

OPS Resume Builder [Media Alternative]

Summary: This video showcases how an individual can use the Open Posting System to apply for jobs at the Baffinland Iron Mines in a clear and fair manner.

Content:

Welcome to the open posting system for Baffinland internal job postings. This system has been developed by Baffinland and the Union Local 793 working together to improve the way in which all internal job postings are awarded. The open posting system is the new clear and fair process which will give all Baffinland bargaining unit employees the opportunity to apply for the higher classification postings that they are interested in. You can refer to Article 14 of the Partnership agreement between Baffinland and Local 793 for more information.

There is no immediate rush to get an application in. All applications that are received will go into an application bank and when openings come up at the mine, all the relevant applications that have been submitted up to that point will be reviewed by Baffinland. So it doesn't matter at all whether you were the first or last employee to submit an application. You can use this time to fully understand the open posting system and put in a complete application that correctly sets out all your skills and qualifications. Until the applications and interview process is complete, vacancies will continue to be awarded by Baffinland under the current system. It is worth taking the time to make your application as strong as possible.

Baffinland has identified in special PDF Job overviews the very specific primary skills and experiences looking for for each position, as well as the specific secondary experiences which will give an applicant an edge over applicants who do not have them. There will be no guesswork or surprises about what it will take to be successful in getting any position.

This short video is intended to explain how to use the open posting system to submit an application online for a job vacancy. By watching it, you will get step by step instructions on how to do it. If you do not want to use the online option, no problem. There are also other ways to complete your application. If you want assistance in creating a paper application and submitting it, or you would like face to face help in the online process, you are also very welcome to approach a Baffinland labor relations or human resources representative or one of your union representatives who will be happy to help. If you have technical difficulties with your computer or with a computer or scanner on site, you can also ask for help from any of these people. In the meantime, this video contains all the information you need.

The first step to applying is to find a position you want to apply for on the Baffinland Jobs website. Once you find the position, click the link for a PDF Job Overview of the position. The job overview will tell you exactly what the minimum requirements are to be considered for the position. It will also tell you what extra skills or experience will give your application an edge. Be sure to take note of what all the requirements are and that your resume lets Baffinland know that you have them. Next select apply. Fill out the required fields marked with a red star for the NTI number. Indicate whether or not you have one and if you do, please input it in the field below along with your community. If you do not have an NTI number, please leave these fields blank.

If you are filling out your application from a home computer, upload your resume here. If you do not have your resume saved as a PDF, doc, or RTF file, you can also take a clear photo of your resume.

Save that to your computer and upload that image. To be considered for the position, your resume must show that you have at least the primary skills and qualifications for the position as identified on the PDF Job Overview. It is also strongly recommended that your resume identify any of the secondary skills and qualifications set out in the PDF Job Overview. These are skills that will help Baffinland choose between candidates who both have the primary skills. For those interested, the union will be making available a link to an online resumé builder with which you can tailor your resume to the particular Baffinland position you are applying for.

If you're filling out your application from one of the Baffinland application workstations, you can put your documents on a thumb drive and upload them onto the workstation computer or you can email them to yourself and then access that email from the workstation computer. You can also scan your documents at the workstation computer. If you are filling out your application from your iPad or smartphone, you can take a clear photo of any documents you are relying on and upload them from there on to the open posting system web form.

Baffinland needs supporting documentation to show that you have the minimum required qualifications in order to process your application. If you also have extra skills, experience, or qualifications, it would be helpful for you to provide those as well. Supporting documents could include licenses or certificates from recognized training institutes. If a certain number of years of past experience is one of the minimum requirements for the position you are applying for, Baffinland also needs a document confirming that past experience. Ideally, this will be a document from your former employer confirming your experience. If you are having difficulty locating or obtaining supporting documents, do not submit your application without them. Instead, please contact HR or your union rep for assistance.

In this box, you can add any other information or comments you want Baffinland to consider at this stage, which is not already included in your resume and supporting documents. We recommend you look again at the position overview pdf and double check that your resumé and supporting documents let Baffinland know everything it can about how you meet the minimum qualifications for the position before submitting as your resume will be screened based only on the information provided here. Click submit and you're all done. Please note, make sure to hold on to all copies of your resume and supporting documents you're providing and bring them with you if you are selected for an interview. At the interview, you may also provide additional information and documents regarding extra skills or experience if you wish them also to be considered. This is a job specific form, so if you want to apply for more than one position, you will need to repeat this process for every job you apply for. As mentioned earlier, you are also very welcome to approach a Baffinland Labour Relations or Human Resources representative or one of your union representatives who will be happy to help.

Let's do a quick recap.

1. Look at the primary and secondary requirements for the job you are interested in. These can be found on the open posting system web page of the Baffinland website.
2. Gather your supporting documents, including licenses, certificates, and confirmations of employment which back up your qualifications and experience.
3. Put together a resume which confirms that you have all the primary requirements and as many of the secondary requirements as you can. It is highly recommended you use the Baffinland resume builder for this.
4. Go to the open posting web page and fill out the required fields.
5. Upload your resume and your supporting documents.
6. Hit submit.
7. If you have any questions or concerns, make sure you ask for help.

Good luck with your application.