

# *Procter & Gamble*

## Management Application Form

**For U.S. and International Applicants seeking business management careers in Brand Management, Customer Services, Finance & Accounting, Human Resources, Public Affairs, Purchases, Market Research, or Customer Business Development (Sales)**

Procter & Gamble wants to recognize the substantial commitment you have made to your education and career development by thoroughly reviewing your qualifications. This comprehensive application form allows us to examine many aspects of your background and experiences in order to fully and fairly consider how well your personal profile matches our needs. There are no right or wrong answers.

We are asking you to provide facts on your background and interests, as well as your point of view on issues related to working at P&G. Be sure your answers accurately describe you and your interests—this information will be used during the rest of the employment process.

This application is designed for people from all countries who reside in the U.S. and who are interested in U.S. or International positions. The vast majority of people hired by P&G start work in their home country. Persons who wish to be considered for placement elsewhere must meet certain requirements for language fluency, cultural experience and/or work authorization, and will compete with applicants in that country for starting positions.

Once you have completed this form, please return the original (no photocopies please) with a copy of your resume.

If you are interested in being considered for opportunities in technical departments, including Corporate Facilities Management & Services, Engineering, Manufacturing, Information Systems, or Research & product Development, you should complete the **TECHNICAL APPLICATION FORM**. It is available from your school placement office or the Recruiting Services Center at the address on page seven of this form.

We appreciate your interest in Procter & Gamble, and are pleased to have this opportunity to learn more about you.

***Procter & Gamble is an Equal Opportunity Employer***  
***<http://www.pg.com/careers>***

### PLACEMENT SUMMARY

(Print) Last Name, First Name, Middle Name		Social Security No.	Today's Date																
Present Address	No., Street, City, State, Zip Code		Telephone (Area Code & Number)																
Alternate Address	No., Street, City, State, Zip Code		Telephone (Area Code & Number)																
Are you applying for: (mark only one)			E-Mail:																
A full-time position		A summer internship position	Date available: (from...to.../intern/co-op)																
A co-op position		A part-time position																	
<p>In which department are you most interested at this time? (If you are interested in more than one department, fill one first choice and one second choice). Refer to the back cover for department descriptions. <b>Mark only two choices for this section.</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;"><u>1<sup>st</sup></u></td> <td style="width: 25%; text-align: center;"><u>2<sup>nd</sup></u></td> <td style="width: 25%; text-align: center;"><u>1<sup>st</sup></u></td> <td style="width: 25%; text-align: center;"><u>2<sup>nd</sup></u></td> </tr> <tr> <td>Accounting Management (Finance)</td> <td>Brand Management/Advertising</td> <td>Customer Services (Product Supply)</td> <td>Financial Management (Finance)</td> </tr> <tr> <td>Human Resources</td> <td>Market Research</td> <td>Public Affairs</td> <td>Purchases (Product Supply)</td> </tr> <tr> <td></td> <td>Customer Business Development (Sales)</td> <td>Tax Management (Finance)</td> <td></td> </tr> </table>				<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	Accounting Management (Finance)	Brand Management/Advertising	Customer Services (Product Supply)	Financial Management (Finance)	Human Resources	Market Research	Public Affairs	Purchases (Product Supply)		Customer Business Development (Sales)	Tax Management (Finance)	
<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>																
Accounting Management (Finance)	Brand Management/Advertising	Customer Services (Product Supply)	Financial Management (Finance)																
Human Resources	Market Research	Public Affairs	Purchases (Product Supply)																
	Customer Business Development (Sales)	Tax Management (Finance)																	

### PLACEMENT INFORMATION

I am a **US citizen or national, permanent resident, refugee, or asylee, or temporary resident under the legalization program of the 1986 Immigration Act (does not include students admitted for practical training only).** Yes  
No

I am applying for a position in Puerto Rico  Yes  I am applying for an International position  Yes  No  
 If you are offered employment in the United States you will be required by law to produce original documents that verify your US employment eligibility and identification. P&G does not offer practical training positions nor sponsor foreign citizens to obtain a work visa or permanent residency, except for specific positions in R&D.

