



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.





Top tips...

Here at BP we understand that job interviews can be daunting, but we want to ensure that you perform at your very best. We are committed to this view in principle 5 of our **Candidate Charter** (Enable best performance and learning experience). The most important point to remember at an interview stage, is that interviews are a two way process. They are also an opportunity for you to understand if the role and organisation is right for you.

Below are a few suggestions on how to approach your interview with us – for all types of interview, whether it is virtual, via the phone or face to face.





Telephone/Virtual Interviews

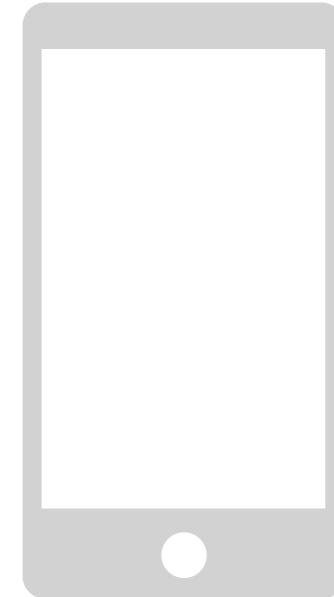
- Try a dry run. There are so many ways to record yourself these days that it's an easy way to check how you sound to others and all those funny "ums" and "has" you might be making can, with practice, be avoided. Ask a family member, friend or colleague to run through some questions and play your answers back to yourself.
- Smile as you dial (really, this works!). A smiling voice sounds positive and upbeat, coupled with great energetic body language will ensure that you come across positively over the phone. **Forbes have some further information** on this.
- Be in the right place. Find a quiet spot somewhere, maybe at the kitchen table or office desk equivalent to conduct your interview – you will be amazed how much better you perform when sitting up rather than slumped on the sofa or lying down in bed!
- Try to ensure that pets and children are not in the same space for the interview time – they can be distracting and to give yourself the best chance, you need to be focused on the task at hand.
- If at all possible, try to use a landline and not a mobile phone when being interviewed. Mobiles – as great as they are - can drop out, lose signal or play your favourite text alert jingle when you're in mid-flow. Nothing like a blast of your favourite pop song to break your concentration in mid-interview. If you don't have access to a landline, do make sure alerts are off and try to use a headset to avoid brain-frazzle.





Telephone/Virtual Interviews

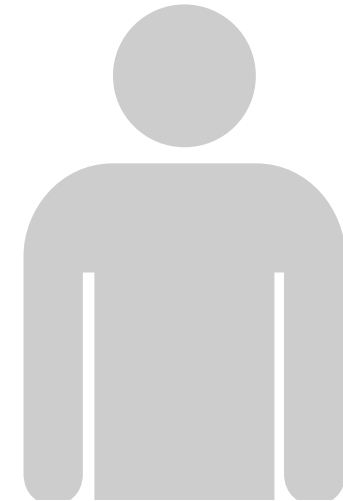
- Remember to breathe and try to keep your speaking pace steady. We'll try to make the discussion as relaxed as possible, but still - most people are nervous when they are being interviewed – and this can come across at a machine gun rattle.
- Give the interviewer a chance too! On a telephone interview, there's a tendency to speak-over and interrupt. It's probably nerves – so bearing this in mind, keep calm and carry on.
- Drop us a line. A quick thank you note to your interviewer goes a long way to show engagement and courtesy (like a handshake at the end of a face to face interview). It's a quick thing to do and it really does show a positive attitude (and that you've more than likely read these tips, which is indicative of a pro-active and keen candidate).





Face to Face Interviews

- Review your CV / resume - Make sure that you know the details inside and out as it may have been a while since you submitted it with your job application. Have a look through it again to ensure that you can answer any questions.
- Conduct a bit of research – understand a little about BP and the business area you are interviewing for. Review [bp.com/careers](https://www.bp.com/careers), [facebook.com/bpcareers](https://www.facebook.com/bpcareers) and [linkedin.com/company/bp/careers](https://www.linkedin.com/company/bp/careers) plus there are some great videos on YouTube as well.
- A good understanding BP's **Values and Behaviours** will most certainly help you too.
- BP interviews are competency based. Remember, it's not always about a right or wrong answer but how you approach the question, and the structure to your answer and your ability to be able to demonstrate relevant examples of situations you've faced in the past and what you did in those situations with key learnings.
- There may also be a technical interview. No matter what your discipline, from HR to engineering, this will consist of questions around your technical expertise. Remember - technical knowledge is very important, but also how you approach problems, construct your thought process, and demonstrate personal skills is assessed as well.





