

## Guidance Document

Thank you for taking the time to view our Trainee Production Operator (Packaging Operations) position. We really look forward to welcoming your application and we would like to take the opportunity to offer some guidance on how the process will work, some tips for writing a personal statement and how to prepare for an interview.

The process will consist of four stages:

- Application
- Shortlisting
- Interview
- Job offer

**We have roles to suit those starting their career and those looking for the next challenge. Operating within a quickly evolving industry, you will benefit from the numerous personal and professional development opportunities available throughout the Almac Group. Our career pathway offers long term development opportunities for those wishing to develop their in-depth technical skills as well as those looking for management opportunities.**

### Application

As part of the application process, you will need to submit a personal statement of 500 words. A personal statement simply provides you with the opportunity to tell us why you would be the ideal candidate for this position. It offers the chance to tell us a little bit more about yourself, and any previous experience and skills you have – it is the chance to sell yourself!

**Here are some useful tips to help you to plan and write your own statement:**

- Write a list of your skills, strengths, and experience in advance. Focus on your education and any extra-curricular activities you participate in. For example, hobbies, interests, part time work and voluntary work etc.
- Highlight anything that would help you do well on the job you're applying for. For example, being mechanically minded, proficient in the use of computer software and having good interpersonal skills.
- Think about some examples where you have been able to showcase specific talents and special achievements – have you used skills here that you can use in the workplace?

These are transferable skills that you can talk about in your statement, watch Molly's video [here](#) to find out more.

### How to structure your statement

You may want to have a think in advance about how to structure your statement so that it reads well and that you are making best use of your word limit. We recommend that you type it out on a Word Document first (remember to use spellcheck!) and then copy and paste into your application when you are happy with the content.

**A sample structure could include:**

- Your background or experience
- Your key skills and strengths (think transferable skills!)
- What you can bring to the role

## Once you have submitted your application, what is next?

Once you have submitted your application, the shortlisting panel will then review all applications and decide which candidates they would like to interview. You will then receive an email to let you know the outcome of your application. If shortlisted to the next stage of the process, you will be invited to attend an on-site interview here at Almac.

## What happens at the interview?

This stage of the selection process will comprise of a very short competency-based interview which will be held by a panel. Competencies are the desired behaviour and skills required for success in a role.

At Almac our core competencies are:

- **Communication**
- **Results Delivery**
- **Proactive Solutions**
- **Leads by Example**
- **Customer Focus**
- **Job related skills**

In the 'person specification' section of the job description, there is a more detailed definition of each of the competency areas.

You can prepare for the interview in advance – ensure you give yourself time to review the job description and think of some of your accomplishments that you can talk about that relate to the competencies above - think back to your statement preparation!

At interview, you will firstly be introduced to the panel and they will tell you what to expect in the interview and provide some information about the role. You will then be asked some questions about your previous experience and skills. At the end of the interview, you will be provided with the opportunity to ask your own questions about the role, team, department, training – whatever you want! It is always a good idea to have some questions ready as it shows you are interested and keen to learn more.

Here are some other tips for the interview:

- Give yourself enough time to prepare
- Try not to be nervous: have some water if you like, settle yourself and get comfortable, try to establish a rapport with the panel, smile
- Take a pause to think - ask the panel to repeat the question if necessary
- Don't learn responses off by heart – actively listen to the question being asked
- If you can't think of an answer, ask the panel if you can come back to the question and move on so you don't waste time
- Pick one example which you feel best exhibits your skills and talk through it
- Structure your response – use the STAR analogy
  - **S**ituation
  - **T**ask
  - **A**ction
  - **R**esult
- Keep track of time during the interview to ensure you get a chance to answer all the questions

## After the Interview

Once the interviews have been completed, job offers will then be made based on scores achieved at interview. If you have been successful, a member of the Talent Acquisition team will be in contact to discuss the job offer with you and to organise your start date and give you all the information you need to know about your new role. You will receive the formal offer and contract of employment along with a welcome pack via email, which you must sign and return to us. We anticipate that these roles will then commence in September 2022.

We hope that you have found this information helpful and that it will assist with any questions you might have. In the meantime, we would like to wish you the best of luck with your application and we hope to see you soon!