<b>If applicable, please indicate US Visa status:</b>		<b>F1</b>	<b>J1</b>	<b>H1</b>	<b>Other (precise):</b>
Do you have any location restrictions?	Do you have any location preferences?				
No <input type="checkbox"/> Yes (please list):	No <input type="checkbox"/> Yes (please list):				

### SUPPLEMENT FOR INTERNATIONAL PLACEMENT

If you wish to be considered for employment in our international divisions as a first position and/or do not legally qualify for a permanent position in the U.S., please indicate **all countries** where you have **citizenship status** or **other legal status** permitting you to work there (European Union citizens do not need to mark all E.U. countries for which they qualify). If you have multiple citizenship, be sure to indicate your location preference above.

Albania	Cyprus	Italy	Pakistan	Spain
Algeria	Czech Republic	Jamaica	Panama	Sweden
Argentina	Dominican Rep.	Japan	Peru	Switzerland
Australia	Egypt	Kenya	Philippines	Taiwan
Austria	El Salvador	Latvia	Poland	Thailand
Belgium	Estonia	Lebanon	Portugal	Turkey
Bosnia	France	Lithuania	Romania	United Kingdom/England
Brazil	Germany	Macedonia	Russia	Venezuela
Bulgaria	Greece	Malaysia	Saudi Arabia	Vietnam
Canada	Guatemala	Mexico	Serbia	Yemen
Chile	Hong Kong	Moldova	Singapore	Other – Africa _____
China (P.R.)	Hungary	Morocco	Slovakia	Other – Asia _____
Colombia	India	Netherlands	Slovenia	Other – Europe _____
Costa Rica	Indonesia	New Zealand	South Africa	Other – Latin Amer. _____
Croatia	Ireland	Nigeria	South Korea	Other – Middle East _____
Date of next travel to home country (if applicable):				



## EDUCATION

**Which of the following did you do during your high school years? (mark all that apply)**

Member of an association, club or school group  
Head an association, club or school group  
Head an important committee for the organization of a specific event  
Earn academic honors (cum laude, honor society, honor roll)  
Teaching assistant or laboratory assistant  
Win an election for a class position  
President of class or student government  
Member of an athletic team  
Community service

**During your college years, did you: (mark all that apply)**

Head an important student committee  
Make the honor roll or dean's list  
Gain membership in a social club  
Gain membership in an engineering/science group  
Win an election for a class position  
Become a member of the debating team  
Participate in a musical organization  
Receive a responsible job on a school publication  
Organize a student organization

**During your college years, which of these did you do to make money for yourself or for others (including organizations)? (mark all that apply)**

Established your own business selling a product or service  
Worked as a part-time employee  
Invested money which produced important income  
Worked as a tutor or gave lessons to students  
Worked during school vacation periods (summers, other times)  
Solicited donations from strangers for a charity or organization  
Organized a fund-raising event for an organization

**At some period during your college years, were you a member of: (mark all that apply)**

A social club, fraternity, or sorority  
A general honorary scholastic society  
An honorary society for scholastic achievement in a specific major or course of study  
A special interest club or group  
A community or religious service group

**Did you win an undergraduate scholarship because of ability in: (mark all that apply)**

Academic work  
Something else (specify) \_\_\_\_\_  
Did not receive scholarship

## WORK EXPERIENCE

**How much work experience have you had related to the kind of position you are seeking with P&G? Please include both paid and unpaid work experience. (mark only one)**

0-2 months  
3-6 months  
7-12 months  
1-2 years  
More than 2 years (specify) \_\_\_\_\_

**What exposure have you had to the principles of Total Quality Management? (mark all that apply)**

Specific course on Total Quality Management  
Integrated into another course  
Through an internship, co-op, or part-time job  
Through a full-time job  
No exposure to Total Quality Management

**In your previous work experience, which would you consider to have been your most satisfying accomplishment? (mark only one)**

