

FREQUENTLY ASKED QUESTIONS

Q1 How do I know what positions are available?

A1 We post all job announcements on our careers web page.

Q2 How do I know if I qualify for a position?

A2 The job description describes the primary responsibilities of the position, location, and the minimum qualifications for the position.

Q3 What if I want to apply for a position that isn't open?

A3 Due to the high level of resumes we receive, it is impossible for us to personally contact each and every applicant. However, all resumes are reviewed and kept in confidence on file for up to three months.

Please feel free to visit our website regularly to read about our latest news, current projects as well as for any new job opportunities. If your skills and qualifications match our requirements, I would encourage you to reapply by sending us your updated resume.

Q4 How long does the recruitment process take?

A4 The recruitment for each position is different. The process can take several days to weeks depending on the number of applications received and the complexity of the selection process.

Q5 Will I get an interview?

A5 Applicants that meet the qualifications of the position and have the educations and/or experience we are looking for may be called for an interview. We frequently conduct short telephone screenings to confirm education, experience, qualifications and salary requirements before deciding which applicants will be formally interviewed. Human Resources reserves the right to call only the most qualified applicants for an interview.

Q6 What is the interview process?

A6 Candidates selected for interview will meet with Human Resources and a Manager from the respective hiring department. Typically a hiring panel will conduct the interviews and evaluate candidates through questions based on job-related requirements and departmental needs.

Q7 How soon will I be notified of interview results?

A7 The time frames vary, but typically within two weeks of your interview.

Q8 What type of employee benefits does TMIG offer?

A8 Please view our benefits information at www.tmig.ca/careers/why.aspx

FREQUENTLY ASKED QUESTIONS

Q9 Do I have to go through a background check if I am offered a job?

A9 Yes. Employment with TMIG is contingent on successful completion of education/experience verification and that you can provide us with at least 3 favourable references.

Q10 Do most new hires come from employee referrals?

A10 About half of our candidates come from employee referrals and the rest either approach us directly, come from recruiting agencies, or from targeted searches.

Q11 What's this I hear about TMIG's internship program?

A11 TMIG brings on civil engineering interns from a variety of academic institutions throughout the year. We only consider students who are enrolled in or returning to school. We truly value our interns, who often make real contributions to TMIG's projects and culture. Our goal is to encourage interns to apply for positions at TMIG when they have completed their education, although there are no guarantees. We think you'll learn a lot and you'll have fun as well.

Q12 Tell me about your people and culture:

A12 We act with integrity. We do the right thing by our people. We encourage collaboration and foster a work friendly atmosphere by hosting dinners, dances, social events and we encourage our staff to participate in sporting events and charity events.

Q13 Will I be considered for employment if I live out of Province?

A13 Yes

Q14 Do I have to be a Canadian citizen to apply?

A14 All employees of TMIG must be authorized by the Canadian government to work in Canada.