

CANDIDATE PLAYBOOK

LET THE ADVENTURE BEGIN ▶

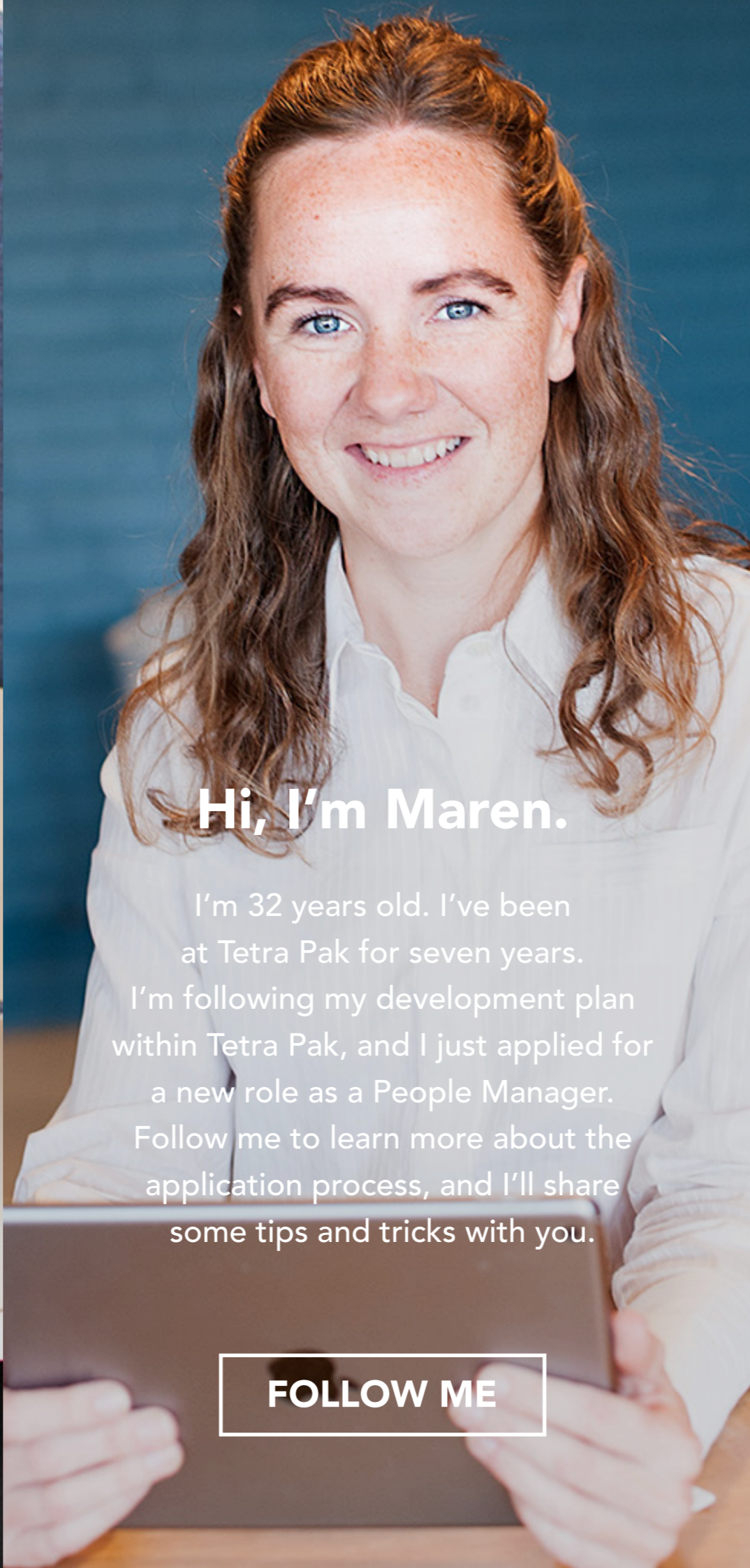




Hi, I'm Jennifer.

I'm 25 years old, and I joined the Future Talent program at Tetra Pak. Now, I recently applied for a new position. 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 :)

FOLLOW ME



Hi, I'm Maren.

I'm 32 years old. I've been at Tetra Pak for seven years. I'm following my development plan within Tetra Pak, and I just applied for a new role as a People Manager. Follow me to learn more about the application process, and I'll share some tips and tricks with you.

FOLLOW ME



Hi, I'm Sharif.

I'm 43 years old, and I've worked at Tetra Pak since 2005. I have had various positions during my time here, and now I am applying for a new position. Follow me through the Candidate Playbook, and I'll give you some useful tips along the way.

FOLLOW ME

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MEET SHARIF

Hello! Thank you for your interest in joining Tetra Pak. This document is a guide to making your application experience as compelling as possible – we call it the 'Candidate Playbook.'

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 new talents to join the global Tetra Pak Group, we take into consideration a range of factors, from skills and technical or functional aptitude, to future career ambitions and aspirations, to capability and professional background. As you consider the next steps in applying for a new role here are a few questions to consider and reflect upon:

- 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?
- 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?

Good luck!