Solving a complex problem  
Successfully managing an important project  
Finding a way to improve a process or system  
Learning a new skill  
Achieving a challenging goal

**Which of the following was most crucial in achieving the accomplishment described above? (mark only one)**

Gaining the trust and cooperation of others  
Establishing a clear objective and plan for achieving it  
Obtaining necessary resources  
Persisting in spite of major obstacles  
Persuading others to support your ideas

## PERSONAL INFORMATION

**The successes you have had in life have come about primarily because of: (mark only one)**

- Exceptional talent or ability
- Knowing what you wanted to accomplish
- Hard work and never giving up
- Support of family and friends
- Special opportunities that came your way

**The goals you set for yourself are usually: (mark only one)**

- So high they are often unattainable
- High enough to be sometimes unattainable
- High enough to be usually attainable
- High enough so they are almost always attainable

**Are you comfortable changing a goal you set for yourself when circumstances make it seem unreachable? (mark only one)**

- Yes, almost always
- Yes, often
- No, usually not
- No, almost never
- Uncertain

**How would you rate your leadership ability compared to other people in general? (mark only one)**

- Top 5%
- Upper 20% (but not top 5%)
- Upper 33% (but not top 20%)
- Upper 50% (but not top 33%)
- Upper 75% (but not top 50%)
- Lower 25%
- Do not know

**Are you satisfied to let someone else take the lead in group activities? (mark only one)**

- Yes, almost always
- Yes, often
- No, usually not
- No, almost never
- Uncertain

**Would you like to be responsible for organizing a new business? (mark only one)**

- Yes
- No
- Uncertain

**Compared to the general public and no matter what is to be sold—an idea, a product or a project proposal—how do you rate your selling ability? (mark only one)**

- Top 5%
- Upper 20% (but not top 5%)
- Upper 33% (but not top 20%)
- Upper 50% (but not top 33%)
- Upper 75% (but not top 50%)
- Lower 25%
- Do not know

**How effective are you in persuading others to accept your point of view in a group discussion? (mark only one)**

- Extremely effective
- Very effective
- Somewhat effective
- Not very effective
- Not at all effective

## PERSONAL INFORMATION

**What kind of problem solving do you enjoy most? (mark only one)**

- I like to delegate problems to others
- I like to solve problems where it is difficult to define the issues
- I like to solve problems when the issues have been well defined, but finding the solution is difficult
- I like to solve problems where the probability of failure is very low

**Which of these do you consider to be the most important in trying to solve problems? (mark only one)**

- Analyzing information
- Thinking creatively
- Formulating alternative actions
- Being well-informed
- Challenging the constraints assumed in the situation
- Something else

**Which of the following things involving computers have you done? (mark all that apply)**

- Written letters or papers
- Used spreadsheet programs
- Played computer games
- Created an organized data base
- Used electronic mail or bulletin boards
- Written programs in a computer language
- Analyzed data
- Developed models or simulations
- Design work

**Which do you like best on a job? (mark only one)**

- To work on one thing at a time
- To work on 2 or 3 things at a time
- To work on many things at a time

**What bothers you the most on a job? (mark only one)**

- Having to finish someone else's work
- Getting work assigned "at the last minute"
- Having to find and fix someone else's mistakes
- Being taken off a job before it is finished
- Receiving incomplete or inaccurate instructions
- None of these would bother you

**What three things do you consider most important on a job? (mark three answers)**

- Opportunity for advancement
- Credit from management for good performance
- High salary
- Good working conditions
- Opportunity for individual thought and initiative
- Job security
- Alert and aggressive management
- Geographic location
- Work in line with my primary interest

**When do you do your best work? (mark only one)**

- When instructions are clear
- When working alone
- When there are no interruptions
- When under pressure
- When you really feel like working

**Which of the following personal characteristics do you value most? (mark only one)**

- Hard work
- Intelligence
- Creativity
- Strong desire for learning
- Good interpersonal skills







**IMPORTANT**

1. Make sure all requested data is completed.
2. Include your resume, if you have one, behind the first page when you return the application. **Please do not staple, clip, or glue your resume to this form, and do not fold this form.**
3. Please return this original form (no photocopies, please) to your designated contact. If you have not been given instructions on returning this form, send it to the following address:

**Procter & Gamble, Recruiting Services Center TN-4, G.O.  
P.O. Box 599, Cincinnati, Ohio 45201-0599**

**The above information is complete and correct to the best of my knowledge and belief. I understand providing false information during the employment process will lead to rejection or termination.**

---

**Signature of the Applicant**

**Thank you for taking the time to complete this application.**

(See next page for department descriptions and preferred degrees.)

