

## Application FAQs

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### How do I apply for a position at Enbridge?

1. Search for a position that meets your qualifications. To help you with your search, you may use the Search Jobs function, or you may also search by **jobs category** or **jobs location**.
2. Once you find a job opening of interest, click on the job title to view the job details.
3. To apply for the job opening, select the “Apply Now” button. You will either have the option to sign in with a login ID or create a new ID. First time visitors to our website need to register to obtain website sign-in (i.e. a login ID and password).

**Note:** Your login ID and password will be required for future visits.

4. Complete the "My Candidate Profile"

**Note:** You can click “Cancel” if you don’t want to add your resume at this time.

5. If your resume is not already attached, please **attach your resume and cover letter**. **For more information on how to upload documents please see Question 2.** Click “Save” and then click “Apply”

6. Click “Next” to proceed with your job application

**Note:** Your application will not be processed until all required fields are completed.

7. Once your application is complete, you will receive an email notification indicating that your application has been submitted.

### How do I upload my resume?

Three ways to Upload a Resume:

1. When landing in the “My Candidate Profile”, the Upload Resume screen will pop-up requesting you to upload a resume.

**Note:** You can click “Cancel” if you don’t want to add your resume at this time.

2. On the “My Candidate Profile”, you can attach your Resume
3. On the “Application” page, you can attach your Resume

## How do I upload my Cover Letter?

Two ways to Upload a Cover Letter:

4. On the "My Candidate Profile", you can attach your Cover Letter
5. On the "Application" page, you can attach your Cover Letter

The following file types are accepted by this site: MS word, PDF, HTML, PPT, XLS, CSV, Image and Text. Your document name must be less than 30 characters.

**Apply without using a resume-** Click "Cancel" on the Upload Resume pop-up screen Scroll down on the-main? screen and complete the questions.

## Do I have to fill out the profile fields if the information is included on my resume?

Yes, completing all of the profile information ensures your data is accessible to Enbridge Recruiters.

## Can I update or edit my resume at any time after applying for a job?

You can update or edit your resume up to the point that you click the Apply button. Once you click "**Apply**", you cannot update or edit your resume. However, if you are applying to a new position you are able to update or edit your resume and profile.

## Can I preview my application before submitting it?

Please review your application and attachments before clicking "**Apply**".

## Can I submit a resume without applying for a specific position?

Yes, please join our Enbridge Talent Community by completing your Candidate Profile which will allow you to upload your Resume and Cover Letter without applying to a specific job opening. This will allow your file to be searchable within our database. For best results of being contacted by the Enbridge Recruitment Team, we strongly encourage you to apply for a position that best meets your experience and skill sets.

## Does Enbridge have a Career Alert option?

Yes. You can setup your profile to send notifications of job openings that meet your search criteria.

1. Scroll to the bottom of main page on careers.enbridge.com
2. Enter your email address into "**Email Jobs to me**" and click the arrow
3. Complete the profile information
4. Use "**My Job Agents**" (to customize you job alert). You can edit Keywords, location and how often you receive an email by adjusting the frequency.

### What happens to my information after I've submitted my application?

Once you have submitted your application for a specific position, your application and resume will be attached to that job opening. An Enbridge Recruiter will review the applications and begin the screening process. One of our new features is that you can view the status of your application at any time by going to your Profile and Click **“View your active applications”**.

### How long does the selection process normally take?

The length of the selection process varies depending on the position type, number of applications, and the availability of the hiring manager and HR resources. Generally, once a job posting closes, Enbridge Recruiters and Hiring Managers review the applications for candidate suitability. Enbridge only contacts selected applicants for interviews. The number of candidates selected for interview varies by position.

### Who can I contact if I have issues with the application process?

If you have any questions about your application or the application process please email [careers@enbridge.com](mailto:careers@enbridge.com).

### What if I have forgotten my password or user name?

Click on the **"Login Help"** link in the login box on the top right-hand side of the Careers page. You will be prompted to enter either your user name or the e-mail address you used to set up the account.

### What if I did not receive a confirmation e-mail after submitting an application for a job?

After submitting your application for a job, you should receive an e-mail confirmation within 24 hours. If after 24 hours, you have not received an e-mail confirmation:

- Check that you submitted the application with the correct e-mail address by logging back into your profile and select **“View your active applications”**
- Any jobs you have applied for will be listed under the **“Jobs Applied”** category

### Once I have applied, can I withdraw my application?

- Login into your profile and select **“View your active applications”**
- Under Actions drop down list, select **“Withdraw Application”**

### Who do I contact if I have technical difficulties?

Please email us at [careers@enbridge.com](mailto:careers@enbridge.com)