



BHP Candidate Checklist Application

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

Explore roles on careers.bhp.com that match your experience and interests.

☐ SET UP A JOB ALERT

As there are many different career pathways, opening dates, and role types at BHP, we suggest you [set up job alerts](#), so you do not miss future opportunities.

☐ SIGN UP TO INSIDE BHP

Receive insights and updates from us on our recruitment process, plus find gain insights on what's happening inside BHP through this newsletter.

☐ CREATE YOUR RESUME/CV

In preparation for applying, make sure your resume is up to date, reflecting your skills and experience. If you are not sure where to start, you can access resume templates through Microsoft Word, or online resources.

Please note: You can only upload one document, so include your cover letter in the same file (if you choose to add one).

☐ FIND A JOB AND APPLY

Make sure you review the role requirements in line with your own experience and career objectives, and update or tailor it to highlight your skills, where needed, before applying.

☐ SAVE

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

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.

What happens next?

Once you submit your application, you may be asked to complete:

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

Finally, please be aware that in some instances our recruitment process may take longer than expected. This allows our team the time they need to carefully review every application. Some of our leaders also work rostered schedules, which can impact timing. We thank you for your patience and understanding throughout the recruitment process.

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Find your why with us.

Visit bhp.com/careers for opportunities.

BHP