

STEP 1 – APPLY ONLINE

You've looked through AltaLink's [available postings](#). You've found the one that you are interested in and best fits your qualifications. Your résumé is up to date. You're ready to apply. Depending on the position you're applying for, you may be asked to answer some initial online qualification questions; this will give us information about your availability and/or qualifications. Once you have completed your application, you will receive an email from us confirming that we have received it.

Note: We only accept résumés and applications for job postings that are currently available on our website. We do not accept résumés and applications via email.

Tip: Stay alert for job scams. Some cybercriminals may target job seekers offering false employment opportunities through unsolicited emails or phone calls. If you are concerned that you have been targeted by a job scam, reach out directly to the company claiming to be offering the employment opportunity, or report it to the [Canadian Anti-Fraud Centre](#).

STEP 2 – PRE-SCREENING

A member of the AltaLink team will review your application to determine if you are a potential candidate for the role. During this step, we may reach out to you to ask a few additional questions to help us better understand what you bring to the table.

STEP 3 – PHONE INTERVIEW

If you are selected to continue to the next step, one of our recruiters will arrange a time to chat over the phone with you about your experience and qualifications. It also allows us to answer any questions that you may have.

STEP 4 – ASSESSMENTS

Candidates who are shortlisted based on the phone interview will be asked to complete an online pre-employment assessment. Additional assessments or technical testing may be required depending on the position that you are being considered for.

STEP 5 – FORMAL INTERVIEW

Input from résumés, screenings, phone interviews and applicable assessments will be considered to identify the shortlisted candidates to meet with us for a formal panel interview. Interviews are normally held in-person, but could be through a virtual tool like Microsoft Teams. Occasionally, a second interview may be required.

Tip: Prepare to answer behavioural-style questions, citing specific examples from your experience. If you find it helpful, review the job posting and highlight qualifications, skills or competencies that you want to speak to during the interview to make some notes. You are welcome to bring these notes with you.



STEP 6 – REFERENCE CHECKS

If you are the lead candidate following the formal interview process, you will be asked to provide the names and contact information of three professional references. These should be supervisors or managers that you currently report to or have reported to recently.

Tip: Remember to let your references know to expect to hear from us before we reach out.

STEP 7 – CONDITIONAL JOB OFFER

If you are the selected candidate for the position, you will be provided with a written conditional offer letter. This will outline your compensation and benefits package as well as employment terms and conditions to help you make an informed decision.

STEP 8 – PRE-EMPLOYMENT CONDITIONS

In order to be the successful candidate, you must satisfy all required conditions outlined in the offer letter. The conditions are based on the type of position you have applied for. Examples include criminal record check, education verification, medical and drug checks and drivers abstract. We will start this process after you have accepted the conditional job offer.

Tip: If you're currently working, we suggest not providing your resignation notice to your current employer until all conditions have been met.

STEP 9 – AGREE TO START DATE

You and your recruiter will determine a suitable start date.

STEP 10 – WELCOME TO ALTALINK

Congratulations! Welcome to the AltaLink team. We'll be here every step of the way to help you get settled in and answer any questions you may have.

Once a job posting has been filled, all applicants (whether they participated in the recruiting process or not) will be notified by email.