On the Day

- Arrive early – try and give yourself some time to relax before the interview and make sure you are as calm and prepared as you can be.
- Answer questions honestly. Relax, smile, ensure you have good body language and eye contact but most importantly, just be yourself.
- If you don't understand a question, simply ask the interviewer to clarify, and if you don't know the answer be honest. This will help your discussions be more authentic and transparent.
- Take a moment to really think about the questions that you are being asked and use plenty of examples from your past experience, from as many different roles and originations that you have worked for as possible. Varied and interesting examples will help enrich your interview dialogue.
- Interviews are a two-way process – it's also an opportunity for you to decide if BP is the right organisation for you.
- Ask questions too. It's not mandatory, but it is an opportunity for you to understand any areas you wish to explore further, such as your development, the team you could be working with and BP as a whole.





Next steps

- Within our **Candidate Charter**, we commit to enabling you to take away valuable learning, whatever the outcome. So where possible we will provide feedback (this can be restricted by location and even local legislation – but our commitment is to give feedback where we can).
- Should you be successful (congratulations!) you will receive an offer. There's more information on this in our application animation and associated downloadable documents.
- If you are not successful, then we would encourage you to **register for job alerts** if you have not done so already and keep in touch! The right role at BP might still be waiting for you and we positively welcome re-applicants.

Remember - your recruiter will be there to support you throughout your interview process journey.



FAQ

Answering the questions so you don't have to ask.

How can I verify that my CV has been received?

What should I do if I search for a job and no results come back?

Do you accept applications by mail?

What qualities do you look for in a candidate?

What's the working environment like?

What is the range of benefits that BP offers?

What opportunities are there for career progression at BP?

Are flexible working options offered at BP?

Is there a diversity and inclusion policy at BP?

Who can I contact if I'm having problems?





How can I verify that my CV has been received?

After submitting your application for a job you should receive an email confirming that your application has been received. It may take up to 48 hours for you to receive this message. If, after 48 hours, you have still not received the email confirmation:

- Check your junk email or spam email folder
- Check that the email address that you used for the application process was the correct one.

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What should I do if I search for a job and no results come back?

Unfortunately, this means there are no available positions using the search criteria that you specified. Broaden your **search criteria**, or set yourself up for job alerts to automatically notify you of any new roles. [Top](#)

Do you accept applications by mail?

We encourage you to apply for roles online. If you are using assistive technologies, please write to us and we will advise you what to do next. [Top](#)

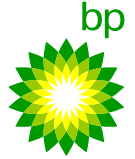
What qualities do you look for in a candidate?

We look for a range of technical skills and qualifications plus great initiative, communication and team-working skills, and the ability to inspire others.

For senior and managerial positions, you'll need proven leadership skills. [Top](#)

Our Values and Behaviours - SAFETY, RESPECT, EXCELLENCE, COURAGE, ONE TEAM - define what we expect from our employees and what we aspire to be as an organisation. [Top](#)





What is the working environment like?

BP is a global organisation and each one of our locations is unique. During the interview process you might visit your place of work and meet your new manager and colleagues.

bp.com/careers will show the huge variety of jobs, career areas, locations, employee profiles and a host of other content that you may be interested in finding out.

On Flickr you'll find a range of photos from various BP locations. [Top](#)

What is the range of benefits that BP offers?

BP offer a total reward package in line with total direct compensation (base/equity/bonus), Individual experience (culture/work environments) and benefits. Regional variances will occur, but broadly speaking these are:

- Health Care –Medical/Dental/Vision
- Protection - Life Insurance/Short and Long Term Disability
- Accidental death/Occupational accidental death
- Pensions & Savings Plan
- Annual cash bonus
- The Share Value Plan - designed to reward long-term sustained performance and create alignment with the delivery of value for shareholders.
- Time off policy - vacation and holidays [Top](#)

What opportunities are there for career progression?

