

# What can you expect in our recruitment process?



- Applications to be made online and CV uploaded
- Register your details and create job alerts for future vacancies

- Applications will be reviewed against key criteria
- If you progress, a brief screening interview will be conducted
- Shortlists created and will be viewed by the hiring manager
- A status update will be provided to all candidates at this stage

- Shortlisted candidates who progress to interview will attend a face to face or online video interview
- Information will be provided to assist with the preparation
- A 2<sup>nd</sup> interview may be required

- If you are the preferred candidate, pre-employment checks such as police checks, security checks and health checks will be undertaken
- For some roles, you may also be invited to complete a psychometric assessment and/or skills assessment

- Upon satisfactory completion of the checks, we will be thrilled to provide a verbal offer of employment!
- A formal Letter Of Offer will be issued
- Access to our onboarding portal will be provided to prepare you for Day 1 of your career with us!

# Candidate Experience Charter

**At BAE Systems Australia we aspire to deliver a best in class candidate experience.**

**Our commitment is to:**

- Ensure a fair and equitable application and selection process
- Provide clear and accurate information on job opportunities
- Provide timely application status updates and feedback to our candidates
- Value diversity and make hiring decisions that support our inclusive culture
- Treat all candidates with dignity and respect
- Welcome candidates into talent pools for future considerations
- Consider candidates for a wider variety of opportunities – not just the first role they apply for
- Encourage and value feedback from candidates
- Use all feedback collected to continuously improve our service

**We are also a member of the Circle Back Initiative where we commit to respond to every applicant.**

