

## Recruitment process: 'blue collar' roles

### Change in advertising process

Alcoa now advertises and recruits talent pools for 'blue collar' roles, which include production operators, mine operators, refinery workers, stores officers, terminal officers and mechanical and electrical trade positions. These talent pools are used to fill vacancies as they arise. Advertising for talent pools depends on supply and demand of candidates and job opportunities.



### Applying for talent pools

Monitor [Alcoa's jobs boards](#) or [www.seek.com.au](http://www.seek.com.au) for talent pool advertisements. It is recommended you set up a job alert through your Workday profile to receive notifications of talent pool vacancies. Due to the large volume of applications received we do not respond to all applicants; if an applicant has not heard from us within four weeks of the closing date then they should deem their application unsuccessful.

### Video interview short-listing

Alcoa has introduced Sonru video interviewing as a short-listing tool to enable assessment of the suitability and motivation of large numbers of candidates prior to selection for Assessment Centres. If those chosen to conduct a Sonru video interview do not have access to a computer to complete this or do not feel comfortable doing a video interview, they will be offered a short phone screen interview as an alternative. Video interviews only consist of five questions and take approximately 5-10 minutes to complete.

### Assessment centres

Our assessment centres are facilitated by the Alcoa recruitment team and are held at various Alcoa sites and offices. The half-day sessions include speed interviewing with Alcoa employees, team activities and in some cases, site tours. These assessment centres are used as part of the decision-making process and selection for the next step in the recruitment process.

### Psychometric testing

Following the assessment centres, preferred candidates will be asked to complete an online psychometric assessment. This information is kept strictly confidential and testing takes approximately two hours to complete.

### Background checks

Background checks are the verification and/or discovery of information presented by a candidate relevant to their application, such as employer verification, police clearances, etc. Applicants will be advised if background checks are required. Whether or not we conduct background checks depends on the role applied for. Under the Privacy (Private Sector) Amendment Act 2000, consent will be sought before a background check is conducted.

### Reference checking

At least two recent and relevant referees will be requested and contacted if you are progressed further in the interview process. Referees should be a direct manager or supervisor from your current or previous employers. Information gathered from referees is private and confidential and will only be discussed among the Alcoa interview panel.

### Talent pools

If successful, candidates will be notified that they will be included as part of our talent pool for the role they applied for and will be contacted if a vacancy arises and they are selected for consideration. Monthly and bi-monthly communication will be conducted with talent pool candidates to provide an update on opportunities and to see if their status or preferences have changed.

### Medical

Prior to offers of employment, pre-employment medicals are conducted as a baseline to ensure applicants are fit for the role. Alcoa does not discriminate against applicants at pre-employment medicals. Medical assessments include a health questionnaire and tests relating to hearing, sight, heart, lung/respiratory, weight and height. A urine-based drug test is carried out under supervision by a medical practitioner. All results are referred to a Doctor who also conducts a general physical examination. Assessments take place at either an Alcoa Medical Centre or an external medical provider, depending on availability. Results are treated confidentially.

### Offer of employment

Successful applicants will receive a verbal offer and Letter of Offer referencing employment conditions, a start date and induction program details.

To obtain further information about our Australian recruitment process email [AUARecruitments@alcoa.com.au](mailto:AUARecruitments@alcoa.com.au)

