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Where can I find the list of available opportunities at Brookfield Renewable?

- You can access the list of open opportunities at Brookfield Renewable here.

- Student and New Graduate opportunities at Brookfield Renewable are available on a separate job board and can be found here.

What do I need to apply for a job at Brookfield Renewable?

You need to create your online presence (profile) to apply for Brookfield Renewable job opportunities. In order to do this, you first need to set up an online account.

1. Visit our Careers Page: Careers | Brookfield Renewable Energy Partners (http://brookfieldrenewable.com/careers)

2. Select the job board you want to browse for opportunities at the bottom of the page.

3. Click "**Sign In**" (upper right) and, if accessing for the first time, select "***Don't have an account? Register***".

4. Register your account.

5. Input your experience, education, skills, and upload your resume.
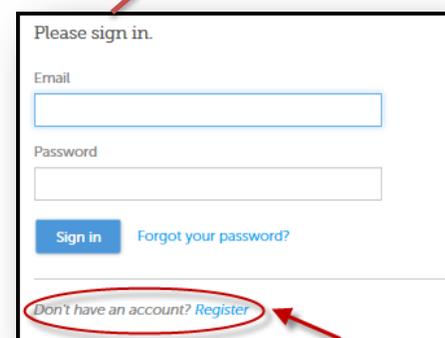
How do I register an account on the Brookfield Careers site?

You can register your account in 2 easy steps:

Step 1 – After having selected "**Sign In**" and "***Don't have an account? Register***" from the careers site; fill in each of the 6 required fields (Name, Email, Password and Phone Number).

Step 2 – Click on "**Register**".

1. Fill in each of the fields

2. Click on "**Register**"

What is a "presence" and how do I create one?

A Presence is an online profile where you can register with Brookfield Renewable even before applying to an opportunity. This will allow you to be considered in candidate searches and included in our Recruiters' talent pools. Even though you have created a presence, you should regularly search our job boards for opportunities that match your skillset and apply specifically to the opportunities that are of interest to you.

Creating your presence consists of filling in details in each of the following areas: Contact Information, Experience, Education, Skills, Links, Licenses and Certifications and Uploads. Click on the "**+**" icon or the "**pencil**" icon to edit these sections. You may copy and paste from your resume. Make sure to upload a copy of your full resume and any other supporting documentation (transcripts, certifications, etc.).

I am having issues completing my Presence, as I keep receiving the Error message "Title must not be empty". What can I do?

Please check that you have added a 'Title' to your contact information (ex. Mr, Ms, etc.) Click on the "**pencil**" icon and choose the title that best suits you, and then save the information you added.
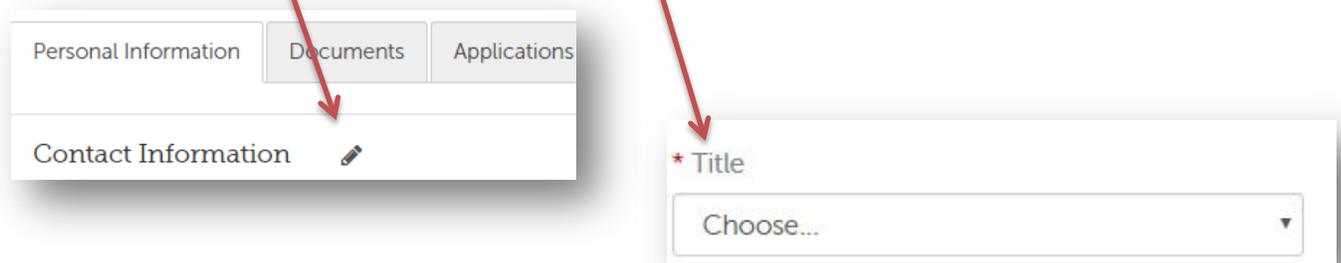
How do I edit my presence?

You can edit your presence at any time by simply logging in to your account and clicking on the "**+**" or "**pencil**" icons next to each of the sections of the presence.

I forgot my password. Can I have it reset?