Before applying for a position at Tetra Pak - a few tips

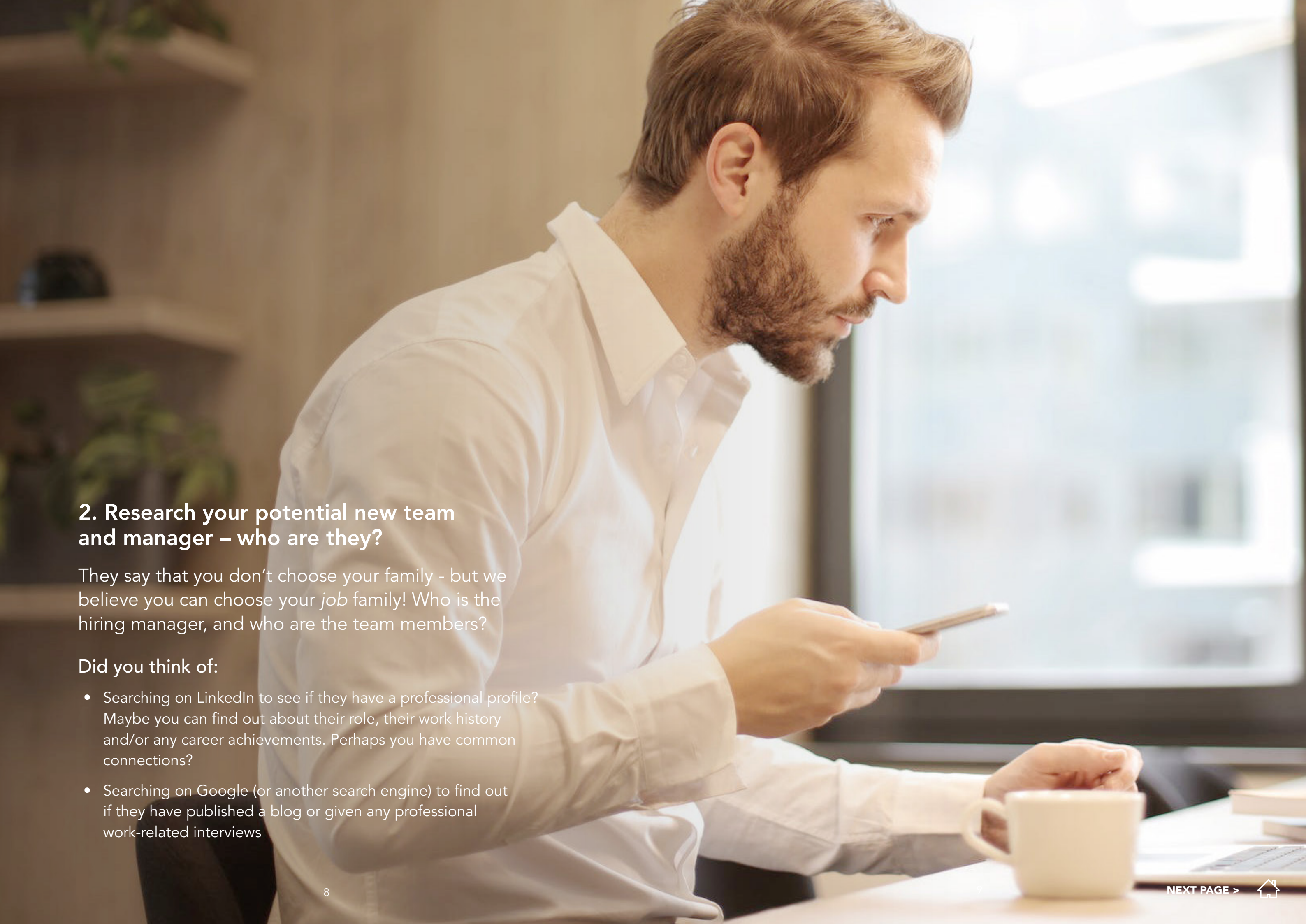
1. Understand our Company culture – are we a perfect match?

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](https://www.tetrapak.com). How does it make you feel when you read about our people and our values?



A man with a beard, wearing a white button-down shirt, is sitting at a desk in an office. He is looking down at a smartphone in his hands. On the desk in front of him is a white coffee cup. The background shows a large window with a view of a city skyline, and the office interior is softly lit.

2. 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





3. 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.
- Find our competitors by googling on cartons, for example.
- 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 does our customer say about us?





4. 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.

We are excited about Strategy 2030. Did you read about this on our website? Did you discover [Planet Positive on tetrapak.com](#)? What does this mean to you?

Action steps:

- 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 'Google'!

“A package should save more than it costs.”

Dr. Ruben Rausing, founder



THE CANDIDATE EXPERIENCE



STEP 1
Join a good company



STEP 2
Time to shine. You are more than your CV.



STEP 3
1st Interview



STEP 4
Assessment



STEP 5
2nd Interview



STEP 6
Job offer

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 talents and to find suitable solutions for every team. And of course, the best solution for you.



1. 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 always 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 be smooth and fast. You can also choose to receive notifications as soon as matching vacancies are published.

Tips: When you have submitted your application, we pre-screen it. It means that 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.

Have you found your dream job?

Did you adapt your motivation letter to make sure you receive the recruiter's attention? Try to ensure your personality is reflected! Think about the words you use, and be as eloquent – but as descriptive - as you can. Finish the application process by following the instructions.

Tips: 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?

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!



Did you receive an invitation for the next step? We hope that you are looking forward to getting to know us!

If you didn't move forward to the next step, please find your way back to www.tetrapak.com to explore other opportunities that match your profile, your experience and your career aspirations. Please don't be discouraged – not every opportunity is made for everyone.

We hope to see you in the future!



RELEVANT LINKS:

[In good company - People and careers at the world's leading food processing and packaging innovator](#)



Preparation time

So, your application has been submitted! Well done! The recruiter and the hiring manager will review all the applications on or after the last application date, and come back to you as soon as possible, either via email or a phone call.

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 endeavour 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 definitely be helpful to have an informed dialogue if and when we 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 in particular, we practice **competency-based interviewing (CBI)**. This is also known as a structured, behavioural or situational interviewing – the aim of the exercise is to learn about how you have used specific skills, tactics and operational know-how in your previous work experience and how you approach problem-solving, task or activity management and how you have managed and overcome challenges.

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

1. Describe the 'Situation'
2. Provide details on particular 'Tasks' that were part of the Situation
3. Describe the 'Actions' that you took, and finally...
4. Explain the final 'Result' / The principle is that 'past performance is an indicator of future performance'.

An example of a CBI question is:

"Describe an occasion when you were asked to provide feedback to a colleague. What did you do? and What was the outcome?"

Consider your key competencies – what would you say about them? What are they? Some ideas for self-reflection:

Adaptability, Commercial awareness, Communication, Conflict resolution, Decisiveness, Independent thinking, Flexibility, Leadership, Problem-solving, Organisation, Resilience, Teamwork



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... Receive honest feedback. Adapt and be flexible to change according to the feedback. The more you practice, the more confident you will be.

