

Our recruitment process in **5** easy steps.

This is the recruitment process that is proposed to all hiring leaders within Bell Canada. **Internal Recruiting Process for Bell Canada:**

posting >>

all candidates

After applying to a specific job posting on Jobs@Bell, your resume is received by the hiring leader

- We will send you an automated acknowledgement response email to let you know that you've successfully forwarded your resume.
- You can also create your account on-line. This allows your resume to be accessible to all hiring leaders through the Bell Canada databank. This account will remain active until you decide to delete your profile. We have 3 separate resume banks to help hiring leaders narrow their search: Clerical and Sales (CTEA)*, Management, and Non-Management (non-unionized). Please upload your resume in the section that best applies to you.



screening >>

many candidates

Your application will be evaluated by the hiring leader

- The initial step will involve the matching of your education and work experience to the job posting.
- All resumes, even those that are deselected in this process, will be kept in the Bell Canada databank. This account will remain active until you decide to delete your profile.

interviewing >>

fewer candidates

If your education and work experience match the job posting, you may be contacted for one or more interviews with the hiring leader and/or the Human Resources Team

- You will have to demonstrate your knowledge, skills, and abilities by giving specific examples from your past experiences in order for the interviewer to assess your competencies and your possible fit with a new position within Bell.
- This step may also include appropriate assessments and tests.
- You may be asked to attend one or more interviews, depending on the job and the local recruiting process. The hiring leader and/or the Human Resources Team will meet to discuss the results of your interview, and an agreement will be obtained between each interviewer that you have met.

the final offer >>

one candidate

If you're selected, the hiring leader will make you an offer first, and then negotiate your transfer date with your current leader. The hiring leader may also offer you the letter of confirmation of employment

- This letter will contain key points such as the salary, benefits, start date, etc.
- Both you and the hiring leader will sign the conditions in the letter of confirmation of employment.
- The hiring leader closes the loop with all the other candidates who have applied to the position in order to inform them that the position has been filled.

orientation >>

chosen candidate

Your welcome and introduction period

- You should discuss your orientation to your new group with your leader — there are many different local orientation initiatives across Bell Canada.



• **Note:** This process is somewhat different for CTEA opportunities. Your resume, and completed online questionnaire, are received by the Transfer Management Group who is responsible for screening applicants. The selected candidates are then forwarded to the hiring leaders according to the following priorities:

- Members of the same bargaining unit as the vacant position (surplus or potentially surplus employees are given priority consideration)
- Members of the other CTEA (Sales) bargaining unit only if there are no eligible candidates in the first bargaining unit
- All other qualified Bell candidates