



THE JOB APPLICATION PROCESS

General NOTES

1. Please submit your application online by visiting the Current Vacancies section on our job portal at <https://www.lonmin.pnet.co.za>.
2. Please ensure that you submit your application before the closing date stated in the job advertisement.
3. Please verify the accuracy of ALL information you have submitted on the recruitment system (e.g. any information you've typed into fields on the system and all the attachments you have uploaded into the recruitment system) as Lonmin will not be held liable for possibly screening you out because of any incorrect information you have supplied on the recruitment system. We will screen your application based on the information you've submitted on the application form, and NOT the supporting documents you have attached during your application.

Step 1

Here are the main steps to follow once you've searched for and found a role you wish to apply for:

Application Process (New User)

1. Select the position you wish to apply for, scroll down to the job details section, and click on 'submit application'.
2. Click on 'register'. Create your user ID and password, and ensure that you complete the application process.
3. Please ensure that you meet the role's minimum requirements, otherwise your application will automatically be rejected by our recruitment system. Please also ensure that you upload all the relevant documents (i.e. your latest CV only in a MS Word or MS Word converted to PDF document not exceeding 5MB, a PDF version of ALL your qualifications, ID/Passport, and your driver's license, if applicable).
4. If you are applying for a [Graduate Development/Experiential Learning and/or Bursary opportunity](#), please include the following attachments:
 - A MS Word version of your CV
 - Proof of acceptance to University
 - Latest academic results
 - Copy of your ID
 - Proof of which community you originate from (e.g. a utility / electricity bill, or a letter from your Ward Councillor)
5. Please complete the screening questionnaire as part of your application. Please also ensure that you answer the questionnaire truthfully and honestly.
6. Click on 'submit application'. You will receive an automated response (via email and/or sms) to verify the receipt of your application.
7. Your application will be screened by our recruitment system, Human Resources (HR) team and the Hiring Manager.

Application Process (Existing User)

1. Select the position you wish to apply for, scroll down to the job details section, and click 'submit application'.
2. Log into your user account by entering your username and password.
3. If you have forgotten your username, it is your ID number.
4. If you have forgotten your password, click on the 'forgot your password' tab, enter your ID number and new email address, and then click on the 'submit' tab. You will receive an email with instructions on how to update your profile with a new password.
5. Please ensure that you complete the job application process in full.
6. Please ensure that you meet the role's minimum requirements, otherwise your application will automatically be rejected by our recruitment system. Please also ensure that you upload all the relevant documents (i.e. your latest CV only in a MS Word or MS Word converted to PDF document not exceeding 5MB, a PDF version of ALL your qualifications, ID/Passport, and your driver's license, if applicable).
7. If you are applying for a [Graduate Development/Experiential Learning and/or Bursary opportunity](#), please include the following attachments:
 - A MS Word version of your CV
 - Proof of acceptance to University
 - Latest academic results
 - Copy of your ID
 - Proof of which community you originate from (e.g. a utility / electricity bill, or a letter from your Ward Councillor)
8. Please complete the screening questionnaire as part of your application. Please also ensure that you answer the questionnaire truthfully and honestly.
9. Click on 'submit application'. You will receive an automated response (via email and/or sms) to verify the receipt of your application.
10. Your application will be screened by our recruitment system, HR team and the Hiring Manager.

Step 2

1. All applicants will be screened in line with the minimum job requirements.
2. If you are shortlisted to undergo a face-to-face interview, you will be contacted with the arrangements for the interview by the relevant HR Practitioner.
3. The interview will comprise of a general discussion and a more in-depth competency-based interview plus a technical assessment, if applicable. If you are invited for an interview, you will meet your HR Representative and the vacancy's Hiring Manager and perhaps other stakeholders – the people you could be working with.
4. We feel it's important for you to meet some of your potential colleagues up front – it will give you a better feel for the working environment.
5. Depending on the role you apply for, we may ask you to participate in some psychometric testing. If this is required, your HR Representative will explain the process and give you clear guidance on how to complete this, as well as answer any questions you may have. The important thing with this type of exercise is to answer the questions as honestly as you can as the evaluation is really designed to assess your suitability for the role.
6. Depending on the type of role you are being evaluated for, you may have to visit an assessment centre – but guidelines will be given ahead of time if this is the case. You should make sure you are clear on what and how you will be assessed and what is expected of you. It's important to listen carefully and to ask questions if you are not 100% certain of what is being asked of you. Rest assured that asking a question won't affect your assessment – you're not going to be marked down for requesting clarity.

Step 3

1. If you have been successful, the relevant HR Representative will contact you to make arrangements for pre-employment screening to be conducted, i.e. ID/Passport verification, educational qualifications, medical fitness and security screening.
2. Once you have passed our pre-employment screening, you will receive an Offer of Employment.
3. Should you accept the Offer of Employment, you will undergo the sign-on process, and we will do all we can to help you prepare for your new role with us.
4. You will be required to undergo induction training prior to reporting to your work area. You will also meet your line manager and colleagues. These people will show you the ropes and assist you with any questions you might have.

Useful **TIPS**

- ⇒ Ensure your CV is up to date.
- ⇒ Please ensure that your CV is spell-checked prior to submitting it to us. A CV that has no spelling mistakes and the correct use of grammar, as well as an orderly and logical layout leaves an immediate good impression with the receiver thereof.
- ⇒ Our business language is English. Please ensure your CV is written in English.
- ⇒ When you set up your account, register for job alerts – each time a role becomes available that fits the criteria you specify, you'll be automatically be notified via email and/or sms.
- ⇒ Do make sure that you tailor your application for a role, that way you will receive jobs that fit your job search specification.
- ⇒ Be certain to answer the questions in the job application as fully as possible as this will help our HR team.
- ⇒ It is absolutely essential that you complete your application form accurately and truthfully, including, if asked, all examination or module marks, dates and grades achieved. We often have to check these, so please be honest and up-front with us.
- ⇒ If you do not receive feedback from us within 30 days from the closing date of the vacancy, please assume that your application is unsuccessful.
- ⇒ Finally – don't be discouraged if you aren't successful on your first application. We encourage you to keep checking the job alerts you have set up, make sure your searches are as accurate as possible and carry on conducting your research on Lonmin - you never know what you might learn which may come in handy later on.

We wish you all the best and hope to hear from you soon.