

Our Candidate Journey



[Start](#)



Who we're looking for...



We need people who share our belief in a better future for mining and are ready to make a difference. Have you got what it takes?

We offer an [incredible range of career opportunities worldwide](#) and each demands particular skills or experience. But there are certain qualities we look for in all of our people.

You'll need to be someone who can bring our [values](#) to life by following our [Code of Conduct](#). You'll be able to look beyond processes to the lives we touch. And you'll be a team player, ready to share ideas, collaborate, challenge and support those around you, creating positive and long-term change.

To help you better understand our recruitment process and guide you through your candidate journey, we've mapped each step of the recruitment process on the next page.

We have also included some useful resources and handy tips to help you on your way. We commit to keeping you informed in a timely manner at each of the recruitment stage.

We take your data protection rights and our legal obligations seriously. Your personal data will be treated in a secure and confidential manner and only as set out in our [Applicant Privacy Notice](#).

View our Interactive [Candidate Journey Over view on the next page](#).



Online Application



Screening and shortlisting



Interview



Assessments

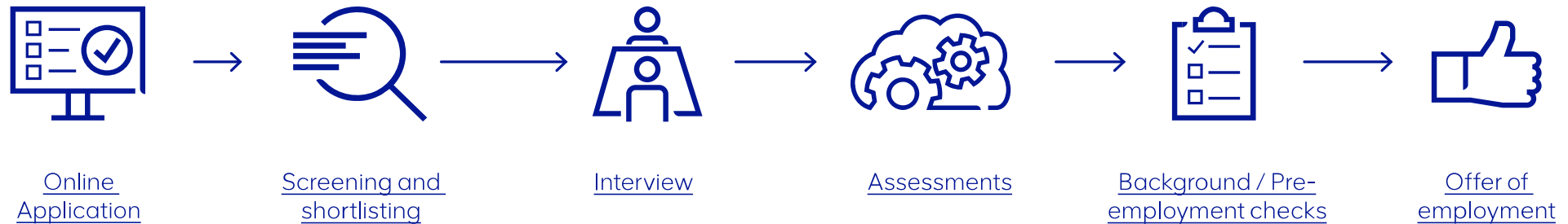


Background / Pre-employment checks



Offer of employment

Candidate Journey Overview



Once you find a role that interests you in our careers' portal, the first step is to complete the application form.

During the screening process we review the information that you provided to us in your application to get some first impressions of you and make recommendations to the hiring manager.

Anglo American uses a behavioural-based, structured approach to interviewing in order to understand a candidate's capability, matched against a specified role.

We may ask a candidate to undergo assessments as part of the selection process. This will provide us with detailed insights about your cognitive capability, personality, motivations and drive in relation to the role.

The purpose of background checks is to gather information about a candidate to determine whether the information presented to us was correct or if the candidate poses a risk to our organisation.

Your employment offer will be sent to the email address you used to apply for the role (if this has changed, take a few minutes to sign into your profile and update your contact details).

Online Application

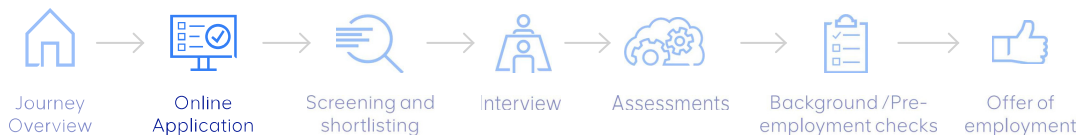


Once you find a role that interests you in our careers' portal, the first step is to complete the application form. Please take a few minutes to complete the form online. If you've already applied for a role before you can your use your SmartProfile to apply. Don't to worry if you've forgotten your username or password, you can easily reset by clicking forgot password.

Alternatively, you can apply by using your social profile like LinkedIn, upload a CV/resume (the system will import your CV data) or enter your information manually.

Once you have completed the application process you will receive a confirmation email thanking you for your application. We endeavor to contact all candidates as soon as possible after the closing date of the advertisement.

During your application you will be required to complete a set of screening questions. Screening question help us to quickly and easily identify the most suitably qualified applicants who need to progress in the hiring process. do not meet the minimum job requirements



Screening and shortlisting



During the screening process we review the information that you provided to us in your application to get some first impressions of you and make recommendations to the hiring manager.

Telephone interviews

Telephone interviews form part of the screening process and are used by Anglo American to screen candidates and narrow the pool of applicants who will be invited for panel interviews. A member of the recruitment team will give you a call for a short conversation to discuss your background (including skills, qualification, experience, career interests) and the current opportunity so that we can get to know you a little better. The interview will take approximately 15-30 minutes and usually consist of similar questions for all candidates. Due to the high volume of applications, you will only be contacted if you are selected for a telephone.

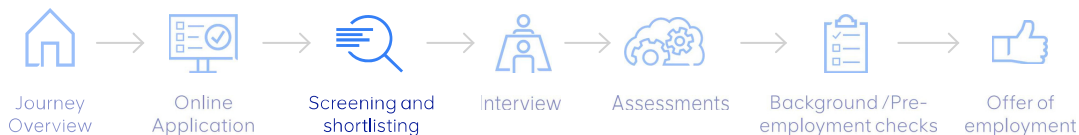
On Demand Video

This type of interview helps us get to know you better and evaluate your skills, qualification, experience, career interests through a series of interview questions. These are not live interviews with interviewers, but a set of pre-recorded questions that selected candidates will need to respond to. Candidates are screened against the requirements and the capabilities of the role. The video interview takes about 15 minutes to complete.

