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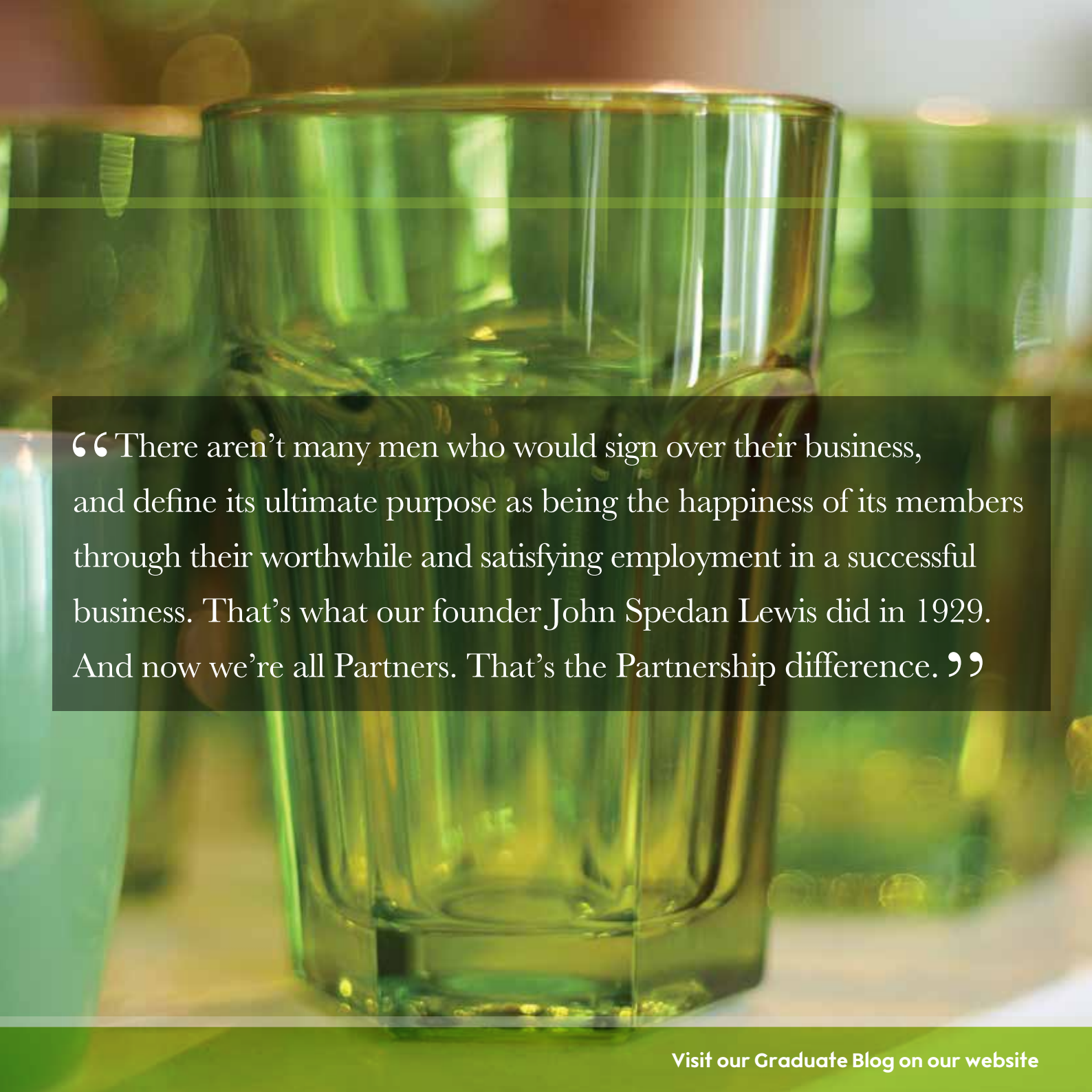
# *John Lewis Partnership*

John Lewis | Waitrose | Group | Partnership Services



## Doing it our way.

John Lewis Partnership Graduate Schemes and Industrial Placements



“ There aren’t many men who would sign over their business, and define its ultimate purpose as being the happiness of its members through their worthwhile and satisfying employment in a successful business. That’s what our founder John Spedan Lewis did in 1929. And now we’re all Partners. That’s the Partnership difference. ”

Visit our Graduate Blog on our website

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# The Partnership difference

## We're the John Lewis Partnership. And we're unique.

It's a pretty bold claim, but one we're happy to stand by as it truly defines us and the careers we offer. How? Quite simply because we don't have employees in our business. We have Partners. Every single one of the 93,000+ people we employ share in the responsibility of ownership, and the benefits of a successful business. And that makes us unique. Different. Rare. One of a kind. Distinctive. We're a company like no other. And it's something we're extremely proud of.

