

# THE JOB-HUNTING PROCESS

When people apply for a job in New Zealand, there are usually several steps in the process. This resource takes you through the common steps.

Be aware that when you apply for some jobs, the process might be a bit different. Be ready to do what you need to do to convince prospective employers that you are the right person for the job!

1

An employer decides that they need more staff.

- ▼ They check to see if they already know someone who would be good for the job (hidden job market).
- ▼ They might check if they have CVs on file from people who have the skills required for the job. If you find a company you are interested in working for, but they are not hiring at the time, you can send them a prospective letter and CV.
- ▼ They advertise the job.

*We're hiring!*

2

You put together your cover letter, CV and any other information needed.

You send your application to the employer or the recruiting company – this will often be an online application.

**Remember:**

- ▼ Personalise your cover letter and CV for the specific job.
- ▼ Keep it brief – short cover letter and CV.
- ▼ Make sure you send everything they ask for.
- ▼ Get someone to do a spelling and grammar check of your writing.

3

The employer or the recruiting company reviews all the applications.

They may look for you on the internet/LinkedIn. They decide which applications are the best and make a shortlist of job applicants.

If you get on to the shortlist, you will usually get a phone call to set up the next step.



4

If you do not get onto the shortlist, you will usually get an email or a phone call to tell you that you have not been successful. But sometimes you won't hear anything.

If you don't hear anything, it's OK to call the organisation about a week after applications closed for the position to ask what is happening. You could say something like:

'I applied for the advertised [name of the job] role [number of days] days ago and am just wondering if you could tell me the status of my application.'

5

If shortlisted, you will usually be asked to come for an interview.

Interviews are often done by a panel of people from the organisation that is recruiting. Don't be surprised if there are 3 or more people there to interview you.



You are expected to ask some questions in the interview. Your questions should:

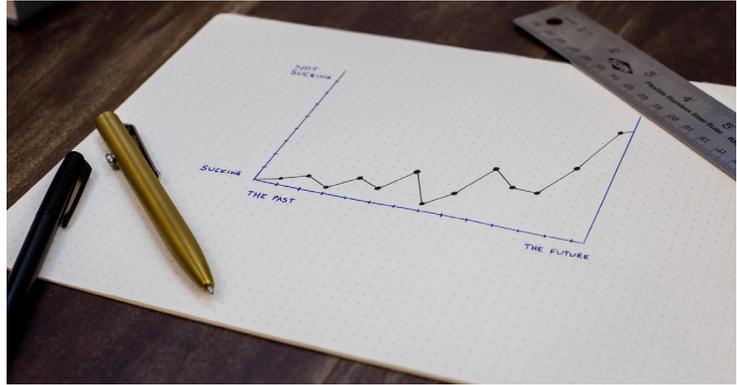
- ▶ Help you to decide if the role and organisation is a good fit for you.
- ▶ Show your interest in the role, sector and organisation and that you've done some research into these before your interview.

A good question to ask at the end of the interview is: 'What will the process be from here?'

6

You may be asked to do some other tests or be given a work task to complete.

Some employers use these to find out if you have the skills you say you do.



7

If the employer has decided that you are a suitable candidate for the job, the employer will contact your referees, and ask them about you and how you work.

8

Many employers will ask the police to do a criminal record check on you.

This is especially likely if you are applying for a position with responsibility for money, sensitive information, or that involves working with children and vulnerable people.



Do not be offended by this – it is standard practice in New Zealand.

## 9

If you are the preferred candidate for the job, you will usually get a phone call to say the employer would like to offer you the job. They will also send you a written employment agreement with the employment terms and conditions to review.

If you agree with the terms and conditions that are offered to you, you accept the job.

If the employer has offered the job to someone else, you will usually get a call at this stage to tell you that.

You can ask for feedback - you could say:

'I'm disappointed that I didn't get the job. What advice can you give me to help me be successful in the future?'



If you want to negotiate the employment terms and conditions, you are entitled to do that. There are minimum employment terms and conditions in New Zealand that everyone is entitled to. You can find these at [www.employment.govt.nz/starting-employment/rights-and-responsibilities/](http://www.employment.govt.nz/starting-employment/rights-and-responsibilities/)