A little teaser for what's next: it might include an online video interview...

[Click here](#) to get familiar with video interviewing and to find out how it works.





2. 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 have applied for, you may receive a short phone call from a recruiter, or an email invite to an online video interview (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.



"Prepare to present yourself – how is that pitch coming along?"

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 have to focus on is showing us the best of you!



How does the HireVue video interviewing tool work?

It's time to get into details!

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 have the option also to test the sound. You will also see yourself on camera. If it's not working, you'll receive a notification.

To get yourself warmed-up, and more at ease 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 feel confident!



Hello again! I have collected a few tips for you, that you might find useful for the video interview.



Room and light:

Choose a calm, quiet place to complete the recording. 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.

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. A tip is not to wear noisy (!) jewellery.

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.

And most important - be yourself!



It's time to record

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

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 the recruiter for the concerned position.

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 receive 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. Good luck!



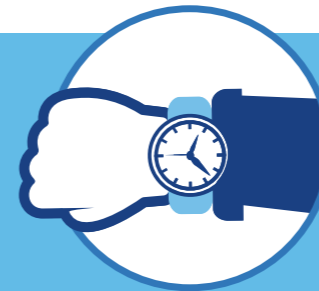
Tips! Use this video interview as an opportunity to present yourself and bring your resumé to life.

We'd love to hear your story and see your personality shine through in the video interview.



Do you need any special accommodations?

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



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 power and the
Internet connection



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!

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.](#)



Did you receive an invitation for the next step? We hope that you are looking forward to getting to know us some more!

If you didn't move forward to the next step, please find your way back to tetrapak.com to look for other opportunities that align with your profile, your experience and your career aspirations. Please don't hesitate to contact us if you want additional feedback on your video interview.

Hope to see you in the future!



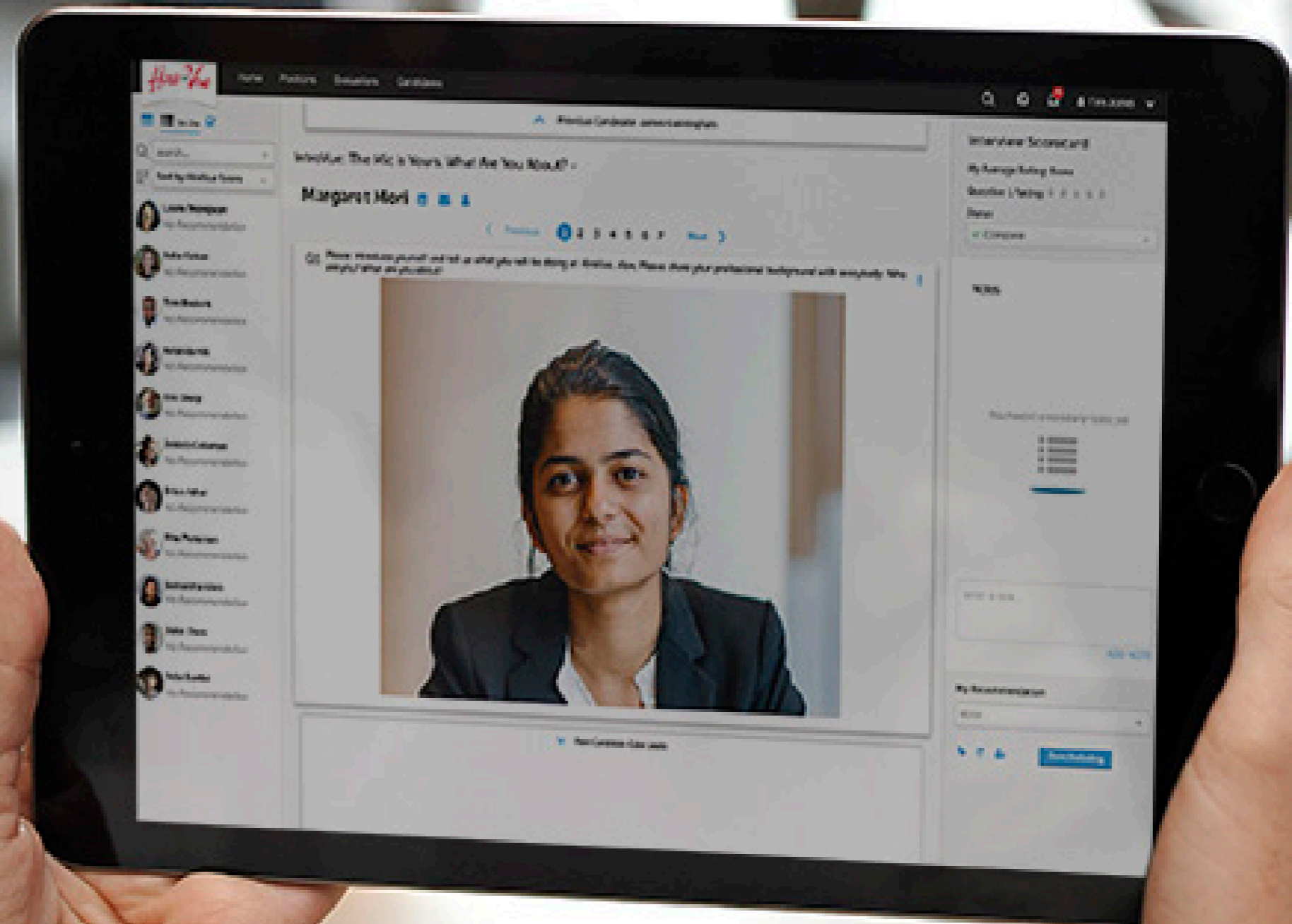
DISCOVER HIREVUE INTERVIEWS: HOW THEY WORK & HOW TO ACE YOURS



HireVue video interview evaluations

All HireVue video interview evaluations are completed manually by the recruiter and line manager. They rate each question response and give an overall recommendation on whether or not to progress the application.

