



Our Hiring Process – Step by Step



*Learn about our hiring process
and get job application and
interview tips.*

The Process

WHAT TO EXPECT WHEN YOU APPLY

We know hiring processes can seem daunting, but our recruitment mission is to provide all our candidates, from entry level to leadership, with access to the same information and resources.

Our hiring process is an important part of our culture. At BC Pension Corporation, we strive to maintain an inclusive workplace that includes diverse perspectives and experiences. That starts with a merit-based process that's fair and transparent, and provides equal consideration of all candidates.

GET TO KNOW US

Our goal is to provide you with enough information to feel like BC Pension Corporation is the right place for you and your career, and that you're applying for the right job.

Check out our [website](#), and [Instagram](#) and [LinkedIn](#) channels, for insight into our organization. We want to acquaint you with the work that we do, and how we work together to provide peace of mind for our members and our member employers.

Once you've familiarized yourself with our organization and our aspirations, objectives, and values, the next step is to create your profile.



1. CREATE YOUR PROFILE

It takes just a few minutes to set up your profile. Your profile provides us with your contact information, so we know how best to reach you.

Once you have your profile set up, it makes it easy to apply for jobs. Focus on jobs where you meet the qualifications. It may be tempting to apply on everything, but it does not work well – trust us.

It's a few simple steps from there:

- Click on the Apply Now button and enter your email to start your job application. You will receive a verification code to your email and will be prompted to enter this code to confirm your identity.
- Once your identify is verified, you will answer some general questions about your eligibility and your applicant status.
- You may be asked to complete an online questionnaire to demonstrate how you meet the job requirements. Your responses may be used to shortlist you, so be sure to spend some time on this step.
- Upload your resume and any other relevant documents.
- Submit your job application. You will receive a confirmation email.



2. PREPARE YOUR RESUME

Make sure your application clearly states how you meet the specific education and experience requirements listed on the job posting. The better you're able to do this, the greater your chances of moving forward in the competitive process.

To learn more about writing effective, targeted resumes, download our resume tip sheet.



3. ASSESSMENT

If your education and experience are a match, we may ask you to complete an online assessment.



4. INTERVIEW

If you met the qualifications for the position and passed the assessment (if applicable), you'll receive an invitation for an interview.

Depending on the position, you may be provided with some or all of the interview questions prior to your interview.

For tips on how to set yourself up for interview success, download our interview tip sheet.

We'll let you know during the interview about next steps and when we'll be making a hiring decision.

After interviews have been conducted, successful candidates will be asked to provide two to three employment references, including a current supervisor. Be sure to check with your references beforehand so they're aware we may be contacting them.

Don't be afraid to ask for feedback. Feedback is a gift!



5. THE OFFER

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. The letter will provide you with details about salary, the terms and conditions of employment, who you report to, and when you start. You'll be asked to sign and return the letter.

To learn more, visit our [Employment/Application FAQs](#).

