

BHP

Candidate guide





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The world is changing. Sometimes these changes are barely visible, sometimes they are profound. The only thing we can be sure of, is that change is constant. It's as true today as it was 130 years ago, when seven ordinary men gathered on a small parched plot of land near Broken Hill and dared to think big.

Today, the same hard work and imagination, so valued by our founders, has led us to become a global resources company with operations throughout Australia and around the world. The iron ore, copper, coal, nickel, oil and gas we produce is used to grow cities all around the world, helping to build schools, hospitals, bridges and transport as well as the household appliances, modern electronics and new technology millions of people use every day.

We've been supporting people and communities all across the countries in which we operate, from the Pilbara to the Atacama Desert in Chile, for generations by creating jobs, backing businesses and investing in social programs. And it's our purpose and privilege to continue to keep bringing people and resources together to build a better world.



Our Charter

Our purpose is to bring people and resources together to build a better world – it's the reason we exist.

Our strategy is to have the best capabilities, best commodities and best assets to create long-term value and high returns.

Our Values

Sustainability

Putting health and safety first, being environmentally responsible and supporting our communities.

Integrity

Doing what is right and doing what we say we will do.

Respect

Embracing openness, trust, teamwork, diversity and relationships that are mutually beneficial.

Performance

Achieving superior business results by stretching our capabilities.

Simplicity

Focusing our efforts on the things that matter most.

Accountability

Defining and accepting responsibility and delivering on our commitments.

We are successful when:

Our people start each day with a sense of purpose and end the day with a sense of accomplishment.

Our teams are inclusive and diverse.

Our communities, customers and suppliers value their relationships with us.

Our asset portfolio is world-class and sustainably developed.

Our operational discipline and financial strength enables our future growth.

Our shareholders receive a superior return on their investment.



Our asset portfolio is world-class and sustainably developed so we may continue to help grow the world's cities.

We are among the world's top producers of these five major commodities:



Iron ore

The world will need iron ore for as long as the world needs steel. Our mines produce the iron ore the world needs to make the steel used to build the schools, hospitals, bridges and transport needed to help the world's cities grow.



Nickel

A fully integrated mine-to-market operation that is now well positioned to become a globally significant supplier of battery materials to the electric vehicle market and will soon become one of the world's largest producer of nickel sulphate, a key ingredient in lithium batteries.



Copper

BHP is unique in that we produce not only copper, but uranium, gold and silver across the globe. Copper contributes to pretty much everything we do, and as the world moves to cleaner more sustainable transport, we're only going to need more.



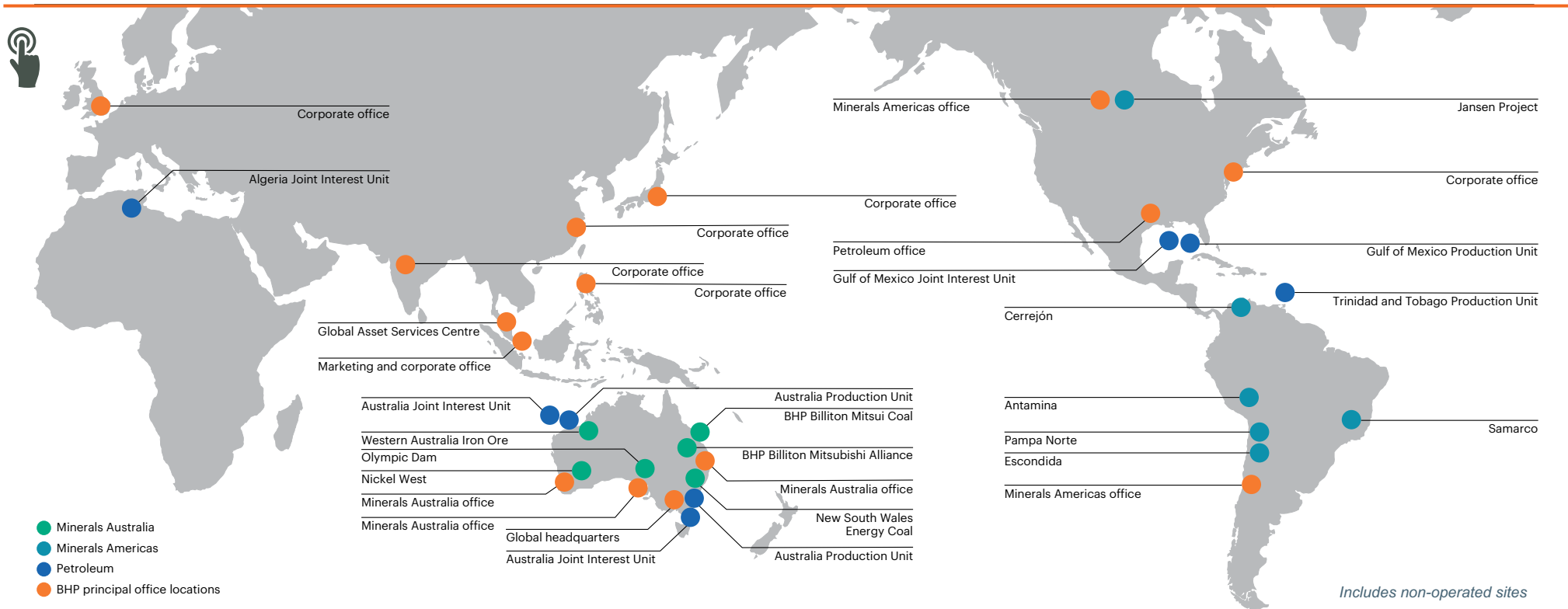
Coal

The mines that make up our assets are the coal producers and suppliers of the seaborne metallurgical coal used in steel making. Metallurgical coal is an essential ingredient in the production of steel, one of the most widely used building materials on earth.