There are no automated actions or decision points in the video interviewing tool/system. Ratings are completed by watching the video and giving a human-based evaluation score to each applicant.



Prepare for the next step

While the recruiter and hiring manager are going through your answers, it's time for you to prepare for a potential interview, in case you move forward to the next step.

We organise the interviews in different ways depending on the role and practicalities. We either meet you face-to-face or in an online setting.

Practical preparations for the face-to-face 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 time, so you take some time to 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 be to give yourself the best opportunity to show the best of yourself.



How to prepare yourself:

- *Create a list of the requirements mentioned in the job description and match them with your skills*
- *Think about your 'superpowers' – the areas that you feel you excel in - and which skills in your portfolio 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 preparation for an online meeting

At Tetra Pak, we use an online meeting tool called [WebEx Live Video Conferencing Interview](#). You will receive an invitation e-mail with a link to your meeting.

- Check your tech! The computer needs power, wi-fi, camera and microphone.
- Ensure that your surroundings are calm, light and quiet



This is how it works:

- *Join meeting by clicking on the link*
- *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, dress, jewellery, and so on.*



***Are you ready for your interview? Hope so!
See you soon!***



3. Let's meet! Time for the 1st Interview

Finally, we get to meet each other!

You have already received an email invitation to schedule either an in-person interview or a WebEx interview where you can choose between set times.

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

- Read up on Tetra Pak and the role you are applying for
- Know who you are meeting
- Ensure that you allow enough time for travel and arrive calm and composed
- Be on time and at the right location
- Check the digital practicalities like an internet connection and sound (if needed).
- Ask the recruiter if you are not clear on any of the above – we are here to help you, not hinder you!

Remember to smile! You've got this. Good luck!



*After the interview...
How does it feel? Are you still excited to be a part of Tetra Pak Group? Are we right for each other?*

If, for some reason, you do not move forward to the next step, please find your way back to tetrapak.com to explore for other opportunities that align with your profile, your experience and your career aspirations.

Hope to see you in the future!



4. Show your abilities (Assessment)

For some roles, we use assessment instruments which are designed to assess specific role requirements.

We want you to see this as an opportunity. An opportunity for you to demonstrate the required skills and competencies to be successful in the role. You will be given a task connected to the role, and you will be given the time show and demonstrate your skills, and how you review, assess and solve problems and/or deal with challenging circumstances.



This step may not apply for applicants who already are employees at Tetra Pak.



5. Let's meet again! Time for the 2nd Interview

And so, we would like to meet with you again!

And we hope that you want to meet with us again too! This time, we will bring in some future colleagues to join the dialogue. It can be a peer to the vacant role, or the hiring manager's line manager, i.e. the grandparent.

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.

The recruiter can help you with all of the above, just reach out. We are looking forward to seeing you again!



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Next up, the final step in your application process.



6. 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 that you have enjoyed this process; it was great to get to know you better.

So, 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 page](#) on our intranet Orbis and have a look in the [myDevelopment guide](#) to explore your career opportunities.

See you at Tetra Pak!

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MEET MAREN

Hi! Thank you for your interest in joining Tetra Pak. This is the Candidate Playbook: a guide to help you prepare a compelling application, and also to prepare you as much as possible for the 'recruitment' 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 all over the world? When we search for new talents to join the global Tetra Pak Group, we take into consideration a range of factors, from skills and technical or functional aptitude, to future career ambitions and aspirations, to capability and professional background. As you consider the next steps in applying for a new role, here are a few questions for reflection:

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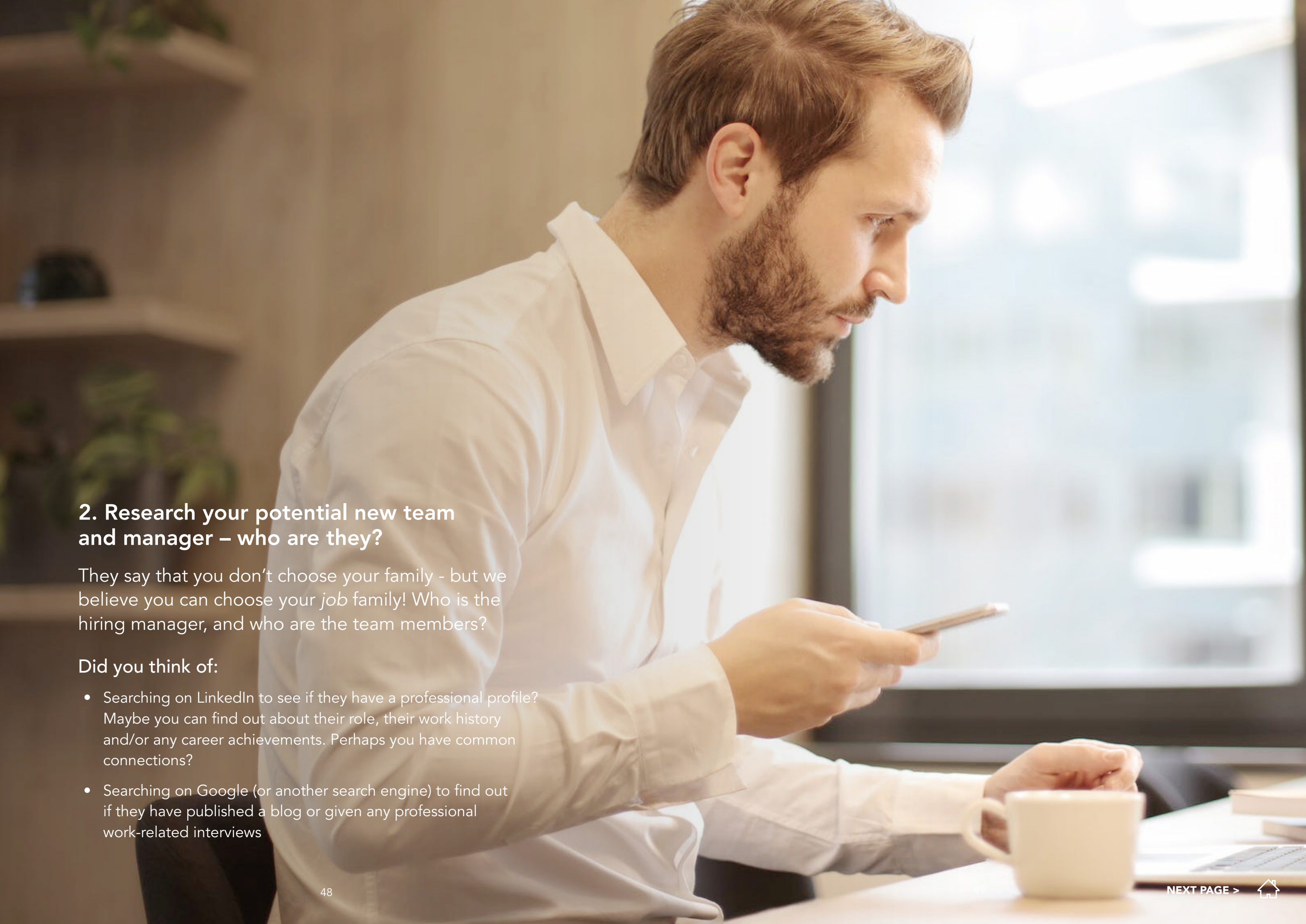
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2. Research your potential new team and manager – who are they?