As co-owners, you'll find Partners act slightly differently. It means that the Partnership isn't for everyone. And that's fine by us, because with ownership comes great responsibility. The 'say' we have in our company makes us really care: about the business, about our customers, about each other. It adds an additional element to being a Manager as *how* you deliver results is as important as *what* you deliver. And it's this extra effort that's turned us into the omni-channel, award winning, customer-delighting retailer we are today.



# Better known as...

Whilst we're all part of the John Lewis Partnership, you probably want to know a bit more about where you'll work if you joined. Here goes.

## Head Office

Supporting the success of our high street brands and online businesses are the Partners behind the scenes. Equally passionate about retail, they're helping to drive the business forward in other ways. They bring a mixture of commercial and technical skills that ensure we're being market, customer and Partner aware in all that we do. They help shape us. Make us memorable. Keep us unique. Depending on your chosen career path, we have graduate schemes which will see you based either in our stores or head office.

## John Lewis

With almost 50 John Lewis shops we're the UK's largest department store group and one of the biggest retail success stories in recent years, winning the Which? Award 2014 for 'Best Retailer'. We offer over a million different lines (from accessories to toy zebras) in our stores and online, and we pride ourselves on innovation of product, quality, value for money and exceptional customer service.

## Waitrose

Waitrose has over 300 branches across the UK and was awarded the Which? Award 2014 for 'Best Supermarket'. We all work hard to be different: for all the right reasons. We combine the convenience of a supermarket with the expertise and service of a specialist food shop. And in our mission to give our customers a range of products that will make them feel good inside and out, we champion British food and we source ethically and responsibly.



# The start of something special

By introducing fresh ideas whilst upholding our unwavering commitment to quality, service and value, we continue to delight our customers. It's why the business is committed to taking on graduates. We want your new ways of thinking. It helps to give us our edge. And in return we'll give you all the support you need to become our senior leaders of tomorrow.

## Waitrose Graduate Leadership Scheme

Like most things about the Partnership, we do retail a bit differently at Waitrose too. That's because we care about the products we sell, where they've come from and who's supplied them. We also think deeply about our environmental impact and act on it. By doing it our way, we've created an experience that's better for our customers, our suppliers and our Partners.

Our leadership scheme is designed to create future Waitrose leaders. It's a three year programme. In year one you'll be based at a branch within a one hundred mile radius of our Head Office in Bracknell, Berkshire, whilst in years two and three you'll be based at our Head Office or back in a branch - all this giving you full exposure to the business.

You'll complete on-the-job learning with professional and personal development courses, and you'll have a senior level mentor, all created to fulfil your potential. It's a framework that focuses on the individual. Fast-moving and supportive, you'll see how much more we are than just 'the shop floor'.

**TO APPLY**, you'll need at least a 2:1 degree in any discipline or equivalent.

John Lewis was voted the Best Retailer 2014 by the Which? Awards, and Waitrose the Best Supermarket.



John Lewis branding is green but our York store is even greener. It's the first department store in the world to be awarded BREEAM (Building Research Establishment Environmental Assessment Method) Outstanding status, putting the Partnership at the forefront of environmentally-friendly retail design and construction.

## John Lewis Retail Management Scheme

We are currently reviewing the structure of the John Lewis Retail Management Scheme and are therefore only recruiting a small number of internal graduates for the 2016 intake. We are likely to be back with a new scheme for the 2017 intake, which we will recruit for during the 2016 graduate recruitment season (October - December). Please therefore check back for more information in Summer 2016.

