

FREQUENTLY ASKED QUESTIONS



GSK IP Application Process

What is an Industrial Placement at GSK?

Our Industrial Placement opportunities at GSK are exclusively for undergraduate university students who are taking a year out of their degree course to complete a work placement year in industry, and then returning to university for their final year before graduation.

Please ensure that you meet all the eligibility requirements before you apply.

How do I apply?

Register on the website to create an online account. You can then start an online application by clicking the 'Apply' button. Once you have created an account, you can log into your Dashboard to see what application(s) you have in progress.

You will need to ensure that you **remember** your login details –

- the email address you used to register
- your password
- your PIN
- security question and answer

Please note that these are case sensitive

We strongly advise that you keep these login details somewhere safe so you can log back in to your account.

What's my Dashboard?

This is the online account you have created to apply for placement opportunities with us.

Please use the same account when you apply for opportunities. There is no need for you to register again.

The Dashboard shows all the applications you are working on. Once you have successfully submitted your application, the Recruitment Team will provide regular updates on your application.

I can't access the application form. How do I get back into my account?

Please log into your Dashboard to access your account and any applications you have started.

To access your account dashboard, [please click here](#).

I can't remember how to log into my account. What do I do?

Click on 'Forgotten Security Details' and the reset password will be sent to your email. The password request will expire in 2 hours.

Can I apply for more than one placement?

Yes you can apply for more than one placement with us. You should complete the online assessment stage prior to submitting another application. (Unless the closing date is approaching). Otherwise you cannot apply for additional opportunities until you have passed the online assessment stage of the process.

What requirements do I need to apply for an Industrial Placement at GSK?

To apply for an Industrial Placement with us:

- You must have the legal Right to Work in the UK for duration of the placement (from 2018 to 2019)
- You must be an undergraduate student, who has completed a minimum of 2 years of a relevant degree, and who will be returning to university after the placement to complete your degree
- You must meet the degree requirements for the placement you are interested in applying for (this will be stated in the job description on the website).

You must have permission from your University to complete an Industrial Placement (especially if it is not part of your degree course).

You will be required to provide evidence of your student status and right to work status.

When is the deadline for applications?

The closing date for applications will be stated on the job description page. The deadline will be midnight on that date. Any applications submitted after the deadline will not be processed. We look at applications based on date submitted, so we would encourage you to apply early and leave time to complete the online assessments.

What are the stages in the recruitment process?

Our process has four stages, and you must past benchmarks to be progressed to the next stage. You can always refer to your dashboard to see what stage is next

1. Short application form
2. Online assessment
3. Long answer questions – looking at your motivation for GSK and your chosen programme
4. Video interview *
5. Assessment centre – a half day consisting of an interview, presentation and group exercise

*Video interview stage is only for certain programmes within GMS and Finance.

I need support to help me in the process, who do I contact?

We want to ensure that our application process is fair and consistent for everyone. If you need support to help you do your best at any stage of the recruitment process, please contact the recruitment team who will can necessary steps in place.

What if there is no closing date for applications?

For some roles, there is no set close date, we recruit on an on-going basis and we have a limited number of spaces available at our interview dates. You should apply as early as possible and complete each stage of the recruitment process promptly. We progress candidates according to the date that they have submitted their application to us. Applications will close once Assessment Centre dates have been filled.

Why do you use online applications? Why can't I just email you my CV?

Large organisations (like GSK) who receive thousands of applications use online application forms. An online application form allows for a standardised process that is fair and consistent to all who apply. By using these forms organisations get responses to the questions they want answered.

You will be asked to upload your CV in the last section of the online form, as part of your application. Please ensure that your CV is in Word or PDF format.

How long is the placement and when will it start?

These opportunities are for a period of 12 months only and will start in summer of 2017. Start dates usually fall between June and September, depending on the role.

Will I be notified if my application is unsuccessful?

The recruitment team will contact you regularly to update you on the status of your application during each stage of the process. If you have any queries about your application, please contact the recruitment team in the first instance.

What if my University is not on the list?

On the application form, you have the option to choose 'Other UK University' if you attend a UK university not on the list, or if you attend an international university the option of 'Non-UK University' from the drop down list of Universities. In the next question, the form will ask you to then provide name – then you can type in your University name.

What does it mean when my 'application is under review'?

After you have successfully completed the online assessment stage of the application process, your application will be under review with the recruitment team. This means that your application is being looked at by the recruitment team and the hiring managers for the

role, with a view to progress through to the next stage in the process. In some instances, this can take some time, as we often have a high volume of applications to read! The recruitment team will notify you once a decision has been made.

We will always update you on the status of your application no matter what the outcome is. If you have not been successful for a particular application, we will still update you and provide feedback where possible. Should you have any queries, please contact the Recruitment Team.

Eligibility

What is my 'eligibility to work in the UK' and why is it important?

This is evidence of your legal Right to Work in the UK. For example a UK passport, EU passport or your Student Visa (if you are unsure about this, please speak to your university). We do not offer sponsorship of visas.

I am an International Student, can I still apply?

Yes – as long as you have the legal Right to Work in the UK for the duration of the placement, prior to submitting an application. If you are on a student visa, please check with your university if it is suitable for a 12 month work placement.

Can I apply with a Tier 2 Visa? Do you offer sponsorship?

Unfortunately, we do not offer sponsorship of visas.

I am in my first year at university and I would like to apply for an Industrial Placement at GSK. Am I eligible?

First year students are not eligible to apply for Industrial Placements with us, you must be in your second or third year (but not your final year), as applicants are required to have completed at least 2 years of their degree in order to have the necessary skills/knowledge needed for the job role.