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?
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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.

We are excited about Strategy 2030. Did you read about this on our website? Did you discover [Planet Positive on tetrapak.com](#)? What does this mean to you?

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



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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!



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

If it's a 'no' this time, please revisit us at www.tetrapak.com and explore other opportunities that are relevant for your profile, experience and career goals.

See you!



RELEVANT LINKS:

[In good company - People and careers at the world's leading food processing and packaging innovator](#)

Preparation time

So, your application has been submitted! Well done! The recruiter and the hiring manager will review all the applications on or after the last application date, and come back to you as soon as possible, either via email or a phone call.

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 endeavour 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.

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"Describe an occasion when you were asked to provide feedback to a colleague. What did you do? and What was the outcome?"

Consider your key competencies – what would you say about them? What are they? Some ideas for self-reflection:

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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... Receive honest feedback. Adapt and be flexible to change according to the feedback. The more you practice, the more confident you will be.

A little hint for what's coming: online video interview...

[Click here](#) to get familiar with video interviewing and to find out how it works.





2. 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 have applied for, you may receive a short phone call from a recruiter, or an email invite to an online video interview (HireVue).

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"Prepare to present yourself – how is that pitch coming along?"

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 have to focus on is showing us the best of you!

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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.

And most important - be yourself!

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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.



Do you need any special accommodations?

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



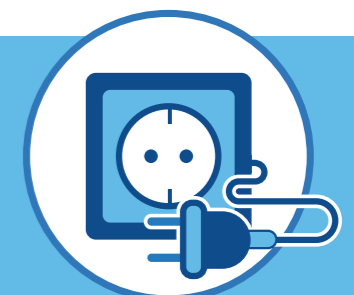
Prepare, practice, answer.
Allow at least an hour.



Your answer must be short and to the point.



Your surroundings and settings can affect the impression you make.



Check power and the Internet connection



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!

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.](#)



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 to explore for other opportunities that align with your profile, your experience and your career aspirations. Please don't hesitate to contact us if you want additional feedback on your video interview.

Hope to see you in the future!