Our graduates are set to lead the business one day. That's why our schemes encourage early responsibility. We start you off with an intense six week induction programme, which will give you a great grounding and the confidence to swiftly step into being a Section Manager. Right from the start you'll need to put your leadership skills to good use and, as you show us just what you're capable of, if you demonstrate the ambition we'll progress you to greater challenges.

Your love of retail will set you apart, as will your commercial know-how, resilience, outstanding customer service and ability to influence and lead. But as this is no 9am to 5pm job, flexibility is crucial if you want to progress. Out of hours and weekend working are all part of it and you most likely will need to move around the country if you want to take the next step up.





## John Lewis Buying Scheme

Providing our customers with new exciting products they will love which are of high quality and meet their budget, is what they expect whether stepping in to our stores or online. When you join the John Lewis Buying Scheme you'll be part of a team that's reinforcing our brand - delighting customers and growing our business.

Whether you are choosing the latest gadget for Electricals, spotting the essential dress for Fashion or setting a trend for a new style of lampshade, you will know what our customers love. We need you to have a natural ability to spot what's going to sell in these categories. Yet you need to be able to look beyond simply what's hot.

Trend analysis, market expertise, commercial viability and negotiation will help take you from being a trend-spotter to a strategic buyer. It's a two year journey that will combine practical, professional and personal development. By the end of the scheme you should be stepping in to an Assistant Buyer role and, if you fulfil your potential, then onto a Buyer role.

**TO APPLY**, it's a hugely popular scheme so you'll need a degree equivalent to a BA, BSc at a 2:1 or above. And whilst we do accept any degree, it's extremely competitive - so a relevant degree or experience will help. You'll be based in our Head Office in Victoria, London.

Consciously or  
subconsciously what goes on  
around us influences the way we buy.  
Trends start in a variety of places,  
requiring you to be inquisitive and be  
the first to spot what is a potential  
sales driver, whether it's the influences  
of personalities, revivals of fashion  
from a television programme  
or shifts from buying to making  
your own.



We launched  
our promise of being  
'Never Knowingly Undersold'  
back in 1925. And we're  
still honouring  
it today!

## John Lewis Merchandising Scheme

At John Lewis we promise to be 'Never Knowingly Undersold'. So whilst our Buyers are doing their best to source innovative products, as a Merchandiser it means you have to cross the 't's' and dot the 'i's' so that every item adds to the bottom line. It's all about meeting financial targets by managing stock levels. And it requires high levels of strategic thinking, agility, numeracy, planning, lots of analysis and a passion for retail and trading.

Mixing hands on experience with training and development, you'll start as a Merchandising Assistant with responsibility for managing £250k worth of stock a week. After 18 months to two years, you should be ready to be an Assistant Merchandiser (which means more responsibility in a larger buying office as well as line and stock management experience). After that you'll move offices to accelerate your learning and gain the skills needed to be a qualified Merchandiser.

**TO APPLY**, you'll need a degree, in any subject, equivalent to a BA, BSc or higher at a 2:1 or above. You'll be based in our Head Office in Victoria, London.



# John Lewis Partnership Finance Scheme

Our Partners pay a lot of attention to our finances. As a co-owner, everyone - at every level - is interested in how the business is performing. After all, it directly impacts on the level of bonus they'll receive, as the more profitable we are the more that is available for bonus. This means we're very respectful when it comes to finance - from managing our financial performance, to safeguarding our assets, to paying suppliers and Partners. Split into four teams - Waitrose Finance, John Lewis Finance, Partnership Services Finance and Group Finance - you could be placed within any of these and be based at our Head Offices in central London or Bracknell.

It's a three year scheme, where you'll gain access to the business as a whole - carrying out live projects, dealing with real business issues and completing three retail assignments too. We'll even help you through your CIMA Professional Accountancy Qualification (study leave and all first attempt exam-related courses are paid for). Combining work experience with formal qualifications, you'll get the best start to your finance career.

**TO APPLY**, you'll need at least a minimum 2:1 degree in any discipline, or equivalent. Commercially rounded, we'll expect you to have good market knowledge and excellent analytical and communication skills too.

Technology touches every part of our business and is changing the way our customers shop with us. We are modernising, we are investing in the future, we are making technology a strategic advantage for the John Lewis Partnership.