The size, global scale and diversity of our business mean there are fantastic opportunities. If you show genuine desire, skill and initiative we'd be delighted to help you develop your career. All vacancies are posted on our internal applications system so employees can review and discuss these opportunities with their Line managers. [Top](#)





Are there flexible working options?

Here at BP we recognise that there is no one standard flexible working policy that will suit every individual. As a result we have developed a comprehensive range of agile working options based on some core principles which vary across each of the countries in which we operate. We are open to discussing these with you once you have reached the face to face interview stage of the recruitment process and these discussions will be very much role dependent. [Top](#)

Is there a diversity and inclusion policy?

We are committed to a [culture of diversity](#) at BP.

It helps us attract, develop and retain outstanding talent – regardless of background.

Our selection and assessment processes are free from bias or discrimination.

Everyone is given access to opportunities within the organisation. [Top](#)

Who can I contact if I'm having problems?

If you are having technical difficulty, please [contact us](#) and let us know what technical issues you are having – we will do our best to help.

Please note, though - We do not accept job applications at this email address. [Top](#)





Telephone interview tips

For many candidates, a phone interview can be one of the most daunting and nerve-wracking parts of the application process. Knowing how to make a good impression, especially when you can't see the person you're trying to impress, can be a real challenge. Here are some top tips for you to help you handle your telephone interview with confidence.





- Try a dry run. There are so many ways to record yourself these days that it's an easy way to check how you sound to others. Do you sound confident and well-informed? Can you explain yourself clearly and succinctly? Ask a family member, friend or colleague to run through some questions and play your answers back.
- Smile as you dial (really, this works!). A smiling voice sounds positive and upbeat, coupled with great energetic body language will ensure that you come across positively over the phone. **Forbes has some further information** on this.
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Interviewing at BP

A guide for candidates.

The information in this guide will describe the interview process, explain what you can expect during an interview with BP, and provide you with tips on how to best prepare for your BP interview.

What is competency-based interviewing?

Why does BP use a competency-based approach?

What can I expect during the interview process?

How can I prepare for a competency-based interview?

What should I do during the interview?





What is competency-based interviewing?

BP uses competency-based interviewing to identify capable individuals who can contribute to BP's success. Competency-based interviewing focuses on how you have applied your skills and experiences to particular work situations. The interview questions are designed to elicit information about competencies that are linked to the essential functions of the role for which you are applying and are necessary to perform the role successfully.

Why does BP use a competency-based approach?

A competency-based interview process provides interviewers with a way to obtain information about skills (for example, communication, influencing, and networking skills) that are best explored during an in-person discussion. Gathering detailed information about these skills generally helps interviewers identify candidates who are more likely to be high performers.

What can I expect during the interview process?

Trained interviewers will conduct the BP interviews and guide you through the process. Typically, the interview process includes two one-hour interviews that are conducted by interviewers from the relevant project or programme. Additionally, the hiring manager usually participates in the final interview.

The interviewers will ask you a set of questions designed to measure the competencies important to the role for which you are applying. For each question, the interviewers will ask you to provide specific examples of how you responded to an actual situation or task. They may ask you additional questions to obtain clarifying information about the situation or task, your response to the situation, or the outcome of your actions.





How can I prepare for a competency-based interview?

One of the most useful approaches is to analyse how you have performed in your current and past roles against the competencies attached to the job description you have been provided. Before attending the interview, take some time to think about past examples of your work situations that are relevant to those competencies. By doing so, you should find it easier to provide relevant answers to the questions you will be asked, allowing you to better illustrate your strengths and experience. Questions you might ask yourself of your experiences:

- How would I describe the experience if I were asked about it?
- What were the challenges involved in this experience?
- How did I deal with those challenges?
- What was the result of how I dealt with this experience and its challenges?
- If I were to approach the situation again, what would I do differently?

What should I do during the interview?

You likely will be more successful in the interview if you:

- Relax and answer the questions honestly.
- Take time to think about a question before you answer it.
- Ask the interviewer for clarification if you don't understand a question.
- Answer the questions by using examples of your own past experiences within a workplace environment.

