

## Eurocopter Canada's Approach to Recruitment & Selection...

### Business Operations Positions

- 1** Candidates we are interested in speaking to are invited within 10 days from resume submission to a telephone screen – approximately 20 minutes in length with an HR representative.
- 2** Short listed candidates are emailed materials to complete within approx. 10 days from screening interview, to complete and return by email.
- 3** Selected candidates are invited to our offices in Fort Erie, Ontario for an in-person panel interview comprised of HR, the hiring manager and the position's internal customers and colleagues.
- 4** Select candidates may be asked to make a presentation regarding their approach to the role, in a final interview with the hiring manager and a director, from which a final decision will be made.

### Technical & Production Positions

- 1** Candidates we are interested in speaking to are invited within 10 days from resume submission to a telephone screen – approximately 40 minutes in length with an HR representative.
- 2** Selected candidates are invited to our offices in Fort Erie, Ontario for an in-person panel interview comprised of HR, the hiring manager and the position's internal customers and colleagues.

### Tips for a successful application and interview...

- Be sure to include the position you're applying for in the subject line of your email**
- Be sure to save your resume (either in Word or .pdf) in your name... don't call it 'my resume'**
- Use your cover letter to let us know ...**
  - Why you want to work at Eurocopter Canada and how you are best suited to the position posted
  - Your availability to work close to the location of the position posted
- Always arrive 5 to 10 minutes prior to your scheduled interview time.** If you know you are going to be late, please call or email your interview to let them know. Directions are available by clicking on the city of the job's location in the Job Posting page
- Always come prepared:**
  - Do your research! Familiarize yourself with Eurocopter Canada and what we do, and we're likely to ask you to know how you're best suited for this position
  - Bring your notes and feel free to take notes during your interview in preparation for the next step!
  - We look forward to *your* questions!