



INTERVIEW EXERCISE CANDIDATE BRIEF

QUEEN MARY UNIVERSITY OF LONDON

EXERCISE OVERVIEW

As part of this recruitment experience, you will be invited to take part in an interview exercise. The interview questions are shared within this brief and your answers will be based on applying for the Unilever job description that is also enclosed. You should prepare your answers in advance and be ready to share them as part of a group session with up to five other students. As part of this session, our assessor will also share best practice for answering each of these questions.

For this particular exercise, the behaviours being assessed are:

- **Communication**
The ability to clearly articulate thoughts and ideas and listen to the views of other people.
- **Commercial awareness**
The ability to demonstrate an understanding of the business world and the factors that affect it.
- **Project management**
The ability to apply knowledge and skills to initiate, organise and take ownership of activities to meet project requirements.
- **Working together**
The ability to share information and build supportive, trusting, and professional relationships with others.

EXERCISE INSTRUCTIONS

Please complete the following in advance of your interview:

- Review the three interview questions and prepare your answers with the following job description in mind.
- Review the job description and understand the key responsibilities and skills that are required.

You will not need to share your CV during the interview.

INTERVIEW QUESTIONS

- What is it about the role that appeals to you?
- What was the most challenging project you worked on and why?
- Tell me about a time when you have worked effectively with a diverse range of people in order to achieve a specific goal.

JOB DESCRIPTION

Future Leaders Programme



Unilever

Organisation name: Unilever

Job title: Future Leaders Programme

Reports to: Graduate Manager

Role responsibility

For over 120 years, we've been pioneers, innovators and future-makers with 2.5 billion people using our products to feel good, look good and get more out of life. We have over 400 brands through which we aim to make sustainable living commonplace.

Our Future Leaders Programme is designed to accelerate your readiness to take on business leadership roles. It will provide you with challenging opportunities in different departments such as Customer Development, Communication and Sustainable Business, Technology Management, Finance, Human Resources, Marketing, Research and Development, Supply Chain and Engineering, and Legal, all with a focus on Finance. Alongside formal training, you will support with the management of staff, project consultancy and the planning and implementation of a range of tasks.

Role duties

- Plan and organise projects in line with timeframes and agreed budgets.
- Work to targets and present your progress to senior managers.
- Create and maintain statistical and financial records.
- Plan work schedules for individuals and teams.
- Build and maintain effective relationships with all types of customers, suppliers and colleagues.
- Share customer insights and feedback to help improve our services.
- Mentor and train other new members of staff.
- Ensure compliance with internal and external control measures, legislation and other statutory regulations.

Qualifications and skills

- Working towards a Bachelor's degree in any subject.
- Proven leadership skills with evidence of meeting project deadlines.
- Turns ideas into actions.
- Outstanding communication skills, both written and spoken.
- Analytically minded with excellent problem-solving skills.
- Shares knowledge and works effectively in a team to deliver objectives.
- Eagerness to learn and develop.

This job description is a case study only. It should not be considered as an accurate description of a live role within the named organisation.