

› Your Candidate Guide

Traditional Owners and Aboriginal & Torres Strait Islander People. »

This guide is here to support you as you move through BHP's recruitment process - from submitting an application, engagement centres, interview, and hopefully to receiving an offer of employment with us.

At BHP, one of our top priorities is building a respectful and inclusive workplace. We want you to feel safe, supported, and able to bring your best self to work and we want you to be able to feel this as a candidate through our recruitment process.



BHP

For Traditional Owners and Aboriginal & Torres Strait Islander candidates, our approach to recruitment is built around three key values:

- Culturally safe interview and assessment environments
- Culturally inclusive recruitment practices
- Genuine cultural connection

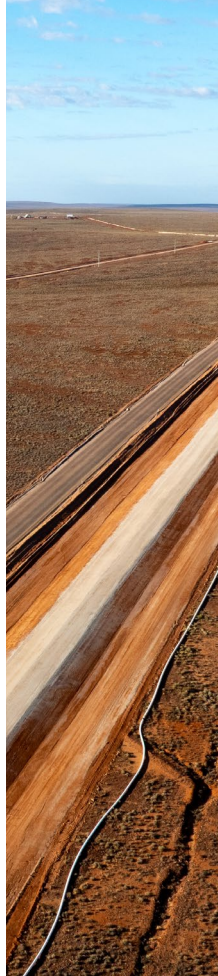
We recognise Aboriginal and Torres Strait Islander people as critical partners in many of our operations - in Australia and around the world.

In Australia, we acknowledge that our operations are located on or near lands traditionally owned or under the customary use of Aboriginal people. Our long-term presence allows us to build strong, lasting relationships with these communities.

BHP's Reconciliation Action Plan (RAP) outlines our commitments to respectful engagement, cultural understanding, economic and community development, and reconciliation. It aligns to our company values of Doing What's Right, Seeking Better Ways and Making a Difference, you can view our RAP [here](#).

[*View BHP's Reconciliation Action Plan*](#)

If you ever need help or encounter challenges in BHP's recruitment process, please email: HRworkforceready@bhp.com.



BHP's Recruitment Process

Our process has five main stages, and this guide outlines each stage of the process in simple steps, with helpful tips to boost your confidence and preparation.



When you do apply, our Talent Acquisition team will be with you every step of the way, making sure you receive the right information at the right time. If you have any questions on your process please reach out directly, the team is here to support you and provide guidance tailored to your situation.

And remember: not every application will be successful the first time, and that's okay. Every attempt helps you grow, building valuable experience and skills for future opportunities.

> To start, you will need to create an account at careers.bhp.com to apply for a role.

01

Online application

Tips for finding the right role

- Read the job advert carefully to see the skills and experience required.
- Some roles, like apprenticeships and traineeships, only open at certain times of the year.
- Set up **job alerts** so you'll be notified as soon as roles you're interested in become available.

Note: Some advertisements are labelled as 'Talent Pools', meaning they are posted in anticipation of future requirements. You may notice that we'll be in touch less frequently for this type of recruitment. These roles often have longer turnaround times as we wait for the right opportunities to open up.

For more tips on how to prepare download our applications checklist [here](#).

Step 1: Online application

All roles begin with an application through our careers page: careers.bhp.com

Resume tips

- Use a simple template, such as one from Word or online.
- Tailor your resume to each role/job.
- Highlight your achievements, not just responsibilities at work.
- Double-check your contact details.
- If you want to include a cover letter, place it at the end of your resume (the system only accepts one file).
- Ask a friend or mentor to review it before you submit!

After you apply

Our team will review your application. If you're successful, the next step will be an online assessment or a phone screen, depending on the role.

02

Initial screening (assessment and/ or phone screen)

Step 2: Initial screening / Assessments

Some roles involve an online video or gamification assessment.

Video assessment

This is where you record answers to set questions. If this feels uncomfortable, please email inclusion@bhp.com or HRworkforceready@bhp.com for alternative options.

Video assessments usually include short games that measure skills, where each takes about 3 minutes. Practice tests are available — try them more than once.

Phone screen

For some roles, you'll have a short call with one of our Talent Acquisition team members. This is your chance to talk about your background, explain your interest in the role, and ask questions.

Tip: Before your call, review the job ad and your resume. Think of examples of your skills and what motivated you to apply.

For more tips on how to prepare download our assessment checklist [here](#).

03

Engagement centre and interview

Step 3: Engagement Centre & Interview

This stage helps us get to know you beyond your application and it's also your chance to see if BHP is the right fit for you.

Engagement Centre

This is usually for apprenticeships and traineeships, and sessions often include:

- **Overview:** Learn more about BHP and the role.
- **Face-to-Face Interview:** A conversation about your story, experience, and aspirations.
- **Group Activity:** Work with other candidates to solve a problem or complete a task.

Interviews

For more experienced roles, you may be invited to an interview (in person or virtual).

Common questions you may be asked about in your interview, include topics such as:

- Teamwork and problem solving
- Career goals and achievements
- Safety awareness

Try to use the STAR method when answering:

1. Situation – Describe the context
2. Task – What needed to be done
3. Action – What you did
4. Result – What happened as a result

How can you prepare?



Preparation tips

- Plan your travel if attending in person and allow extra time just in case.
- Review your resume and how it links to the role and know your strengths and achievements.
- Learn about BHP's values and purpose (website or YouTube) and talk to friends or family who work at BHP.
- Dress smart casual, and neat and comfortable.
- At the end of the interview, you will have an opportunity to ask questions. Consider asking for feedback to support your learning from the experience.

Most important tip: Be yourself, as want to understand you, your story, goals, and personality.

For more tips on how to prepare download our engagement centre and interview checklist [here](#).

04

Pre-employment checks

05

Employment offer

Step 4: Pre-employment checks

If successful, you'll move to pre-employment checks. These may include:

- Reference checks
- Right-to-work check (passport or birth certificate required)
- Medical checks (scheduled and paid for by BHP)
- Criminal history check

Note: How long this takes depends on how quickly documents are provided, and uploading everything promptly helps speed up the process.

Step 5: Employment offer

Once checks are complete, you may receive a formal offer of employment.

Please note: Some roles have fixed intake dates, so timing may vary. However, once your offer is confirmed, our team will provide all the details you need before you start.



We would like you to know

Data Privacy

At BHP, protecting your personal information is a top priority. We're committed to handling your data with care, transparency, and respect. Our privacy policy explains how we collect and use your information throughout the recruitment process.

If you have any questions or concerns, our Data Protection and Privacy Office is here to help, just reach out at dataprivacy@bhp.com.

You can also read our full [Privacy policy](#) to learn more.

Conclusion

We're excited that you're considering a career with BHP.

Our goal is to create a process where you feel supported, respected, and encouraged every step of the way. We know applying for a new role can feel big, but remember: every application is an opportunity to grow. Whether or not you're successful the first time, the experience you gain builds confidence for the future.

Most importantly, we want you to feel proud of who you are and what you bring. [Your culture, your story, and your perspective matter here.](#)

We look forward to meeting you, and hopefully welcoming you to the BHP team one day soon!

