

# Employment/Application FAQs

## General

### **Does BC Pension Corporation have offices across BC?**

No. We have one office location in Victoria, BC. Just two kilometres from downtown Victoria, our office is on the Selkirk Waterfront.

### **Are there opportunities for career advancement? If so, how does that process take place?**

Absolutely! With over 650 employees across five divisions, there are lots of opportunities to grow and take on new challenges. We offer internal-only job postings, as well as job postings open to both internal and external applicants.

### **What should I do if I don't see a job opportunity posted that matches my skills?**

If you are interested in working for BC Pension Corporation but don't see the role you're looking for, we encourage you to join our Talent Community!

By joining our Talent Community, you can opt in to receive job alerts based on your career interests.

### **If I don't have all the qualifications listed on a posting, should I still apply?**

Under the "what do you need to succeed" section of our job postings, everything listed under the "must have" section is generally required for you to move forward in the recruitment process.

Everything listed under "nice to have" is preferred, but not necessarily required to move forward in the process. In some cases, you'll see that we may accept "equivalent experience." That can mean we may consider experience

(including non-paid experience) in place of some educational requirements.

### **Am I able to apply to multiple positions?**

Yes, but make sure your resume and cover letter (if required) are customized to the position you are applying to and that your profile and answers to the application questions are accurate and up to date each time you apply.

### **Does BC Pension Corporation support flexible work schedules?**

We offer a variety of work options (modified workweek, on-campus work, or a hybrid of home/on-campus) and flexible work hours.

BC Pension Corporation has implemented a hybrid work model where staff are supported to work part of their time from home and part of their time in office. This will support our culture of community and connection while we continue to maintain flexibility, productivity, and collaboration.

### **Does the BC Pension Corporation have a scent-free policy?**

We actively encourage a scent-free workplace. All employees, contractors, and guests are expected to support this endeavour.

### **If I have questions about a posted position, who can I contact?**

If you have questions about a posted opportunity, please email [jobs@pensionsbc.ca](mailto:jobs@pensionsbc.ca), and a member of our talent acquisition team would be happy to assist you.

### Do you offer internships? How do I apply?

We offer co-op opportunities three times per year (January, May, and September) to students registered in a recognized co-op program with a post-secondary institution. These opportunities are posted on our [website](#).

### How can I stay informed about new opportunities?

You can sign up for job alerts by joining our Talent Community on our [website](#), which will send you a weekly summary of all new job postings. If you have already created a profile, you can update your preferences in the Info and Alerts section of your User Profile.

Follow us on [LinkedIn](#) and [Instagram](#) where we regularly post new opportunities.

### Do you offer part-time positions?

On occasion we do have part-time employment opportunities. In the “Job Type” section of the job posting it specifies the nature of the position, be it permanent or temporary, full-time or part-time.

All positions are full-time unless otherwise stated. Full-time equates to 35 hours per week.

## Applying for a job

### Where do I send my application?

Applications are accepted through our [website](#). Application requirements and instructions are provided on each posting.

### Does your organization use an Applicant Tracking System? If so, how does that affect how I should format my resume?

Yes, we use an Applicant Tracking System. Resumes can be submitted in Word (.doc) or PDF format. Our talent acquisition team reviews every application received.

### Are cover letters required? Who should I address my cover letter to?

Each job posting has its own application instructions. The job posting will specify if a cover letter is required. If required, you can address your cover letter to the Selection Committee.

### I made a mistake on my application. Can I replace my previous application with a new one?

If you need to update your application, please email [jobs@pensionsbc.ca](mailto:jobs@pensionsbc.ca) for assistance.

### Can I apply for a position if I’m not a Canadian citizen or permanent resident?

You must be a Canadian citizen or permanent resident of Canada to be considered for permanent opportunities. If you have a valid work permit, you are eligible to apply for temporary opportunities.

### What happens after I submit my application?

You’ll receive a confirmation email advising you that your application was received. If you did not receive a confirmation email, send an email to [jobs@pensionsbc.ca](mailto:jobs@pensionsbc.ca) stating the competition number, and we’ll verify if your application was received.

We commit to providing you with an update on the competition within two weeks of the posted closing date.

### Do I have to apply for each position that I’m interested in, or is my resume looked at for multiple vacancies?

Yes, you need to apply for each position that you’re interested in.

### Evaluation process

#### How is my resume evaluated?

When we evaluate resumes, we are looking for evidence that you meet the education and experience requirements as stated in the job posting. The better you can do this, the greater your chances of moving forward in the competitive process.

#### What can I expect from the interview?

Our interviews are conducted by a panel. Panel interviews are efficient and support a fair and transparent recruitment process. Review our interview tips for suggestions on how to put your best foot forward.

#### What makes the difference between a successful interview and an unsuccessful interview?

Ensure you're clear about the job you're applying for and answer each part of the questions asked, providing details that are relevant to the job. Often there can be a question within a question, so make sure you've addressed everything being asked.

#### Are there stand-out qualities you look for in an interview? How can I best demonstrate this?

We look for engaging candidates who can demonstrate the desired competencies, knowledge, skills, and abilities, and align them with our corporate values.

#### Besides the interview, what other types of assessment are there in the evaluation process?

While assessments may vary from position to position, past work performance is a required assessment for all positions. Other assessment methods are based on the specific qualifications for the job. Assessments may include a written test, a presentation, or other methods to identify the best-qualified candidate.

Not all competitions will have additional assessment methods.

#### What is the compensation package?

In addition to a bi-weekly salary, regular employees receive extended health and dental benefits, life and disability insurance, and a defined-benefit pension plan. Visit our [website](#) for more information on what we offer.

As a regular employee, you'll be eligible for BC Pension Corporation's comprehensive benefits package. This package is valued at 25.4 per cent of your annual salary. Did you know that if you are covered under someone else's benefits, you can coordinate the two plans to enjoy even greater coverage?

If you are offered a temporary or auxiliary position, you'll receive vacation pay on top of your regular pay, instead of paid time off. You'll also receive an allowance in lieu of health and wellness benefits.

#### I currently work for the Government of BC. Can I transfer my benefits and vacation to BC Pension Corporation?

If you're currently a regular employee of the BC provincial government, your benefits and vacation will transfer over in most cases.

#### What is an offer of employment subject to?

If you're the successful candidate, you'll receive an offer letter subject to the satisfactory outcome of a criminal record check and other conditions, like proof of credentials, as required.