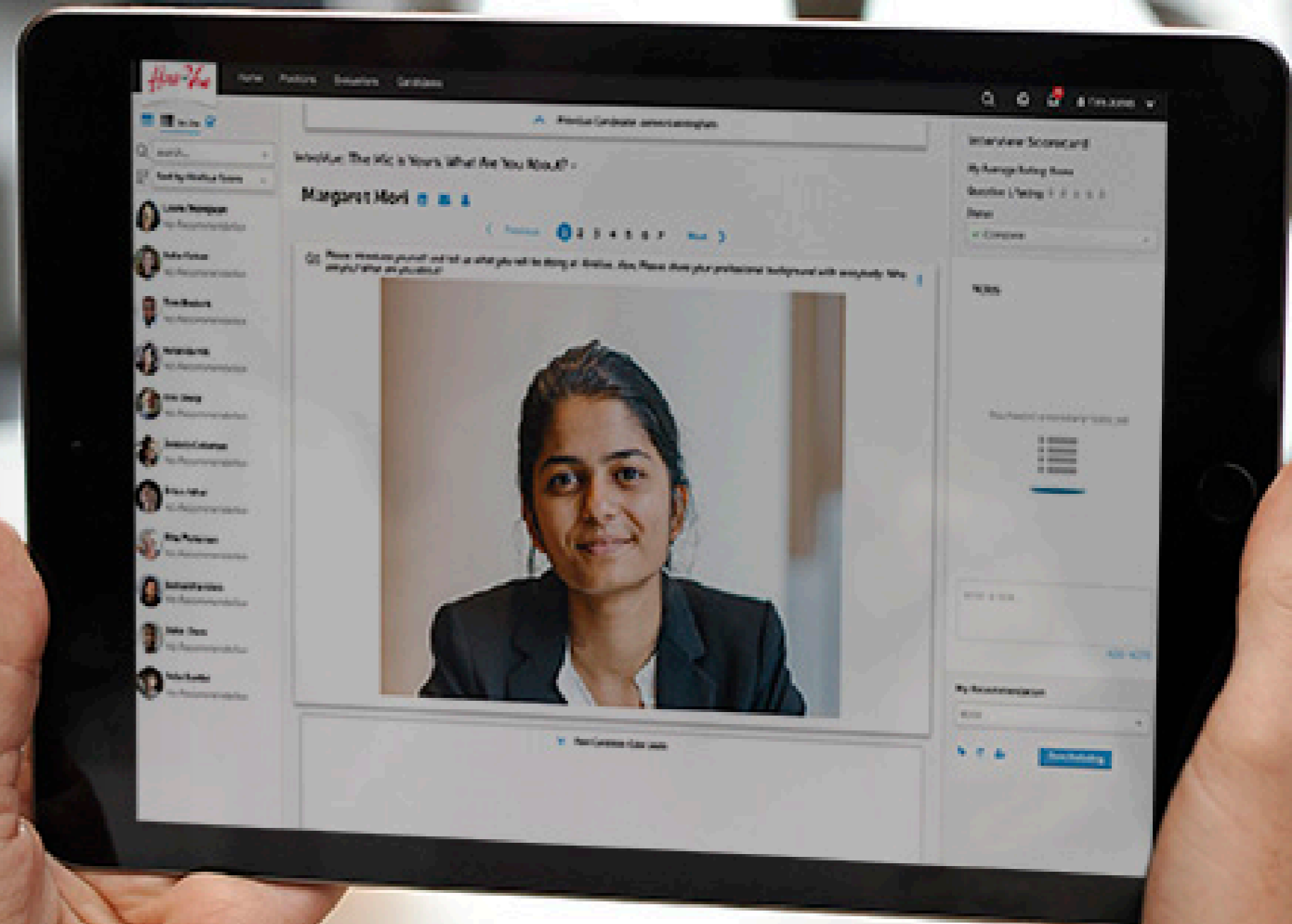


DISCOVER HIREVUE INTERVIEWS: HOW THEY WORK & HOW TO ACE YOURS

HireVue video interview evaluations

All HireVue video interview evaluations are completed manually by the recruiter and line manager. They rate each question response and give an overall recommendation on whether or not to progress the application.

There are no automated actions or decision points in the video interviewing tool/system. Ratings are completed by watching the video and giving a human-based evaluation score to each applicant.



Prepare for the next step

While the recruiter and hiring manager are going through your answers, it's time for you to prepare for a potential interview, in case you move forward to the next step.

We organise the interviews in different ways depending on the role and practicalities. We either meet you face-to-face or in an online setting.

Practical preparations for the face-to-face 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 time, so you take some time to 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 be to give yourself the best opportunity to show the best of yourself.



How to prepare yourself:

- *Create a list of the requirements mentioned in the job description and match them with your skills*
- *Think about your 'superpowers' – the areas that you feel you excel in - and which skills in your portfolio 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 preparation for an online meeting

At Tetra Pak, we use an online meeting tool called [WebEx Live Video Conferencing Interview](#). You will receive an invitation e-mail with a link to your meeting.

- Check your tech! The computer needs power, wi-fi, camera and microphone.
- Ensure that your surroundings are calm, light and quiet



This is how it works:

- *Join meeting by clicking on the link*
- *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, dress, jewellery, and so on.*



Are you ready for your interview? I'm sure you are. See you!

3. Let's meet! Time for the 1st Interview

Finally, we get to meet each other!

You have already received an email invitation to schedule either an in-person interview or a WebEx interview where you can choose between set times.

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

- Read up on Tetra Pak and the role you are applying for
- Know who you are meeting
- Ensure that you allow enough time for travel and arrive calm and composed
- Be on time and at the right location
- Check the digital practicalities like an internet connection and sound (if needed).
- Ask the recruiter if you are not clear on any of the above – we are here to help you, not hinder you!

Remember to smile! You've got this. Good luck!



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 for other opportunities at Tetra Pak.

Hope to see you soon!



4. Show your abilities (Assessment)

For some roles, we use assessment instruments which are designed to assess specific role requirements.

We want you to see this as an opportunity. An opportunity for you to demonstrate the required skills and competencies to be successful in the role. You will be given a task connected to the role, and you will be given the time show and demonstrate your skills, and how you review, assess and solve problems and/or deal with challenging circumstances.



This step may not apply for applicants who already are employees at Tetra Pak.



5. Let's meet again! Time for the 2nd Interview

And so, we would like to meet with you again!

And we hope that you want to meet with us again too! This time, we will bring in some future colleagues to join the dialogue. It can be a peer to the vacant role, or the hiring manager's line manager, i.e. the grandparent.

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.

The recruiter can help you with all of the above, just reach out. We are looking forward to seeing you again!

”

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Next up, the final step in your application process.



6. 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 that you have enjoyed this process; it was great to get to know you better.

So, 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 page](#) on our intranet Orbis and have a look in the **[myDevelopment guide](#)** to explore your career opportunities.

See you at Tetra Pak!

MEET JENNIFER

Hi! I'm happy to see you're interested in joining us. We have developed a step by step guide, known as the Candidate Playbook, to help you put together your application. It will also provide you with many insights into the different steps of the Tetra Pak recruitment experience.

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 new talents to join the global Tetra Pak Group, we take into consideration a range of factors, from skills and technical or functional aptitude, to future career ambitions and aspirations, to 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?
- 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?

Good luck!

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- + IT'S TIME TO RECORD
- + HIREVUE VIDEO INTERVIEWING EVALUATIONS
- + 1ST INTERVIEW
- + SHOW YOUR ABILITIES
- + 2ND INTERVIEW
- + COME JOIN US
- + WHAT HAPPENS NEXT?





