

Recruitment Process Kimi Kaimahi

So you know what to expect, we've outlined the steps of our recruitment process.

If you have any further questions, check out the FAQs or contact the HR team on 07 862 8609 or email jobs@hauraki-dc.govt.nz



1

Submit your online application



2

Shortlisting applications is conducted by the Recruiting Manager and HR after applications have closed.



3

Phone screening – we may give you a call to discuss your application in further detail.



4

Interviews take place

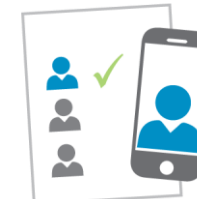
This is a great chance to find out more about us and for us to find out about you!



5

Reflection and assessment

by the Recruiting Manager and HR. As part of this process we may ask you to complete an additional assessment and/or skill based test.



6

Reference checks are an important part of our selection process, so make sure your referees are aware that they may be contacted.



7

Job offer - we will contact all applicants to let you know the outcome of your application. If you are selected as the best person for the role we will make a preliminary verbal offer of employment and if this sounds good to you, we will follow up with a formal written offer.



8

Pre-employment checks -

medical, drug and criminal checks etc. The employment offer is subject to satisfactory results of checks relevant to the position.



9

You're hired. Nau Mai!

We look forward to welcoming you on board!