



NOTES FOR APPLICANTS

These notes will apply regardless of whether the recruitment is carried out by a recruitment agency or by Tui Ora Limited (TOL). When a recruitment agency is involved with a vacancy all communications will be between the candidate and the recruitment agency until the successful candidate's first day of employment with TOL.

Tui Ora Limited's Guideline

An important part of selecting the person 'best suited' for the position is the assessment of an applicant against the criteria (education, experience, knowledge and competencies) critical to effective performance in the position. These criteria are set out in the Job Description.

If you are applying for a position

Complete the Application for Employment, the Police Consent to disclosure of Information, Health Declaration and the Employment Declaration and forward these with your letter of application and curriculum vitae. In your application, include written evidence about your education, experience, and knowledge, which shows how you meet the vacancy criteria. You will be required to present the original copies (or certified copies) of any qualifications or certificates that you include in your letter of application and/or curriculum vitae. Please provide the names and contact details of at least two referees whom the recruitment agency or TOL can contact to verify the information you have supplied.

What happens next?

The recruitment agency / CEO / Human Resources / Manager, will shortlist candidates whose applications indicate they best meet the criteria listed under education, experience and knowledge. If you are unsuccessful in making the shortlist, you will be advised of this by letter. If you are shortlisted, you will be contacted to arrange an interview and in some cases other kinds of assessments will be used.

If you are asked to attend an interview, you have the opportunity to be supported at the interview by whanau and/or other support. If you intend to bring support, please let the recruitment agency or TOL know in plenty of time. Any expenses involved in bringing support persons to an interview are your own responsibility. Further information on the conduct of a whanau/support interview should be discussed with the recruitment agency or Human Resources Manager.

What can you expect at the Interview?

TOL interviews are conducted by an assessment panel. The panel will typically include the Manager of the vacant position and Human Resources and sometimes one or two people knowledgeable about the skills required for the position. Both genders are represented wherever possible.

The Centre's style of interviewing is interactive and behaviourally based. Each panel member has a question or area of questions. The questions will be based on all the key competencies in the job description. Behavioural interviewing focuses on your past behaviour in actual work or other relevant situations. Your pre-interview preparation should include examples of these. The panel will take notes throughout the interview. Behavioural interviews normally take about an hour. There will be time allocated for you to ask questions and for the panel to convey information about TOL as a working environment to you. Further information about TOL can also be found on www.tuiora.co.nz.

How long will the process take?

Normally the process takes two or three weeks from the application closing date. If you are the successful candidate you will be contacted by telephone. If you are unsuccessful you will be contacted by telephone and letter.