## John Lewis Partnership Technology Scheme

People are on the go, 24/7, 365 days per year. It's meant we've had to evolve too. But we like that. We're keen to use technology to make life better for all of us - both customers and Partners alike. And technology is going to have a fundamental impact on how we're shaped now and in the future - both online and in store. With IT teams across John Lewis, Waitrose and Partnership Services, you may be based in London or Bracknell.

This three year scheme combines practical learning with professional development and you'll get to work with other graduates on business focussed projects as well as receiving relevant professional technical training such as PRINCE 2 and Java.

It's designed to challenge you technically and commercially. At the end of year two, we'll assess where your strengths lie whether that's in an operational, development, analysis or even IT project management capacity and you will specialise in your third year.

**TO APPLY**, you'll need to have a minimum 2:1 degree in any discipline, or equivalent. Beyond your academic qualifications, we are looking for the potential to develop your skills within IT, and an aptitude for problem solving and logical thinking. Have you got the potential to lead our business into the future?



# The early bird... thinks Industrial Placements

For those of you who've always known what you want to do, you may want to try one of our Industrial Placements. And if you impress us in your time here, you could be in with a strong chance for a place on our next graduate intake.

But it's no easy option. As placements are up to 12 months long, we want to make sure you get as much out of the experience as possible. We'll give you the tools you need to take on responsibility right from the start. It's an exhilarating start to your retail career.

Our placements attract the best. That's why you'll need to meet or be on track for our minimum academic entry requirements (entry criteria is different for each scheme) and have a real passion for retail whether it is food or department store, a genuine interest in people and a natural ability to bring out the best in others.

After successfully completing the scheme and finishing University we hope that the majority of our placement students will apply to rejoin the business through one of our graduate schemes or into another advertised role.



In June 2014  
Waitrose was awarded  
Favourite Supermarket in  
the prestigious Good  
Housekeeping Awards  
2014, for the seventh  
year running.

## Waitrose Industrial Placements

Working at Waitrose will make you see retail in a new light. Our approach is unique, borne out of respect to the products we source, the suppliers we work with and the customers we serve.

**Head Office** - We have placements across the business, from IT to Buying. Combining hands on experience with real projects, you'll also receive relevant training such as assertiveness and presentation skills. You'll also learn from senior Partners, who'll share their expertise. You'll be based at our Head Office in Bracknell, Berkshire.

**Retail Management** - joining one of our dynamic branches you'll gain experiences and skills that will form the basis of a bright career in retail management. Strong leadership potential is vital, as is your ability to work in and deliver results through a team. We'll prepare you for a role as an Assistant Section Manager (ASM) by specialising in one section. By learning all about it, you'll be ready to show how much you've learned by moving to another branch as an acting ASM. Before your placement ends you'll also get to shadow a Department Manager to see what that feels like. You could be placed in any of our stores across the UK. We try to take into consideration your preferred location, but unfortunately cannot guarantee this is where you will be placed.

**TO APPLY**, we are looking for high achievers who are on track for a 2:1 in their degree.

John Lewis was awarded Retailer of the Year, best overall online retailer, and best retailer for online fulfilment in the Verdict Customer Satisfaction awards 2014.

We also won the Homewares and Electrical categories. Waitrose was named top food and grocery retailer. We're thrilled we're keeping our customers happy!

## John Lewis Retail Management Industrial Placement

As one of the UK's most successful department stores, we're aware we're doing something right. We draw on our traditional values to provide exceptional customer service, we adopt modern technology and techniques to be effortlessly efficient and we ensure the goods we sell are so innovative and of such a high quality that our customers keep coming back for more.

But we never rest on our laurels. As customers' needs change, so do we. Nowhere is this more true than in our John Lewis stores.

We'll give you an inside view as to how we're structured and operate. Once you've grasped the basics, it will be up to you to show us what you're capable of. Prove yourself and you'll get responsibility fast. You could even be managing your own department within six months. You could be placed in any one of our stores across the UK. We try to take into consideration your preferred location, but unfortunately cannot guarantee this is where you will be placed.

If you perform well during your year as an Industrial Placement, you will be automatically offered a place on our John Lewis Retail Management Graduate Scheme.

TO APPLY, you will need to be on track for at least a 2:2 in your degree.



