



We know that applying for a job can be a big step, and the following checklist is designed to aid you in the first part of the process, **your application!**

JOB SEARCH

If you aren't sure what type of role might be suitable for you, look at a few of the different job adverts across careers.bhp.com to find out more about the opportunities that fit your experience or interest.

SET UP A JOB ALERT

There are many different career pathways and role types at BHP and these roles are not all available at the same time. To prevent missing an opportunity we recommend you firstly [sign up to our job alerts](#).

SIGN UP TO INSIDE BHP

By [signing up](#) to our newsletter you can receive insights and updates from us on our recruitment process as well as finding out more about what's happening inside BHP.

CREATE YOUR RESUME/CV

In preparation for finding the role you would like to apply for, make sure your resume is up to date and reflects your skills and experience. If you are not sure where to start, you can access resume templates through Microsoft Word, or there are many online resources to help with this.

Please note: BHP only allows you to upload one document, if you do want to upload a cover letter (although not required), this should be included in the same document.

FIND A JOB AND APPLY

Make sure you review the role requirements in line with your own experience and career objectives. Take the time to read your resume ensuring you are highlighting your skills in line with the job application, if not edit your resume, highlighting your skills and experience with the role requirements.

If you require any accommodations to our process to suit your individual situation, please make sure you email us at inclusion@bhp.com after you submit your application.

SAVE

Make sure to save a copy/screen shot of the job advert (before it expires) to help you prepare if you make it to the next stage of the recruitment process.

What happens next?

Once you submit your application, you may be expected to complete some of the following:

- An initial video assessment or phone screen
- A formal interview or engagement centre
- Medical, background checks and due diligence questionnaire
- Right to work and criminal and/or reference checks

Finally, please be aware that in some instances our process will take longer than you might expect. We know this isn't ideal, but our team want to make sure that they take the time to review all applications appropriately. Also, many of our Leaders work rosters, which can also cause a delay and we thank you for your patience and understanding if this is your experience.

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BHP Candidate Checklist Application

Candidate Notes:

Why not you?

Visit [bhp.com/careers](https://www.bhp.com/careers) for opportunities.

