

Recruitment process: general, including ‘white collar’ roles

In Australia, Alcoa has a comprehensive recruitment process which gathers information about an applicant’s employment history, training, education and motivation for the role. The selection process involves these steps:



Applying for a vacancy

Monitor [Alcoa’s jobs boards](#) or www.seek.com.au for Australian employment opportunities. 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.

Interview short-listing

Applicants are short-listed for an interview based on information supplied in their covering letter and resume which should address the specific role requirements as outlined in the job advertisement.

Interview

Face to face, video and phone interview questions are predominantly behaviour based and the same questions are asked of all candidates. Interviews are where candidates have the opportunity to talk about their skills, knowledge and experience. We encourage candidates to ask questions at the interview stage to better understand the role and Alcoa.

Psychometric testing

Following the interview, preferred candidates will be asked to complete an online psychological assessment. This information forms part of the recruitment decision process and is kept strictly confidential. Testing takes approximately two hours to complete but can be greater, depending on the level of the job.

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 the 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.

Medical

Pre-employment medicals are conducted as a baseline to ensure candidates are fit for the role. Alcoa does not discriminate against candidates 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 occur at either an Alcoa Medical Centre or an external medical provider, depending on availability. Results are treated confidentially.

Final feedback

The complete process can take up to six weeks depending on candidate availability. Candidates progressed beyond the interview stage will hear from a recruitment consultant when a decision is made.

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

