

# Recruitment Information

## Quick Facts...

- You can fill out an application for employment online (at [www.hspp.ca](http://www.hspp.ca)) or pick up and drop off an application at our guardhouse (at the end of the Port Mellon Highway). If you have a resume, please attach it to the application.
- You can apply for fulltime or for casual employment.
- Casual employees may apply to become fulltime at a later date, if they chose.
- Last year we hired 24 new employees for administrative, labourer, or trade positions.
- At this time, apprenticeships are only available to employees. To apply for an apprenticeship position, you need to have worked at Howe Sound for one year.
- Howe Sound is the Sunshine Coast's largest employer with approximately 600 employees.



For more information  
visit our website at  
[www.hspp.ca](http://www.hspp.ca)

## The Hiring Process

*This is a brief summary of how your employment application is processed at Howe Sound Pulp and Paper.*

**A**fter you have submitted your application, it is entered into our database and crosses the desk of the Employment Coordinator. You will receive a written acknowledgement of your application and it will remain active for six months.

**T**aking into consideration the information from your application/resume, a file is maintained of those applicants considered to be good candidates for possible recruitment.

**A**pplicants from this file are called for the next available *Employment Testing Session*. During these sessions, applicants take a series of aptitude tests designed to determine if their skills are a fit to Howe Sound's recruitment needs.

**T**he applicants who are successful in our testing process become eligible for an employment interview.

**A** panel of four Howe Sound representatives conducts the interviews. Interviews are based on the same behaviourally-based questions for all applicants.

**R**ecruitment for positions requiring special skills (i.e. tradesperson, power engineer, etc.) is usually accomplished through media advertising in local, Lower Mainland, and sometimes national newspapers and websites.

**A**pplications must be updated every six months to remain active; inactive applications are discarded. An update to your application is as easy as a telephone call or email to Human Resources Tel: 604-884-2334 or 604-884-2397 Email: [employment\\_coordinator@hspp.ca](mailto:employment_coordinator@hspp.ca)



## Recruitment Advisory

It is possible that there will be no immediate job opening after you apply, test, and interview with us. Our goal is to build a pool of successful applicants to draw from when employment opportunities arise.

# Pulp, Paper & People

## Our History

The papermaking tradition at Port Mellon began in 1909, when British Columbia's first wood-fibre based paper was manufactured in the mill on the banks of the Rainy River.

In 1988, Canfor Corporation, who had owned the mill since 1951, formed a partnership with the Japanese-based Oji Paper Company. A \$1.3 billion modernization project was launched to upgrade most of the mill's facilities, and transform Howe Sound into Canada's most modern and environmentally-protective pulp and paper mill.

Today Howe Sound continues to be a leader in the pulp and paper industry. Each year we manufacture over 500,000 tonnes of high quality newsprint and kraft pulp that is delivered to our customers around the world.



## NEWSPRINT

Each year our high-speed newsprint machine produces enough paper to circle the earth 12 times! Howe Sound's newsprint customers consistently rank us as a quality leader—a legacy of the expertise we gained from co-owner Oji Paper and our leading-edge equipment.

## KRAFT PULP

Kraft pulp is used by manufacturers to make a variety of other paper products. At Howe Sound we blend different combinations of wood fibres to produce distinct kraft pulp varieties. Each of these blends is designed to meet our customers' different strength and brightness requirements.



Howe Sound Pulp and Paper is one of the most progressive newsprint and kraft pulp manufacturers in the world, leading the industry in product quality, efficiency, and environmental protection. Our setting, on BC's beautiful Sunshine Coast, provides employees with an outstanding quality of life, which is complemented by a competitive salary and benefits package.