# Equipping you for the future

## Core Development Programme

We know you have it in you to be a future leader. But you're not there yet and it's our job to help you realise your potential. That's why all our graduates – no matter what scheme they join – take part in our Core Development Programme.

Induction

Product lifecycle project - team presentation on a John Lewis and Waitrose product

Six-month summit - a time to review, network and share ideas

Live Business Project - tackle a team business challenge

12-month summit - looking back and to the future

Social Enterprise - get involved in a community project

Leadership Event - week long conference and outward bound event

Here, like the senior Partners you'll aspire to be, you'll get the chance to work across boundaries and get exposure across the business (and externally too). It's your opportunity to create networks and make a name for yourself.

### Learning & Development

Each scheme is designed to bring out the best in you. That means the training and development changes from course to course. There are some schemes where it will benefit you, and us, if you went on to gain formal professional qualifications - Finance is the perfect example.

However there are other schemes where hands-on experience and mentoring will be the critical aspects of your training and help you achieve your goals. What you can be sure of however, is that whichever scheme you join, we'll listen to your aspirations and treat you as an individual. We *want* you to do well and we'll do everything we can to make sure you succeed. Whatever that looks like.

# Our graduates





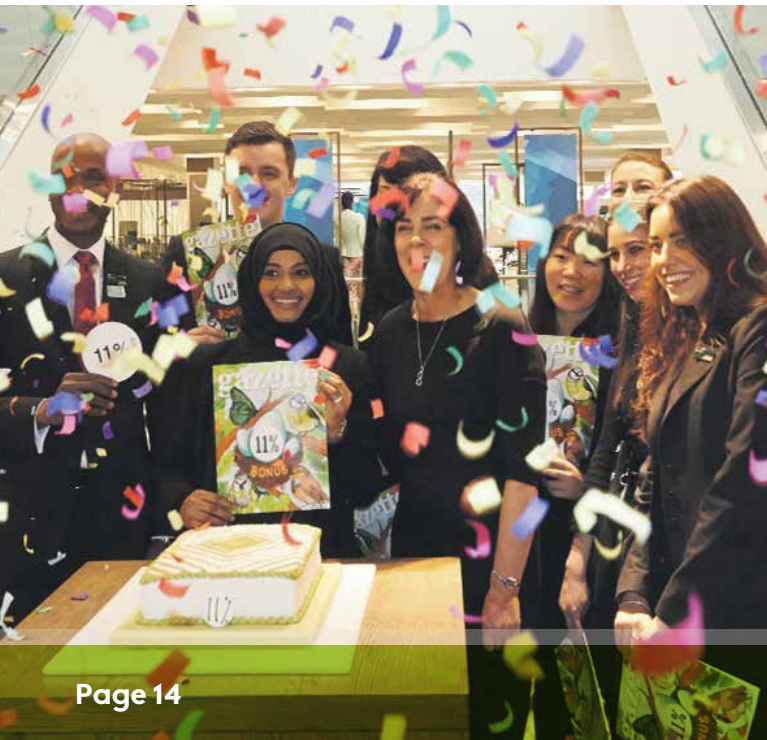
# We expect a lot. But we give a lot in return.

## Benefits

Undoubtedly one of our most rewarding benefits we all get as Partners is the share we receive in the profits.

Yet when John Spedan Lewis gave the Partnership to his employees in 1929 with an ultimate purpose to balance the happiness of Partners with a successful business, he set an awesome precedent. As the years have passed, the 'happiness' of our Partners has meant we've evolved in other ways to make sure - as much as possible - our work life balance is as rounded as it can be.

This is why our benefits have grown to match the changing needs and wishes of our Partners. From recreation and relaxation, to learning a new hobby or contributing to the financial security for you and your family, we've tried to create a range of benefits that enrich our Partners' lives.



- Competitive starting salary
- Pension
- Partnership bonus based on a percentage of your salary (not guaranteed)
- Discount in Waitrose, John Lewis and online
- Paid holiday
- Life assurance
- Subsidised dining facilities
- Holiday and leisure facilities
- Sports clubs
- Social societies
- Ticket subsidies
- Education subsidies
- Extended leave
- Voluntary benefits and discounted deals
- Corporate memberships
- Salary sacrifice schemes
- Give as you earn
- Special events

# The Road to Partnership

## Prepare - it can't fail to impress

Before applying we expect you to have really thought through your application. Becoming a Partner takes a special kind of someone that's prepared to put their all in.

