

FREQUENTLY ASKED QUESTIONS

How do I apply for a job?

Under our Careers Page, there are three sections where you can submit your application: Current Job Opportunities, Ongoing Opportunities and General Application.

- a. Current Job Opportunities are vacancies that we are actively recruiting for, which means we are focusing our resources on finding the right candidates to fill these specific positions.
- b. Ongoing Opportunities are vacancies that we look to fill on a continual, as-needed basis. Most of these roles are within the Kitchen and Housekeeping teams.
- c. General Application would be the place for individuals to send in their applications if they do not see a specific role in Current Job Opportunities and Ongoing Opportunities that suit their background and experience. We do look through our pool of general applicants each time a new vacancy is created.

Please note that applying online is the **only** accepted method of application.

If you need help with your online application, please refer to the step-by-step How-To Guide or locate your nearest WorkBC Employment Services Center. WorkBC has dedicated professionals that will help you find work every step of the way, including using their equipment to submit an application online and booking their meeting room for a phone interview.

What if no career opportunities suit me?

You can still apply through our **General Application**.

We also contract companies to conduct some of the work up at the mine – for example, Underground Mining, IT Communications, Drilling, Medics/Security, Blasting...etc. The contracted companies and their contact information can be found under the **Contracted Companies**. Please note that we have no involvement in their recruitment process, so you may reach out to them directly.



What happens after I submit my application?

Pretivm is actively seeking skilled and passionate people to join our team. Due to the overwhelming interest, which we are grateful for, we have developed the following hiring procedure. Please note that we appreciate each and every application and file all resumes for future opportunities. The steps in our hiring procedure are outlined here in order to clarify the post-application process.

Once you have applied online, you will receive a system-generated acknowledgement. Your application will be reviewed by the HR team and, if your skills and qualifications match the criteria of the position, your application will be sent to the Hiring Manager for further review. Due to the high volume of applications received, only those selected for an interview will be contacted. If you are considered for an interview, we will call or email you directly to schedule the first meeting. Our thorough process is set up as follows:

1. Phone interview with an HR representative
2. 1 to 2 interviews with an HR representative and the hiring team
3. Reference Checks – we ask for phone numbers and email addresses of 3 direct supervisors or managers
4. Pre-employment medical tests (including drug and alcohol screening) and background verifications (Eg. Criminal Record Check and Driver's Abstract)
5. If successfully pass all above steps, welcome to our team!

What if I forget to attach a document in my application?

Please send your documents to support@scouterecruit.com. In your email, please include 1) the email address you used to apply to the position, and 2) the position ID number and title.

Where does Pretivm hire from?

We are committed to hiring from our local communities whenever possible.

How do I know when there is a new vacancy?

Please follow our [Company LinkedIn Page](#) or check out our [Careers Page](#) regularly.

Does Pretivm take on apprentices?

We are currently reviewing apprenticeship opportunities and we are in talks with local institutes in hopes of establishing a variety of apprenticeship programs in the upcoming years.