Petroleum

Petroleum fuels make up almost one-half of total energy supply worldwide. Our petroleum assets explore and produce the oil and gas products that are delivered globally to create thousands of essential everyday items in our lives.





Think big. It's what we do, it's who we are and it's who we want to be in the future. What's big to some will be different to others.

But when we all think big together, today's challenges become opportunities to make a difference to tomorrow. To help build a more sustainable world that continues to grow and create better lives for more people. A world that builds opportunities for everyone.

The world needs people who think bravely, think creatively and bring the best of themselves to what they do. It needs people who think big. Imagine what we can achieve next, if we all continue to think big.

The world is relying on the resources we produce, but our ability to meet this need is only as good as our people. So we know that to continue finding new ways to make positive changes within the world, we must also continue finding new ways for you to make positive differences within yourself. That's why we seize every opportunity to help you achieve your goals and reach your potential in the following ways:



Influence the big picture

You will be a part of innovative projects.
Your creativity and innovation will shape
how we balance the needs of communities
with the welfare of our planet.





Find challenge with new choices

We see your skills, experience and background in a different light and, with our diverse range of opportunities, you'll be able to stretch and grow your potential.

Focus on bringing the best you

Your unique experience and perspective are what will lead us into the future we're trying to create and we are cultivating an ongoing culture of respect.





Ask for your best style of life

We value your complete quality of life and understand that work is only one aspect of your wellbeing. So we offer greater flexibility and choices to find what works for you.



**Achieve more within
high-performing teams**

The quality of the team and the culture around you, the determination, motivation and imagination will make achieving great work more enjoyable along the way.

An ongoing culture of respect and inclusion 🖱️

In a world that seems more difficult and unpredictable by the day, it is tempting to sit back, to think inwardly, to think small. But that's not what we're about. It never has been. We know that we are strengthened by diversity and that a culture of inclusivity is what makes great work happen.

We love new opinions and innovative ideas that see the world not as it is, but as it could be. We are committed to creating opportunities and cultivating an ongoing culture of respect and change so we can leave a positive legacy for the generations to come.



The commercial case for workplace diversity is compelling. At BHP, our data shows our most inclusive and diverse teams outperform other teams on safety, culture and productivity.

Gender diversity

In 2016, BHP announced an aspirational goal to achieve gender balance by 2025. We've made great progress in the three years since we announced our goal and now almost one in four employees is female (24.5 per cent at the end of FY2019, up from 17.6 per cent in 2016).

By aspiring for gender balance, we will create a safer, more harmonious culture. We want BHP to be a place where everyone is respected and valued, and want it to be an enjoyable and inclusive place to work.

We've still got more to do and we will continue to focus on enhancing our policies, processes and behaviours, embedding flexible work and making our industry more attractive to diverse talent.

Indigenous employment

We encourage applications and enquiries from Indigenous peoples who are looking to start or continue their career in mining and resources with BHP. Indigenous peoples are critical partners and stakeholders in BHP operations - within Australia and around the world. Many of our operations are located on or near lands traditionally owned by or under the customary use of Indigenous peoples and the long-term nature of our operations allows us to establish respectful, long-lasting relationships with Indigenous communities.



LGBT+ Inclusion

Jasper is BHP's employee inclusion group for BHP's lesbian, gay, bisexual, transgender and others (LGBT+) community and its allies. In a respectful nod to the nature of BHP's work, the group's name was inspired by the Jasper mineral – known for its unique multi-coloured patterns. This characterisation reflects the rich diversity of the LGBT+ community. Jasper is focused on strengthening the Company's culture by providing counsel on ways to mitigate bias and ensure that LGBT+ people are respected, valued and free from discrimination based on their sexual or gender identity.

Jasper is open to all employees whether they be LGBT+ identifying or an ally.



Disability

At BHP, we are nurturing several career pathways that acknowledge a variety of physical and neurological conditions. We believe both neurological and physical differences should be recognised and respected as a variable personal characteristic on par with other examples such as gender, ethnicity and sexual identity. Unlocking perspectives that view our work differently is crucial, and we have adjusted hiring and management practices to reflect just that.

'Let's see talent where others see disability and limitation. Inclusion involves managing diversity.'

– Carolina García, Specialist Technical Training,
Integrated Operations Control, BHP Chile



Our employees are our most valuable resource and our reward philosophy helps demonstrate how we value, appreciate and care for them.

