for a final time and we hope that you want to meet with us again too! **This time, it's an opportunity to get to know you better, and for you to get to know us better.** You may meet with hiring manager again. Take this as an opportunity to really dig into their expectations of the job, or their style as a manager. You could also meet hiring manager's line manager, who we refer to as the grandparent. In some cases, you may also have a meet & greet with your potential new colleagues and stakeholders. **If you have an in-person meeting at one of our locations, ask for a tour of your potential new work area!**

The setup will most likely be like your first meeting, either a face-to-face or an online video meeting.

Go back a few pages to run through our tips for preparing for an interview.



Time for some serious reflection

- What do you need to know to accept a job offer from us? This is your opportunity to make sure you have all the information you need.
- Take some time to think about your new future, your needs, and your expectations. What if you are offered the role?
- Think about whether this is where you want to work.
 - Is this where you can be your best self?
 - Can you see yourself sharing your unique experience and skills in this position?
 - Do you feel comfortable with the management style?
 - Do we share the same values?
 - Does the job match your requirements and expectations?After all, we will be spending a lot of time together.
- If the recruiter can help you with any of the above, just reach out.
- We are looking forward to seeing you again!
- This step may not apply for applicants who already are employees at Tetra Pak.



**READY FOR
THE FINAL
STEP IN YOUR
APPLICATION
PROCESS?**



Come join us!

This is it! You've reached the final step:

- You have an offer!
- We want you to join our team!
- We hope the feeling is mutual!



Have you decided whether you are going to accept our offer?

Well, we hope you do, since we believe that you are the best candidate for the position. We are looking forward to welcoming you to the Tetra Pak team.

If you choose to reject our offer, we hope you will find another interesting role. Keep an eye on vacant positions, you never know, maybe we will see you again.

If you say yes to our offer – thank you (YES!!!) – you won't regret it – and above all, welcome to our team!

That's it! - We hope you found this playbook helpful

You've done a great job during this application process; **thank you so much for your time and efforts!** You will receive a questionnaire on the application process, and **we would be very grateful if you would share your feedback.** We really hope you have enjoyed this process; it was great to get to know you better.

What's next?

As a new team member, your recruiter and new line manager will plan your onboarding journey. We want to ensure that you get the best start possible. You will also be provided with access to a number of on- and offline resources that help you to be successful in your new role.

Are you already an employee at Tetra Pak?

- Visit our [onboard](#) and [develop](#) page on Orbis.
- And check myLink for other [career opportunities](#).

See you at Tetra Pak!



 Tetra Pak®