If you have been invited to undertake a telephone interview or an OnDemand video interview – congratulations! The resources below will help you prepare.

Some handy tips for video interviewing:

- Use the telephone interview as an opportunity to sell yourself and your capabilities
- You will need to have access to the internet
- Find a quiet place and ensure you have a stable connection
- Take the time to read the interview instructions and complete any practice questions



Interview



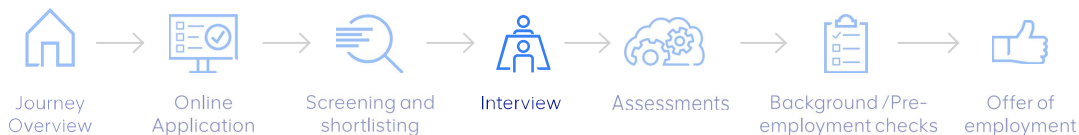
Well done for getting to this stage. At Anglo American we view the recruitment process as a two-way decision-making process; it is an opportunity for you to find out about Anglo American and the role, and an opportunity for the organisation to find out about the candidates (in particular skills, experiences, behaviours and motivations).

Interviews are often held with multiple interviewers and an interviewee at once, but you may meet with one interviewer. You might also go through multiple rounds of interviews that ensure you're the right candidate for the job depending on the scale and scope of the position. Interviews are conducted by trained interviewers and we expect the duration of your interview to be between 60-90 minutes.

Anglo American uses a behavioural-based, structured approach to interviewing in order to understand a candidate's capability, matched against a specified role. What this means is that during the interview you will be required to draw on experience and describe specific examples of incidents that demonstrate your capability in an area.

Interviews can take place in person, over the phone or video call. During the interview, we'll ask you some questions about yourself and the capabilities that are essential for the job for which you've applied. You will also get an opportunity to ask us questions.

You may be invited to additional interviews and you may be interviewed by more than one person.



Assessments



We may ask a candidate to undergo assessments as part of the selection process. This will provide us with detailed insights about your cognitive capability, personality, motivations and drive in relation to the role.

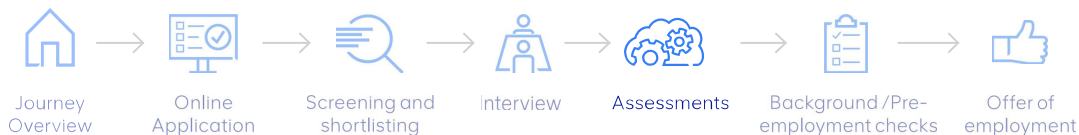
These assessments can take place in a multitude of forms. These may include psychometric assessments, skills-competency measurement tools or interview-led assessments. Often, they are administered either online or taken in person in an office setting or on site.

The length of the assessments varies and depend on the combination of assessments that you need to complete for the role.

Should your profile and capabilities not meet our requirements based on the outcomes of interviews and/or assessments, we may arrange with you to keep your application on our talent community for future vacancies.

Some handy tips:

- The advantage of online assessments is that you can do them whenever you want to. Pick the best time suitable to you
- Find a quiet place where you won't be distracted by phone calls, visitors, emails, etc.
- Ensure that there are no interruptions or distractions while you are working on the assessments
- If you are invited to complete your assessment on site, make sure you have the correct address and details of contact person
- Make sure you are in good physical and mental shape
- Check systems requirements for online assessments



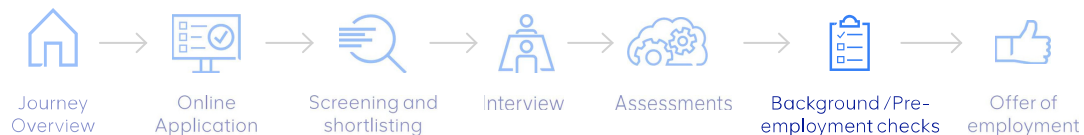
Background/ Pre-employment checks



Well done! if you've reached this stage, you're one of our top candidates.

A recruiter may request you to complete a form that will allow us to do background checks on you. The purpose of background checks is to gather information about a candidate to determine whether the information presented to us was correct or if the candidate poses a risk to our organisation.

The types of background checks conducted depend on the nature of the role and may vary by country or region. These include criminal checks, qualifications, identity verification, credit checks and driver's licence. Most background checks can be completed between three days to one week depending on checks requested.



Offer of employment



Congratulations on making it to this stage, we're as excited as you are!

Your employment offer will be sent to the email address you used to apply for the role (if this has changed, take a few minutes to sign into your profile and update your contact details).

All the relevant documentation you'll need to complete will be within your offer. The offer may be contingent on successful results from background checks, medical examination or other requirements.

Once your contract of employment is signed, we'll begin your integration into the team as soon as possible

Welcome on board we're thrilled you'll be joining us!