Yes. From the Sign In page; click on "**Forgot your password?**" This will open another window in which you will be asked to enter the email associated with your account. Click on **"Continue"** and an email will be sent with instructions on how to reset your password.
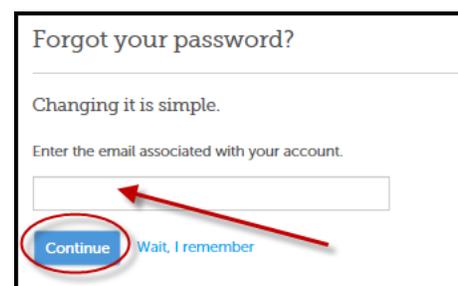
How do I apply to an opportunity when I've found one that is of interest to me?

From each of the opportunities listed on the job board, you will see 2 icons in the upper right: Apply with LinkedIn and Apply Now.

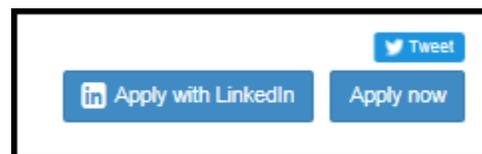Selecting "**Apply with LinkedIn**" will fill in your presence with information taken from your LinkedIn profile (you will be requested to sign in to LinkedIn). Note that if you have already created a presence on our site, the information in your presence will be overwritten with information from your LinkedIn profile. If you do not have full employment details on your LinkedIn profile, select the second option "**Apply Now**".

Selecting "**Apply Now**" will take a copy of your online presence and allow you to change/edit it specifically for the opportunity to which you are applying. You can upload a cover letter and resume for the specific opportunity, to personalize any way you see fit.

Whichever way you choose to apply, you will have questions to answer at the bottom of your application. Once complete, click "**Submit**".

How do I attach a cover letter and resume when applying to an opportunity?

You can upload up to 10 documents per application. To upload your resume and cover letter when applying to an opportunity, click on "**Upload a file**" and browse for the document you would like to upload. Please remember to include your resume when applying to a specific opportunity.

For Student opportunities, we strongly encourage you to also upload a copy of your transcripts.

Do I need to upload my resume if I've already created a presence?

We would appreciate receiving your uploaded resume for each application you submit. This will make it easier for the Hiring Manager to view all the details of your resume (in addition to the summary information on your online presence).

How do I know if I've successfully applied for a job?

You will receive an auto-generated email acknowledging receipt of your application. Check your spam folder if the email does not get delivered to your inbox

## When will I hear back once I've applied to an opportunity?

The auto-generated email acknowledging receipt of your application will provide information about when you may hear back. Typically, candidates who are selected for interview will be contacted within 2 – 3 weeks.

How do I check the status or get an update of my application?

After applying to a job opportunity, you will see the opportunity listed under the "**Applications**" tab of your online presence. If the opportunity is greyed out, it is no longer open; if you have not heard from one of our Recruiters, unfortunately you were not selected for an interview.
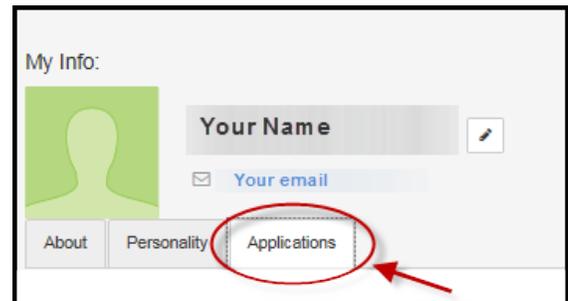
How do I update the information in my application for a specific job opportunity?

A submitted job application can no longer be changed. You can, however, update your online presence if any information needs updating, including your Experience, Education, Skills or Licenses & Certifications. You can also upload an updated resume to your presence. The Hiring Manager has access to both your original application as well as your up-to-date presence.

Can I apply to more than one job at Brookfield Renewable?

Yes. You can apply to as many opportunities as you believe you qualify for.

I am having an issue with my application. Who can I contact for help?

Send an email to careersNA@brookfieldrenewable.com and one of our Recruiters will respond within business hours (Eastern Time). Please provide a detailed description of

the problem you are experiencing and a phone number where you can be reached during the day.

Can I drop off my resume in person at one of Brookfield?

To be considered for any current or future opportunities you must create an online presence and apply for opportunities through our careers job board. Following the proper procedure to apply for an opportunity ensures our Recruiters and Hiring Managers review your application