## DEPARTMENT DESCRIPTIONS AND PREFERRED DEGREES

**Accounting Management** – Prepare and analyze accounting data to assist in managing the business and reporting results to shareholders. Implement and monitor accounting systems and internal control structure. Key member of finance function and integral to multi-function teams that identify opportunities for business improvement. BS, BA with accounting major or concentration.

**Brand Management** – Market products. Manage overall business for individual brands. Get consumer insights, understand trends, develop product promotion and advertising initiatives. Generate innovative ideas. Work closely with Sales, Market Research, Product Development, and other functions. MBA, MA, MS, BBA, BA, BS.

**Advertising** – Limited number of specialty positions in Art & Package Design, Commercial Production, Copy Services, Marketing Services, and Media. Provide guidance and support to Brand Management teams.

**Customer Services (Product Supply)** – Manage flow of raw materials, packaging, and finished products. Develop and improve logistics systems. As project or process/team manager, align P&G systems with those of customers and suppliers to develop and improve packaging and logistics processes. Any technical, logistics, or business undergraduate degree or an MBA with logistics emphasis.

**Financial Management (Finance)** – Provide consistent leadership for a variety of business decisions. Maximize long-term profits, cash-flow, and return on investment. At the heart of setting priorities, establishing objectives and approving business plans. Work across all functions. MBA, BBA, BA, BS with finance or accounting majors. Other degrees require strong finance background.

**Human Resources** – Develop people and organization systems to deliver increased business productivity, maximize consumer, employee and shareholder value and provide a competitive advantage in areas such as recruiting, training, diversity, benefits and compensation. Provide leadership in strategy development, improved work processes and organization assessment and design.

NOTE: Most positions are filled by internal transfers.

**Market Research** – Provide competitive advantage through consumer insight. Determine consumer appeal of new-product concepts. Measure effectiveness of planned advertising. Predict consumer reactions to product changes. BA, BS, BBA, MA, MS, MBA.

**Public Affairs** – Includes employee and shareholder communications and consumer, news media, government and community relations. Two to five years professional experience required. Vacancies are infrequent.

**Purchases (Product Supply)** – Manage strategic sourcing of materials and services needed to produce P&G's products, deliver superb value to consumers, and to enhance P&G's competitive position in the marketplace. Analyze markets, uncover business-building and cost saving opportunities, develop and implement innovative sourcing strategies, conduct supplier inquiries and negotiations, build supplier relations, stay abreast of trends, commercialize emerging technologies, forecast prices, and construct cost models. BA, BS, BBA, MBA.

**Customer Business Development – Strategic Selling and Customer Consulting** – You will influence the customer's marketing, finance, logistics and other critical business decisions by using conceptual selling techniques and data-based presentations. You work with your customers, both at the headquarters and local levels, to develop joint Customer Business Plans to build their business and ours. BS, BA, BBA, MA, MS, MBA.

**Tax Management (Finance)** – Planning, compliance, and audit responsibility for the company's total worldwide tax cost. Work primarily with Finance, Treasury and Accounting functions. BS/BA with Accounting major, MA in Taxation or J.D. degrees.

\* \* \* \* \*

**International** – On-the-ground operations in over 55 countries in 4 geographic regions: Asia, Europe, Middle East, and Africa; Latin America; and North America. Many international subsidiaries offer Brand Management and Finance positions to individuals who have work authorization and language fluency for that location. Opportunities in other departments are available in limited locations – contact your P&G recruiter.