



Indigenous Peoples

Candidate Guide – Interview/Engagement Centres

BHP

Congratulations you've made it to the next step in the BHP recruitment process, our **Interview/Engagement Centres.**

At BHP we want your experience with us to be a positive one and to help, we've created this guide to prepare you on what to expect next.

Building a respectful and inclusive culture at BHP is one of our key priorities, we want to create a workplace that includes everyone and allows you to bring your best self to work!

Indigenous peoples are critical partners and stakeholders in many of BHP's operations both within Australia and around the world.

We acknowledge that our Australian operations are located on or near lands traditionally owned or under the customary use of Australia's Indigenous peoples and the long-term nature of our operations allows us to establish long lasting relationships with these Indigenous communities.

Our process is focused on three key values:

- Create a culturally safe interview and assessment environment
- Create a culturally inclusive recruitment process
- Create a cultural connection.

BHP is committed to an inclusive culture, including providing a recruitment process that is fair, equitable and accessible for all. We know that it may be helpful for us to adjust our process to make it fair and accessible for your individual situation.

If applicable – please contact us at inclusion@bhp.com so we can work with you on this.

What to expect?

Interview/Engagement Centres are not just a great opportunity for us to get to know each other, but the experience can also allow you to meet multiple BHP employees and leaders, some of whom you may end up working with.

Interview/Engagement Centres can be done online or face-to-face and, as a minimum, you can expect the following:



Session overview

An opportunity to hear more information about BHP, the roles available and ask any questions you may have on the process or position you have applied for.



Face-to-face

A face-to-face interview and a group activity which normally lasts 1-2 hours.



Online

Interviews with different BHP employees who will ask you questions about your background as well as some scenario questions to help assess your suitability for the role.

To find out more about our Interview/Engagement Centres and to meet some of our leaders and employees, please watch this video:

[Watch now!](#)

Our BHP recruitment process

01

Online application

Have you found a role you would like to apply for? Follow the link and instructions to begin the process as soon as possible.

Please note: A cover letter is not required as part of the application process at BHP.

However, if you wish to include one it must be as part of the same document as your resume and submitted as one file.

Tip: By signing up for job alerts within your candidate profile you can ensure you are notified of relevant future opportunities.

02

Online assessment

In most cases, after successfully submitting your online application we'll send you an email inviting you to complete a virtual assessment, which may include a video and games-based assessment.

The video component allows us to find out more about your real-life experiences and will help bring your resume to life by hearing your responses to questions.

03

Interview / Engagement Centre

Time to get to know each other better through an Engagement Centre or one-on-one interview.

This is a great opportunity to get to know more about BHP, and to ask any questions you might have about the role, flexible work and why others enjoy working for BHP.

04

Pre-employment checks

You may have a second interview or progress straight through to pre-employment checks which can include references, medical and criminal checks depending on the role.

Please note: For some of our FutureFit Academy and Operations Services roles the process can differ slightly as we wait for the next available training intake or site deployment. Your Talent Acquisition specialist will keep you updated throughout your process.

05

Your offer of employment

Congratulations! You've made it to the end of our recruitment journey, and we will be presenting you with a formal offer.

Thank you for your patience throughout this process and understanding that globally there are many people involved. We ask that you appreciate that this is in an effort to ensure the role is the right fit for you, and your future with BHP, as we strive to bring people and resources together to build a better world.

The following tips and preparation questions have been put together to best prepare you when attending our engagement centre, they apply whether you attend this virtually or in person.

Tips for Success

- 1. Take note of the date and time of your assessment and be on time, it's much better to be early and have some time to grab a coffee and relax beforehand.**
 - If you're attending face-to-face, plan your route, making sure you allow for delays, peak hour traffic and parking
 - If you're attending online, find a quiet spot with as few distractions as possible, make sure your phone/tablet/laptop/headphones are fully charged
- 2. Be prepared for the interview.**
 - Look over your resume and think about how your experience relates to the role you have applied for and also be clear on what motivated you to apply.
 - Familiarise yourself with BHP's values and purpose and how they align with your experience, background and work ethic, you can find out more about BHP by visiting our website, or looking at some videos on our YouTube Channel.
 - Chat to people you know who work for BHP family and friends. Your effort will show in the job interview.
- 3. Know Yourself - know your strengths, development goals, and accomplishments.**
- 4. Be comfortable, but also make sure you are presentable - smart-casual clothing is best.**
- 5. We understand that life happens; if for some reason you are unable to make your interview, please communicate to the recruitment team as soon as you can.**
- 6. Most importantly we just want you to be **YOURSELF** in the process and we are here to help - feel free to ask us any questions you may have either about the role, working at BHP or our reward benefits during your Interview/Engagement Centres.**

Preparation Interview Questions

Here are some examples of questions that you could be asked at the engagement centre which can assist in your preparation. Some of the things we are hoping to hear in your answers include:

Teamwork, Problem Solving, Career Goals, Achievements and Decision making.

When answering the questions it's good to use the STAR format which will help you answer the questions in a structured format by describing a Specific situation, the Task, the Actions you took and the Result of the situation.

1. Could you tell me a little bit about yourself and your relevant experience?
2. What motivated you to apply for an opportunity with BHP?
3. Tell me about your current role, what are your day to day responsibilities and how do these relate to the role you are applying for?
4. Can you tell me about a time you noticed a safety concern at work? What was the concern, what did you do, and what was the outcome?
5. Can you let me know about a problem you've recently solved and the steps you went through to solve that problem?
6. What are your future career and work goals? Don't worry - it's also ok not to know what these are!
7. Working in a team is important at BHP. What skills can you bring to a team?
8. Give me an example of when you had to support others in a team.



What happens next



After you complete your Interview/Engagement Centres, if successful, you will be progressed to the relevant due diligence testing, which can include pre-employment screening, including references, criminal checks and a pre-employment medical*.

If unsuccessful, you will be notified by phone or email. But remember, not everyone at BHP was successful the first time and we encourage you to re-apply.

We aim to let you know the outcome within 14 days of attending our Interview/Engagement Centres.

***Pre-Employment Medicals**

Pre-employment medicals are undertaken as a requirement of employment which helps contribute to a safe and healthy workforce. In the mining industry pre-employment medicals prevent injuries and fatalities.

Pre-employment medicals encompass a wide range of different medical tests depending on what role the employee will fill and the physical demands of the role. The range of tests may include:

- Drug and alcohol screening
- Driving assessments
- Vision tests
- Hearing tests
- General fitness tests
- Lung screen, Sleep Apnea test.

More information on the specific medical you will be undertaken will be provide by your pre-employment medical provider at time of booking.

Finally, we want to wish you luck, we know that for many doing an Interview/Engagement Centres either virtually or online can be uncomfortable, but we want to again reassure you that we want you to do well and will try our best to make you feel as comfortable as we can when you meet us.

Good luck and we look forward to meeting you soon!
The BHP Talent Acquisition Team