STEP BY STEP GUIDE ON UFLP DIGITAL SELECTION

1. Apply for the job

Open your favorite browser and go to the following web address: https://www.unilever.co.id/careers/graduates/uflp/ Click on '**Daftar Sekarang'**	
Locate the UFLP application by typing keyword '**UFLP**' into the Keyword search field and select '**Indonesia'** in location and then click Search For Jobs.	

Locate '**Apply**' link and click it.	
After reading through privacy agreement, click '**I Accept'.**	
Click on **'New User'** button.	

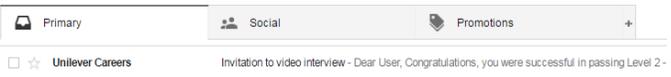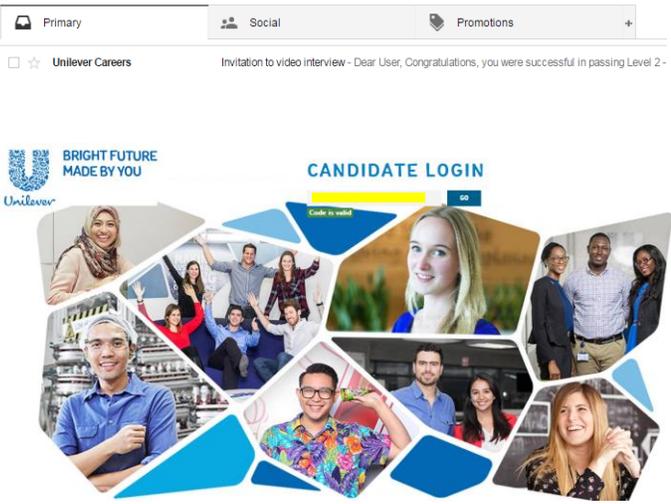|	
Enter a User Name, Password and email address. Please make a note of your username and password as you will need these later on. Enter your own email address – you will need to check that you receive the correct emails later on. Click '**Register**'.	**JOB SEARCH** **New User Registration** Please take a few moments to register. You will need this information to access your account in the future. *Mandatory fields are marked with an asterisk.* * User Name * Password * Re-enter Password Email Address Register Cancel
There will be 6 different sections that you need to complete : 1. CV/ Resume Upload 2. Personal Information, 3. Eligibility, 4. Diversity 5. Confirm your details, 6. Summary You can move to the next section by clicking '**Save and Continue**', also you can save your application and continue later by clicking '**Save as Draft'.** After complete all the sections click '**Submit'.**	APPLYING FOR: UFLP Graduate Supply Chain (Job Number: 16000ECX) Step 1 out of 6 CV\Resume Upload — Personal Information — Eligibility — Diversity — Confirm your details — Summary Save and Continue Save as Draft **CV\Resume Upload** **Profile Upload** You can submit personal and professional information by uploading a resume or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile or a resume, you will need to fill out the online submission manually. **Upload data from** ○ in **Or upload a resume** ⦿ Select the resume file to upload Choose File No file chosen Note: Any uploaded document will not be used for selection purposes and might not be viewed by the recruitment team. Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them. ○ No thanks, I will fill out the online submission manually Save and Continue Save as Draft
'Thank You' and **'Process Completed'** message should appear. You will receive an email acknowledging your application If you pass the application form stage, within 10mins you will receive another email inviting you to play Pymetrics games.	**Thank You** " **Process completed** Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you. We invite you to view the job openings available in our Career section and to further explore the functionalities of your account. View My Submissions	View the General Profile	View All Jobs