Competitive salaries

BHP compensates its employees competitively through base salary and other pay elements.

Recognition

BHP recognises and rewards employee achievement, both in what is achieved and how it is achieved.

Lifestyle benefits

We recognise there is more to you than your work and appreciate this makes you, you. We have a range of lifestyle benefits that support maintaining balance during your career at BHP.

Workplace entitlements

Throughout our business, we encourage our people to stretch their capabilities and use their functional expertise to help us deliver on our strategy and contribute to our long-term future. To support you to deliver great work every day, we offer a range of entitlements. Eligibility criteria may apply.

Shareplus

Shareplus is a BHP share plan that gives all employees an exciting opportunity to share in our future.

It allows employees to contribute funds that will be used to purchase BHP shares and, subject to certain conditions, to receive a one-for-one match from BHP at the end of a specified holding period.

Shareplus is specifically designed to offer similar benefits to all employees regardless of role, location or business.

Application	<ul style="list-style-type: none"> » Apply online. If you have a resume, make sure you add it to your application. » Complete any application questions (if required). » Complete any testing (if required).
What happens next	<ul style="list-style-type: none"> » Our team will review all applications. This can take time so please be patient whilst we do this. You can check the status of your submission in the Careers Portal. <p>As part of the recruitment process and dependent on your location, you may be expected to complete all or some of the following steps:</p> <ul style="list-style-type: none"> » An initial phone screen or video assessment. » A formal interview or an engagement centre. These can be online via web cam or smart device, in person or via phone. » If required, a medical will be requested along with a due diligence questionnaire. Relevant background and right to work checks and references may also be required (for those candidates based in the USA, these will be requested after you receive a formal offer). Again, depending on checks this might take time, but we will keep you informed on how we are tracking. You can contact your Talent Acquisition team member for an update if required. » Hopefully, the next step will be an offer. If not the Talent Acquisition team member can provide you with feedback on what you need to improve on for next time. Don't be afraid to ask for feedback.
Onboarding	<ul style="list-style-type: none"> » We will be in touch to confirm your exact start date, based on your personal circumstances. » Our onboarding team will commence the process to set you up in our systems. » Keep an eye on your emails for communications on any relevant information you will need for day one, including your inductions, Personal Protective Equipment (PPE), Line Leader contact information, employee numbers etc. » Your new Line Leader will reach out to you pre day one to run through details for your first day. » Enjoy your first day. Your Line Manager will be your first point of contact for any issues or questions whilst you are learning about your new role and BHP.



Visit our Careers Portal for more information

We want you to do well, and believe us when we say that we want to set you up for success.

8 tips for success

- » Don't be late.
- » Smart-casual attire is just fine.
- » Bring a copy of your resume.
- » Make sure you do some general research on BHP.
- » Be clear on why you have applied for the role and how your skills and experience can bring value.
- » Don't be afraid to tell us your preferences around how you want to work - we will always try to make a flexible work request possible whether that is part-time, job-sharing or a compressed roster or work week.
- » Line up your questions for us too.
- » Lastly, relax as much as you can and try to enjoy the experience.

7 tips for online interviews

- » Make sure your phone/computer is fully charged.
- » Do a test run so you feel comfortable with the online platform.
- » Find a quiet space where you won't be disturbed.
- » Choose a well-lit area so we can see you clearly.
- » Use a headset or headphones so you can hear clearly.
- » Dress as if you were attending a face-to-face interview.
- » If you can't hear a question clearly or you don't understand the question, ask us to repeat it until you do - we won't mind.



Discover the answers to some of our most frequently asked questions.

What BHP stands for

- » What is it like to work at BHP?

Getting started at BHP

- » Is there an induction program for employees?

Career opportunities at BHP

- » Does BHP promote from within the organisation?
- » Are there opportunities to develop a career at BHP?
- » If I work outside the mining and resources sector, can I still have a career with BHP?
- » What can I expect to be paid?

Diversity and inclusion at BHP

- » How do you represent the communities in which you operate?
- » Why is a diverse and inclusive workforce important to BHP?
- » How does BHP manage a fair and equitable recruitment process?

Flexibility and work-life balance at BHP

- » Is flexible working available to all BHP employees?
- » At what stage of the application process is it appropriate to discuss flexible options?
- » Does working for BHP mean I have to work a fly in, fly out (FIFO) roster?

Applying for a job

- » How do I apply for a job with BHP?
- » Does BHP have a Graduate program?
- » Can I apply for a job in a country other than my own?
- » Can I communicate directly with a BHP Recruitment or Hiring Manager?
- » Can I email my application to you?
- » Do I need to include a cover letter with my application?
- » Does BHP provide independent career advice?

Applying online

- » How often are new jobs posted on your website?
- » What is the length of time a job remains posted?
- » Can I apply for more than one job at a time?
- » Who can submit an application?
- » What happens after I apply for a job?
- » What is Job Alert?
- » What if I have applied for a job and forgotten my username and password?
- » As an applicant, what can I expect from the selection process?

Contact us

bhp.com/careers 