



The application process...

BP is one of the most successful energy companies in the world, with operations in around 80 countries. Our business is complex, **diverse** and often challenging – we need to attract and engage people with genuine talent, ability and drive.

We've looked at our application process and listened to feedback from candidates to make applying for a job at BP as simple and straightforward as possible.

Of course, interviews will vary slightly based on your experience, field of expertise and region you are applying to – but here are the three main steps once you have **searched for** and found a suitable role:





Step 1

- **Apply on line.** You must make sure you meet the minimum requirements of the role – otherwise BP's Talent Acquisition System (q.v. the job search system) will automatically reject your application.
- Your application will be screened by our specialist resourcing team and will likely be reviewed by your potential manager as well.
- We may arrange a **telephone interview** with you. If you review any of the job specs online, you will see the key "**competencies**" for the role – the telephone interview is to ascertain that you broadly meet these criteria.
- *Your application process may include technical questioning whereby your responses will be reviewed and assessed in line with job requirements – typically technical and operational roles will have this assessment.*





Step 2

- The next stage is a face-to-face interview. This will comprise a general discussion and a more in-depth **competency based interview** plus a technical assessment if applicable. You will meet your Recruiter and your hiring manager at this stage and perhaps other stakeholders – the people you could be working with. We feel it's important for you to meet some of your potential colleagues up front – it will give you much more of a feel for the working environment.
- Depending on the role you apply for, we may ask you to participate in some psychometric testing. If this is required, your Recruiter will explain the process and give you clear guidance on how to complete this, as well as answer any questions you may have. The important thing with this type of exercise is to answer the questions as honestly as you can as the evaluation is really designed to assess your suitability for the role.
- Depending on the type of role you're going for, you may have to visit an assessment centre – but guidelines will be given ahead of time if this is the case. You should make sure you are clear on what and how you will be assessed and what is expected of you. It's important to listen carefully and to ask questions if you are not 100% certain of what is being asked of you, be up front about this. Rest assured that asking a question won't affect your assessment – you're not going to be marked down for requesting clarity!





Step 3

- If you have been successful – Congratulations! Your recruiter will contact you to make a verbal offer. Assuming you accept this, we will quickly follow up in writing.
- Depending on your country of location we may need to conduct Pre-Employment Screening checks, for example: educational qualifications, employment history / references and right to work in the region of employment. Don't worry, all this will be made clear in advance and you'll have plenty of time to get the necessary information together.
- Once you have passed our pre-employment screening the welcoming process begins and we'll do all we can to help you prepare for your new role with us. As well as keeping in touch with you following your job offer, we'll have everything ready for your arrival. You'll meet your line manager on your first day and you will be introduced to your buddy, who will be someone who knows the ropes and will be a great point of contact should you need some help.

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Welcome to BP!





Useful tips

Make sure your CV/Resume is up to date.

When you set up your account, register for job alerts – each time a role becomes available that fits the criteria you specify, you'll be automatically emailed.

Do make sure that you tailor your application for a role, that way you will receive jobs that fit your job search specification. Also, be certain to answer the questions in the applications as fully as possible as this will help our specialist recruitment team.

It is absolutely essential that you complete your application form accurately and truthfully, including, if asked, all exam or module marks, dates and grades achieved. We often have to check these, so please be honest and up front with us.

Preparation is always key. Visit BP's [website](#), [Facebook](#), [LinkedIn](#), [YouTube playlist](#) and [Flickr](#) pages and do some research on us. We are really active on our social media channels. A job interview should be a two-way conversation and a two-way assessment, so you need to know as much as possible about us, the company and the role you're applying for.

We will do our best to respond to your application, but we can't guarantee an exact turnaround time – but our commitment to you is that we will get back to you as soon as we possibly can.

Finally – don't be discouraged if you aren't successful on your first application. We encourage you to keep checking the job alerts you have set up, make sure your searches are as accurate as possible and carry on conducting your research on BP - you never know what you might learn which may come in handy later on. Best of luck – we hope to hear from you soon.

