



QUEENSLAND ALUMINA LIMITED

Guide for Applicants

At Queensland Alumina Limited (QAL), we recognise and value our employees and consider them our most important stakeholder. Such a philosophy is vital in creating a long term and sustainable future for our refinery.

As such, QAL's Guide for Applicants provides an overview of our recruitment process to give our potential employees an insight into our process and what is required to be a successful applicant.



Table of Contents

Company Overview	1
What We Are Looking For	1
Equal Opportunity Employment	1
Selection Criteria	1
Our Selection Process	2
Shortlisting.....	2
Interview	2
Medical.....	2
Reference Checks.....	2
Inductions and Further Training.....	2
Preparing for an Interview	2
Presentation	2
Applying for an Advertised Position	3
Cover Letter.....	3
Resume	3
QAL Trade, Non-Trade and Operator Vacancies	3
Management Vacancies.....	3

Company Overview

Queensland Alumina Limited is one of the world's largest alumina refineries, producing over four million tonnes of the world's best smelter grade alumina per year.

Our operation represents multi-million dollar investments in best practice technology, plant and technical resources incorporating safety, quality and environment. Owned by a consortium of two companies, Rio Tinto Alcan (80%) and Rusal (20%), the estimated replacement value of QAL has been placed at US\$4 billion.

Commencing in 1967, the plant employs over 1 050 direct employees and up to 400 contractors, operating 24 hours a day, seven days a week. Our workforce is made up of 400 shift workers, 250 maintenance workers and 400 staff, who ensure the plant runs continuously at optimum efficiency.

At QAL our culture is unique, we are proud of it and we work hard to make it a reality. We promote a company culture that encourages friendliness, approachability and respect for others. At the heart of our process and our commitment to safety is our motto, 'mates looking after mates'. With over 40 years' experience, our plant has highly developed and successful safety, environmental and quality systems.

What We Are Looking For

We pride ourselves on our ability to anticipate and effectively respond to change. We have a commitment to continuous improvement which resonates across all facets of our business activity. As such, we are looking for those who display high levels of initiative, are innovative and those who embrace change. We want you to grow within our company and to enable this we offer many opportunities to develop through our exceptional training programs and educational opportunities.

A commitment to safe work practices is essential as is compliance with our health, safety and environmental systems. Our people display the highest level of commitment to our behavioural safety programs.

Equal Opportunity Employment Policy

We are committed to diversity and continued leadership in developing a better workplace. Our Equal Opportunity Employment Group (EOEG) was established to ensure the further development of initiatives for minority groups across the refinery.

Selection Criteria

Our advertisements include selection criteria in which we display the skills, attributes, education, experience and qualifications required within the position. It is crucial that you address the criteria as it forms the basis of your application and ensures it is relevant. Your application will be assessed against the selection criteria and this will determine the next step in our selection process.

Our Selection Process

Shortlisting

After the closing date, our selection panel creates a shortlist from all applications received. All applicants are then advised of their application's status, including those that are unsuccessful and those shortlisted who are required for an interview.

Interview

Our selection process consists of a preliminary telephone interview for those outside our local region, reference checking and a final interview to ensure we find the best person for the job. A guide to preparing for an interview is provided below.

Medical

As part of the shortlisting process, those who are selected for an interview will be required to complete a pre-employment medical. This includes a medical examination in relation to the requirements of the position and a drug and alcohol test. Our medicals are conducted on site at our Medical Centre and are at no cost to you.

Reference Checks

As part of your application you are required to supply two work-related references. It is important to select your referees according to their relevance.

Inductions and Further Training

Following an offer of employment, you will be required to complete inductions at our expense. You will also undertake Portal Training to familiarise yourself with our intranet and QSafe (behavioural-based safety program) Observer training. QAL will provide additional area specific inductions depending on your work location and role.

Preparing for an Interview

The interview panel generally includes the Manager, a HR Representative and perhaps a technical expert or a customer. Careful preparation for your interview will ensure you present yourself in the best possible way to our panel. This should include researching the company and understanding and reviewing the position description and selection criteria. Consider how you could best match the selection criteria and think of examples to give and remember, this is your opportunity to differentiate yourself from our other applicants!

Be prepared for questions you are likely to be asked. This includes technical as well as general questions about you. Aside from your qualifications and experience, we want to know what your motivations are, what you do outside of work and what your career ambitions are.

Presentation

It is important that your presentation is neat and tidy and you should allow yourself time to prepare. Our interviews are completed on site in our HR office and you are therefore not required to wear personal protective clothing. If you are however asked to participate in a site tour, you must wear a long-sleeved shirt, long trousers and steel-capped industry approved boots. Personal Protective Equipment (PPE) will be supplied if required.

Applying for an Advertised Position

When applying for any position within QAL, you must provide a covering letter and a resume including names and contact phone numbers of two work-related referees. If you are applying for an advertised position, please include the job reference number and clearly state which position you are applying for.

Covering Letter

It is advisable that your covering letter includes a brief introduction and an outline of your previous experience and qualifications and be no longer than one page. You should address any selection criteria provided and ensure that it is relevant to the position.

Resume

Your resume should provide a more detailed overview of your previous work experience and education/qualifications. You should also supply two work-related references as this forms an integral part of our selection process.

Your resume should be brief but concise and no longer than three pages. If you are unsure of what is appropriate for a resume, you should research online or ask a professional who can provide you with the correct information.

At this stage in your application, we do not require proof of your licences, tickets, etc. simply listing the ones that you hold will be sufficient.

QAL Trade, Non-Trade and Operator Vacancies

If you are applying for a position within QAL that is a trade, non-trade or operator position, please email your application to our preferred employment agency Axial at qalvacancies@axial.com.au or send it to the following address:

Treinna Finlay - Recruitment Officer
PO Box 1798
Gladstone QLD 4680

Management Vacancies

All applications regarding management vacancies should be sent to recruitment@qal.com.au, fax (07) 4976 2308 or the following address:

The Recruitment Team
Queensland Alumina Limited
Parsons Point
GLADSTONE QLD 4680

If you have any queries or require further information, please contact our Recruitment Team on (07) 4971 7155.