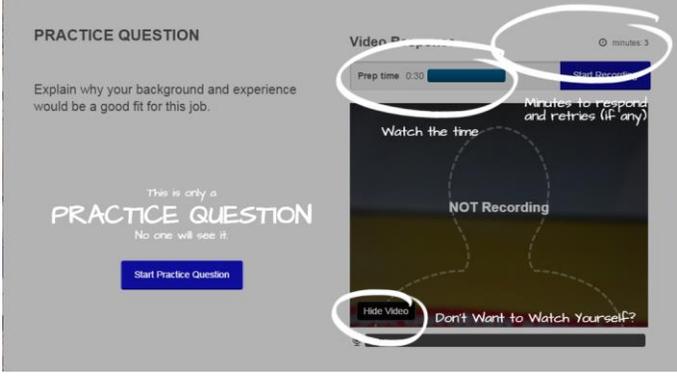| (Please check **spam box** or in Gmail have a look to '**Promotion Tab'** to be sure)	
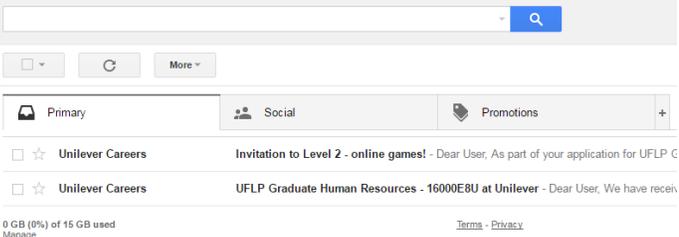
2. Completing Online Games Assessment

Open the email that you have received inviting you to take Pymetrics test. If you're using Laptop/PC click on '**Start Assessment'** link. To play it on mobile device click on **'Download App'** link. Then go back to the email and click on '**Start Assessment'** link. Don't forget to give us **feedback**.	
Enter the password and create an account for yourself.	
In the next screen, select **English** to play the game in English or **Indonesian** to play it in Bahasa Indonesia from the drop down for the field Native Language (on web only) and click on Play the games.	
Click on each Game and click on Continue. Click on start in the next screen. Click **continue** in all the	
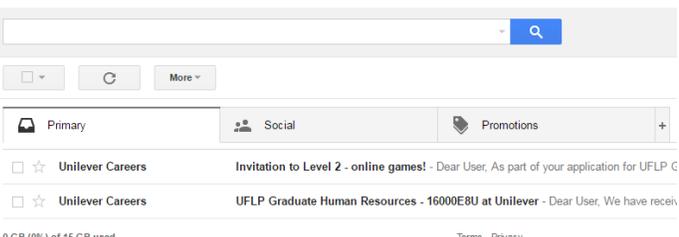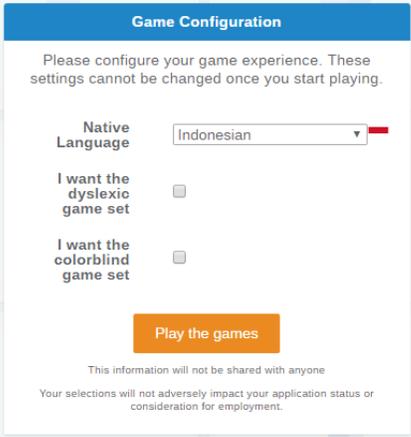
screens untill you complete the games.	
At the end of the test you will see complete score of the tests. Based on your **traits report result** we'll assess your fitness with Unilever. If you pass this Online Games Assessment, you will receive an **email** inviting you to **HireVue video interview**.	

3. HireVue candidate interview

Open the e-mail that you have received inviting you for the HireVue interview. Click on the link in the email and it will take you to the Taleo career section to enter your username and password. Once you have entered your Taleo username and password you will be redirected to the **HireVue website**. If you are using mobile device for this step, please first **download** the app using the link in the email. Then come back to the email and click the link to start the video interview	

Click on **allow access** to allow hirevue to use your computer camera and microphone (Intructions will be displayed).	
Click on '**Try a practice question'** to take the mock interview.	
Click on **Begin** interview to take the interview.	
Complete all the questions, record your answer and exit. After you complete the HireVue interview, we'll evaluate your records and send you an email regarding your result in this stage.	