Before applying for a position at Tetra Pak - a few tips

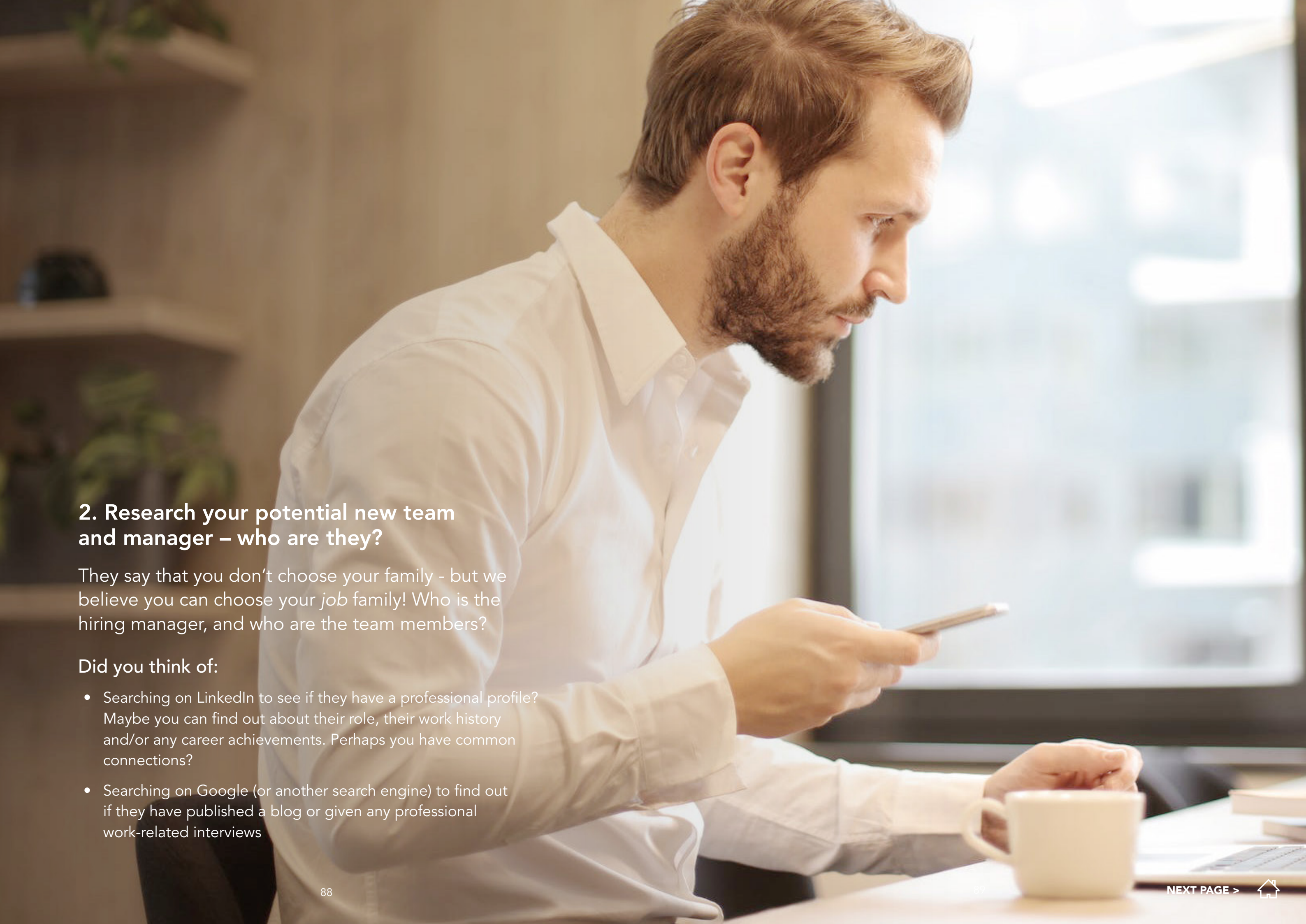
1. Understand our Company culture – are we a perfect match?

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](https://www.tetrapak.com). How does it make you feel when you read about our people and our values?



A man with a beard, wearing a white button-down shirt, is sitting at a desk in an office. He is looking down at a smartphone in his hands. In the background, there is a large window with a view of a city skyline. On the desk in front of him is a white mug and some papers. The lighting is soft and natural, coming from the window.

2. 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





3. 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.
- Find our competitors by googling on cartons, for example.
- 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 does our customer say about us?





4. 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.

We are excited about Strategy 2030. Did you read about this on our website? Did you discover [Planet Positive on tetrapak.com](#)? What does this mean to you?

Action steps:

- 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 'Google'!

“A package should save more than it costs.”

Dr. Ruben Rausing, founder



THE CANDIDATE EXPERIENCE



STEP 1
Join a good company



STEP 2
Time to shine. You are more than your CV.



STEP 3
1st Interview



STEP 4
Assessment



STEP 5
2nd Interview



STEP 6
Job offer

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.

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

Together.



1. 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 always 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 be smooth and fast. You can also choose to receive notifications as soon as matching vacancies are published.

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Tips! Tell us your story and show us your personality.

Bring your resumé to life in the video interview.



Do you need any special accommodations?

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



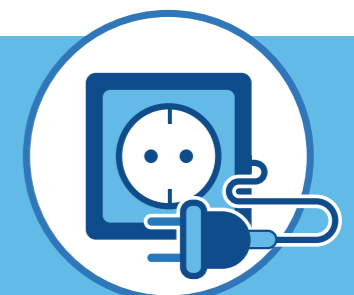
Prepare, practice, answer.
Allow at least an hour.



Your answer must be
short and to the point.



Your surroundings and settings can
affect the impression you make.



Check power and the
Internet connection



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!

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](#).



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

If you don't proceed to the next step of the process, check out other opportunities at [tetrapak.com](#). You are welcome to contact us if you want additional feedback on your video interview.

See you!

