THINK BEFORE YOU APPLY

✓ Application Tips:
  o Fill out applications completely and honestly
    ▪ Read the questions carefully, answer all parts of each question
  o Attach a resume that outlines your previous employment and skills
  o Call to confirm that the application was actually received
  o Do you really want the job? - Don’t apply if you aren’t interested in interviewing

✓ Interview Tips:
  o Show interest when interviewing
  o Dress for the job you are interviewing for
  o Leave cell phones and other devices in the car
  o Have a firm handshake
  o Prepare questions to ask the employer when given the opportunity

✓ Are you willing to perform pre-employment testing and are you confident that you will pass? – Most mining companies perform these pre-employment tests, and require that you pass them before hiring you.

  Background check- Be honest about past convictions if asked on an application, because they WILL show up on a background check. Just because you have been convicted, does not necessarily disqualify you.

  Pre-employment physical- Stay healthy. You must meet the minimum physical capability requirements in order to perform the job you are applying for.

  Pre-employment drug screen- Stay sober. Mining is a zero-tolerance field for being under the influence of drugs and alcohol at work. You will get tested. Different forms of testing include urine, oral swab and hair samples. Some tests are more accurate and can trace back further than others, so be smart and stay clean. Oftentimes the employer will also drug/alcohol screen randomly during your employment, post-incident/accident and for reasonable suspicion.

✓ Other Tips:
  o Be prompt to respond to requests for additional documentation during background checks. The sooner you respond, the quicker you can be hired
  o Give your current employer appropriate notice of resignation...your new employer would want you to do the same for them.
  o Be prepared to bring all documentation needed for a new hire orientation.

These tips were compiled by Chelsey Kent, PHR, HR Business Partner
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