Application process

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** Application and early stages in the recruitment process
- **Apply online.** Make sure to read the job description thoroughly, take care that you apply online. Make sure to read the job description thoroughly, take care that you apply online.
- **Prepare for your application.** Ensure your CV/resume is up to date. Do make sure that you tailor your application for a role, that way you will receive a call to discuss the opportunity with your chosen contact person. 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 key.** Visit bp’s website, Facebook, LinkedIn, Instagram and YouTube pages and do some research on us. We are very 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 cannot 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 CV/resume is 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.

**Step 2** The final stage in the assessment process
- **The final stage will usually be a face-to-face interview.** This will comprise a general discussion and a more in-depth competency based interview. Technical assessment if applicable. You will meet your talent acquisition contact and your hiring manager at this stage and perhaps other stakeholders – the people you will 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 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. 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 3** Offer and onboarding
- **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 information will be made clear in advance and you’ll have plenty of time to get the necessary documentation required.
- **Once you have passed our pre-employment screening the welcoming process begins.** We will help you to 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 have a general discussion and a more in-depth competency based interview plus a technical assessment if applicable. You will meet your talent acquisition contact 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.

**Helpful 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 your job search specification, you’ll be automatically notified.**
- **Do make sure that you tailor your application for a role, that way you will receive a call to discuss the opportunity with your chosen contact person.**
- **Preparing your application for a role, that way you will receive a call to discuss the opportunity with your chosen contact person.**
- **We will do our best to respond to your application, but we cannot 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 alert you have set up, make sure your CV/resume is 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!