



# **Xstrata Coal NSW**

## **Apprentice Recruitment Protocols**

JUNE 2012

XSTRATA COAL  
New South Wales



Creating Value

**Our people are our  
future.**

## Careers

The ability to attract, retain and develop people with the appropriate skills and capability is critical to Xstrata's continued success, and our ability to grow and operate effectively, which is why we provide industry-leading career development opportunities and competitive remuneration.

June 2012

## *“Facts for 2012 Recruitment”*

*Applicants: 1295, Hunter 925*

*Screened: 275, Hunter 185*

*Interviewed: 135, Hunter 82*

*Apprenticeships: 31, Hunter 21*

*Applicants need to be at their best*

## Fundamental Rules

- We advertise widely including internally and externally.
- We utilize the Careers website as well as hand written applications.
- We provide opportunities for Sons and Daughters to engage in a screening test as entry level to the recruitment process but need to comply with the application process.
- We have a review process which involves volunteer personnel from sites under HR control to narrow from initial response ie. 2012: from 1300 to approx 250 candidates.
- Screening is conducted within regions for successful candidates, based on interview numbers
- The numbers interviewed are based on positions available.

# Xstrata Coal Recruitment 2012



We screen applicants in the following areas to determine who then pass onto the interview stage.

- General Knowledge
- Maths and Maths Problem Application
- Safety
- Tools
- Mechanical Logic
- Electrical Understanding
- Comprehension

## **Recruitment Administrative Controls**

- **After screening process applicants are advised of status.**
- **We interview with no bias against any applicant.**
- **The selection committee weighs up all applicants based on screening, interview and profiling before selecting the best applicants for the apprenticeships.**
- **After selection the successful applicants undertake a pre-employment medical before making job offers.**
- **All applicants advised of their status after final selection.**





## How do we send our message



***Specific School engagements within our regions.***

***St Catherine's HS, Singleton HS, Muswellbrook HS, Aberdeen HS.***

***We engage with Mt View HS and Hunter Trade College.***

***Gulgong HS, Mudgee Public HS and Picton HS***

***With presentation and engagement sessions, we have been involved with additional educational activities at Muswellbrook HS.***

***Major Sponsor of Singleton and Muswellbrook Try a Trade.***





## How do we send our message



### ***Represented at Careers Fairs***

**Questa Con - Newcastle Town Hall.**

**Hunter Careers Fair – Maitland, Tocal previously**

**Newcastle Careers Fair – Jockey Club Newcastle**

**Try a Trade – Singleton**

**Try a Trade - Muswellbrook**



### ***Advertise***

***All major newspapers,*** Singleton Argus, Muswellbrook Chronicle, Newcastle Morning Herald .

***Radio Advertisement, Local stations.***

***Bill Board Advertisements, Osborn Buses.***

# How do we send our message



## Associations

### Youth Express – Deborah McCrohon

#### AIM – Applications of Industry Maths



Participation with Youth Express allows:

- Industry a voice through local community, schools and other agencies to influence potential future employees.
- Our industry to have an influence in the quality of people presenting for employment.
- Us to engage with community activities that grounds young people in the future requirements for employment.

Xstrata Coal is committed to supporting education and training initiatives with the potential to make a significant positive difference to the communities in which it operates.

### HMEN – Gavin Manning

#### Hunter Mechanical Employers Network

P: 4933 6644

F: 4934 1366

M: 0417 758 851

#### HUNTER MECHANICAL EMPLOYERS NETWORK

- o Report on industry/ TAFE meeting with the minister.
- o The current NSW training plan and RTO requirements (Refer to handout )
- o Discuss the 2012 Plant Heavy and Auto Electrical Apprentice intake and distribution situation.
- o 2012 and beyond (What implications does this have for the industries future apprentice training)
- o What is our plan to raise and combat the current situation?

HMEN's CONCERN IS THE QUALITY & CONTEXT OF WORKMANSHIP OF FUTURE TRADESMEN IN JEOPARDY?

# How do we send our message



## ***Associations***

### **Upper Hunter Industry Network**



**REGIONAL INDUSTRY NETWORK MEETINGS**

**HUNTER**

### **TAFE**

**Major Sponsor - Kurri Plant and Heavy Awards night.**



### **2012 Hunter TAFE Awards - Plant & Heavy Vehicle Award**



***“ We aspire to be the employer of choice”***

***“We interact locally”***

***“We support local initiatives”***

***“We do what we say”***

***“We select the best people”***

**END**