A placement year is not part of my degree. Can I still apply?

Please speak to your university about this. Your university will let you know if you can apply.

I'm in my final year. Can I apply?

You must be an undergraduate student, who will be returning to university after the placement to complete your degree before graduating. If you are a final year student who

will have graduated by the start of the placement, you would not be eligible for an Industrial Placement opportunity with us.

I did not do GCSEs or A Levels in the UK. What do I put in the application form?

In the online application, for GCSEs you have the option to choose the text box that says “**If other, please specify:**” In this text box, please type your GCSE equivalent qualification.

For A Levels, you have the option from the drop down list to pick, “**Other – please state**” Then in the text box below, type your A Level equivalent qualification.

To find out what is your equivalent qualification for GCSE or A Level, please speak to your University.

I am unable to commit to a 12 month placement. Can I still apply?

All our Industrial Placements are for a period of one year, you would need to be available from summer 2017 to 2018 to complete the placement. Should you be unable to commit to a one year placement for whatever reason, we advise visiting the main GSK website to see what other exciting opportunities you can apply for. You might want to consider a summer internship, for example.

Online Assessments

What is the online assessment stage?

You will be asked to complete a World of GSK online assessment as part of the application process. In this you will be asked a series of questions relating to different realistic GSK scenarios, you will also hear about experiences from current employees, these sections will not be assessed. The test may take you approximately 1 hour to complete.

Don't worry if it takes you less or more time to complete your test – it is untimed, you are able to pause and come back to the test and therefore you can take as much time as you need, as long as you complete it within the given timeframe.

I completed the Online Assessment, however it is not showing on my Dashboard?

The online testing website is separate to your Dashboard. Once you have completed an online test, you will be notified by email after the deadline. If you do not receive an email after the deadline expires, please contact the Recruitment Team.

What if I do not pass the online assessments?

We have a consistent benchmark across all our roles at GSK and if this is not met, unfortunately, it means we cannot consider you for an Industrial Placement role for the rest of this cycle. However, if you are interested in GSK please do not let this discourage you from applying next year. (You can still apply to other roles at GSK that are not 12 month Industrial Placement opportunities).

Will I get feedback after my test?

Yes, you will have a feedback report sent to you 24 hours after you complete your test which will outline where you did well, and some areas for improvement. You will receive this regardless of the outcome of your test.

Do I have to complete the online assessment?

Yes – all applicants must complete the online assessment. You will only need to complete it once for this year's programme. You will not have to complete it for every individual application.

I missed the deadline for the Online Assessment. What will happen to my application?

Your application status will expire and your application cannot be progressed to the next stage. If you have more than one application in progress with us, all your applications will expire. As you only have to complete one test for all your applications.

Is there any advice you can give me about the online assessment?

The online assessment will apply to all the applications you submit to us this year, so please read all the information provided to you beforehand:

- Take the test in a quiet place you will not be disturbed
- Make sure you have a good internet connection
- Please answer each question honestly as we are interested in your personal preferences.

Other questions

How will you contact me?

We will email you using the email address you have stated in your online application form. Please make sure that your contact details on your application are correct, before you submit your application. The recruitment team will also contact you by phone on occasion. It is important that you double-check that the details you have given, you don't want to miss the online tests or that important phone call about your application.

What if I change my phone number? Or my email?

Please contact the Recruitment Team so we can update your contact details on our records.

How do I apply for a Summer Internship at GSK?

All our roles on this website are Industrial Placement (12 months) opportunities. If you are interested in a Summer Internship, please visit the main GSK website to find out more and to contact the relevant Recruitment Team.

Can I apply for a graduate role with GSK?

All our roles on this website are Industrial Placement (12 months) opportunities. If you are interested in a Graduate Role, please visit the main GSK website to find out more and to contact the relevant Recruitment Team.

Do you have any information about the Pre-Registration Pharmacy Training Programme at GSK?

Please visit the main GSK website to find out about the GSK Pre-Registration Pharmacy Programme. Applications usually are open annually from June through August for placements commencing in the following year. The interview process will be conducted and outcomes communicated during September of each year.

To find out more: <http://uk.gsk.com/en-gb/careers/graduates/pharmacy-pre-registrationtraining-programme/>

I am interested in Apprenticeships at GSK. Do you know how I can find out how to apply?

All our roles on this website are Industrial Placement (12 months) opportunities. If you are interested in the GSK Apprenticeship Programme, please visit the main GSK website to find out more and to contact the relevant Recruitment Team.

I would like to suggest improvements you could make to the application process. How can I do this?

We are always interested in hearing feedback from you and we are continuously seeking to improve your experience, so if you have any suggestions or anything you would like to pass on to the Recruitment Team please email GSKFeedback@srg.co.uk

I have a question not answered here. What do I do?

Please contact the Recruitment Team on 01582 692870 or GSKPlacements@srg.co.uk and we will be happy to answer any of your questions.

What advice can you give me about my application?

- Check spelling and grammar – Remember good written skills are important when applying for a job
- Type up your motivation answers in a word document then paste into the application.

- Do your research – what inspired you to apply to GSK? And what made you apply to the programme you have selected.
- Express yourself clearly and concisely. Show how your interests and experience are relevant to the role and why they make you our ideal candidate.
- Put your most recent degree and work experience first. Give examples of how your experience/skills/interests are relevant. Include extracurricular and voluntary activities.
- Speak to your university about advice they can give you on what makes a good application. You can also approach other sources for information and advice.
- Read the questions carefully. Look at what we are asking you. Ensure that all information you provide is accurate