That's because we rely on each other and expect each other to perform to the best of our ability - both individually and as a team. So take time to research all about us. There's a reason our website is on every page in this brochure. It's just one of the tools you should use when weighing up if we're as right for you as you might think. Learn about us.

Understand the behaviours we expect all our Partners to live up to. Get a feel for the kind of tests you might be expected to undertake. Watch the videos. And whilst you're at it, visit our other corporate websites. You can never know enough about us. And if, after all that, you're as excited about being a Partner as we all are... you know you're ready to apply.

## Journey - How to apply

Here's what you can expect of the initial stages (more of which you can read about on our website):

### Graduate schemes

There are six stages to our initial online application process:

- Values based questionnaire
- Management judgement indicator test
- Verbal test
- Numerical test
- Scheme specific multiple-choice questions
- Application form

If you get through these first stages, we'll take time to assess your application form in more depth. If everything looks promising, you'll be invited to a video interview which lasts up to 15 minutes. If all goes well, you'll be invited to an assessment centre including an interview. For the Waitrose Leadership Scheme, if you are successful following the assessment centre you will be invited to attend an additional final stage interview with Directors (full details of each stage will be sent to you via email). And if you impress us here, we'll hopefully offer you a place. Welcome Partner.

### Industrial placements

There are five stages to our initial online application process:

- Values based questionnaire
- Management judgement indicator test
- Verbal test
- Numerical test
- Application form

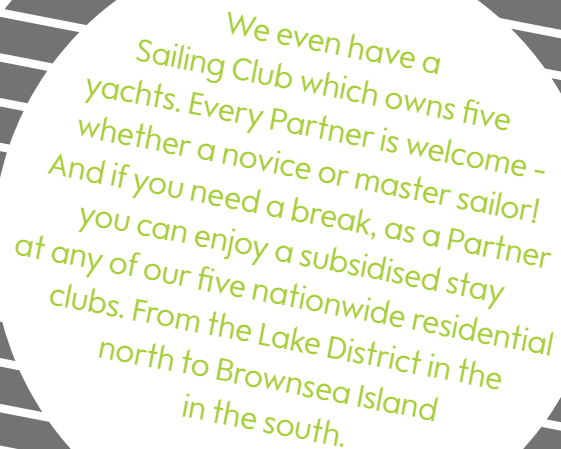
If you get through these first stages, our resourcing team will assess your application form in more depth. If you are successful following this, you will be invited to attend an assessment centre and an interview. Full details of each stage will be sent to you via email.

If you need additional support with your application we will be happy to discuss this with you.

## And finally...

After reading all about us we hope you're beginning to see why we're so proud of our business. The John Lewis Partnership is always looking to the future. And if you're successful in your application, you could be one of its leaders – helping to define what that looks like. But if you needed a refresher as to why you should join us, we're more than happy to oblige. We hope to hear from you very soon.

- Every application is reviewed on an individual basis. Diversity forms part of our commitment to building relationships based on fairness, honesty and respect. We value the differences between each and every one of us. And the same goes for our recruitment process too
- As a Partner you become a co-owner in the business, have a say in how we're run and receive a share in the profits
- Our trusted legacy and continuous improvement keeps us at the forefront of retail
- We provide excellent learning and development
- Upon completion of your scheme we positively encourage you to fulfil your potential – wherever that might be in the business (John Lewis, Waitrose or Head Office)
- Our salaries are very competitive
- To get more of a feel of whether our schemes are right for you, why not take a look at our realistic job previews on our website
- We strive to provide a healthy work life balance
- We've designed an impressive range of benefits to really add value to your work and personal life
- In short, we're doing it our way. That's the John Lewis Partnership difference.



We even have a Sailing Club which owns five yachts. Every Partner is welcome - whether a novice or master sailor! And if you need a break, as a Partner you can enjoy a subsidised stay at any of our five nationwide residential clubs. From the Lake District in the north to Brownsea Island in the south.