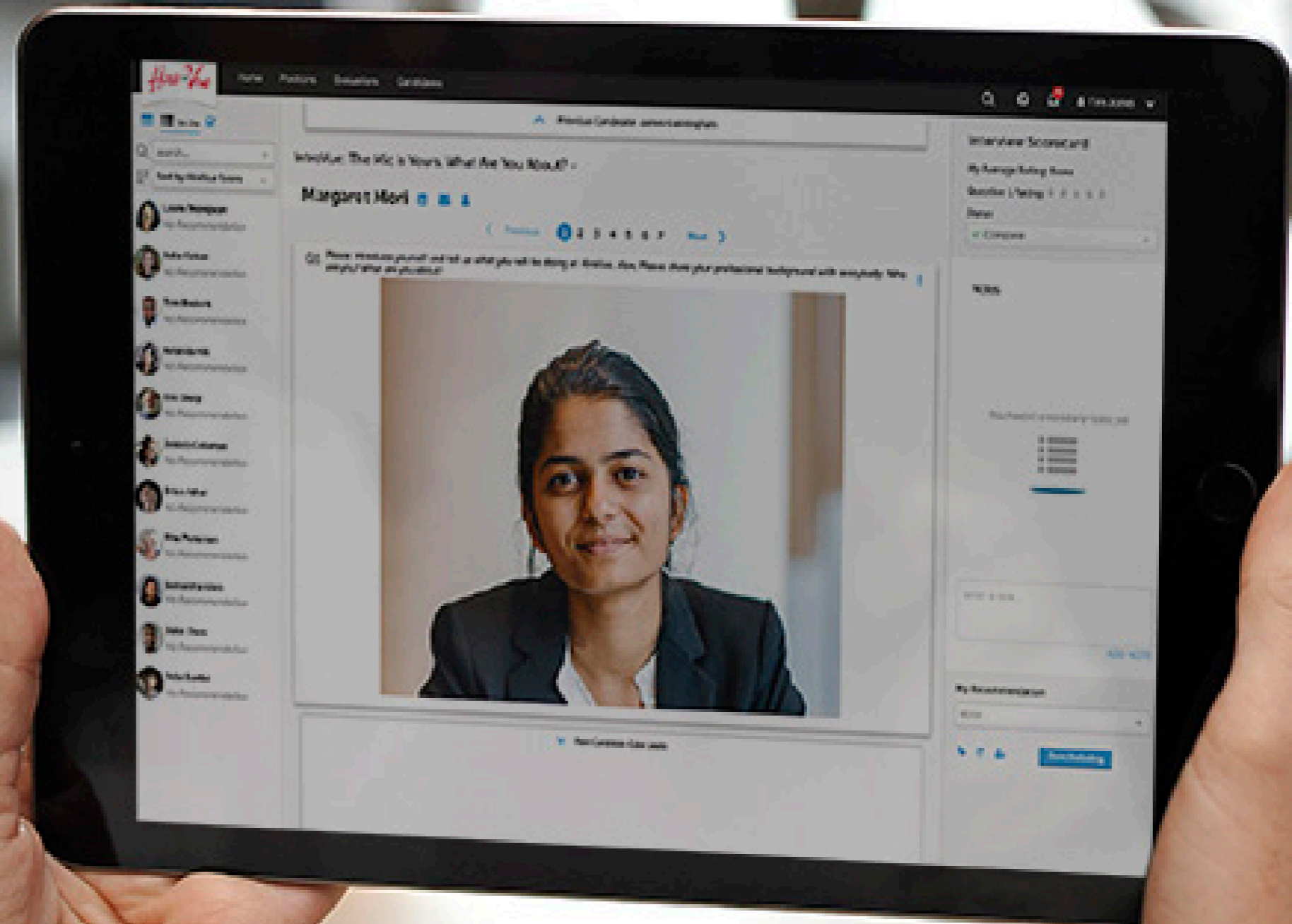


DISCOVER HIREVUE INTERVIEWS: HOW THEY WORK & HOW TO ACE YOURS

HireVue video interview evaluations

All HireVue video interview evaluations are completed manually by the recruiter and line manager. They rate each question response and give an overall recommendation on whether or not to progress the application.

There are no automated actions or decision points in the video interviewing tool/system. Ratings are completed by watching the video and giving a human-based evaluation score to each applicant.



Prepare for the next step

While the recruiter and hiring manager are going through your answers, it's time for you to prepare for a potential interview, in case you move forward to the next step.

We organise the interviews in different ways depending on the role and practicalities. We either meet you face-to-face or in an online setting.

Practical preparations for the face-to-face 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 time, so you take some time to 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 be to give yourself the best opportunity to show the best of yourself.



How to prepare yourself:

- *Create a list of the requirements mentioned in the job description and match them with your skills*
- *Think about your 'superpowers' – the areas that you feel you excel in - and which skills in your portfolio 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 preparation for an online meeting

At Tetra Pak, we use an online meeting tool called [WebEx Live Video Conferencing Interview](#). You will receive an invitation e-mail with a link to your meeting.

- Check your tech! The computer needs power, wi-fi, camera and microphone.
- Ensure that your surroundings are calm, light and quiet



This is how it works:

- *Join meeting by clicking on the link*
- *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, dress, jewellery, and so on.*



***Hope you're ready for your interview!
See you soon!***



3. Let's meet! Time for the 1st Interview

Finally, we get to meet each other!

You have already received an email invitation to schedule either an in-person interview or a WebEx interview where you can choose between set times.

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

- Read up on Tetra Pak and the role you are applying for
- Know who you are meeting
- Ensure that you allow enough time for travel and arrive calm and composed
- Be on time and at the right location
- Check the digital practicalities like an internet connection and sound (if needed).
- Ask the recruiter if you are not clear on any of the above – we are here to help you, not hinder you!

Remember to smile! You've got this. Good luck!



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, keep an eye on tetrapak.com for other opportunities that match your profile, experience and career aspirations.

Hope to see you later!



4. Show your abilities (Assessment)

For some roles, we use assessment instruments which are designed to assess specific role requirements.

We want you to see this as an opportunity. An opportunity for you to demonstrate the required skills and competencies to be successful in the role. You will be given a task connected to the role, and you will be given the time show and demonstrate your skills, and how you review, assess and solve problems and/or deal with challenging circumstances.



This step may not apply for applicants who already are employees at Tetra Pak.



5. Let's meet again! Time for the 2nd Interview

And so, we would like to meet with you again!

And we hope that you want to meet with us again too! This time, we will bring in some future colleagues to join the dialogue. It can be a peer to the vacant role, or the hiring manager's line manager, i.e. the grandparent.

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.

The recruiter can help you with all 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.

Next up, the final step in your application experience!



6. 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 that you have enjoyed this process; it was great to get to know you better.

So, 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 page](#) on our intranet Orbis and have a look in the **[myDevelopment guide](#)** to explore your career opportunities.

See you at Tetra Pak!

