

Our Application Process

Shortlisting

All applications are reviewed by the hiring manager, the People & Capability team and other selection panel members usually in the week after the vacancy has closed. Applicants who are the closest match to the position requirements will be invited to an interview. This process can take 1-2 weeks, but depending on the role, sometimes longer.

Interviews

Interviews are a great way to find out how we could work together - to make sure the job-person match is good for both of us. You will be contacted by our People and Capability team to invite you to an interview and confirm the interview details. You will also usually receive an email to confirm the details such as time and date, location, who will be interviewing you and tips for the interview. Interviews will generally be carried out by at least two Council staff members, including someone from the People and Capability team.

At the interview, you will get an opportunity to get to know our organisation, our team and more about the role, you will have the opportunity to ask questions and you will be taken through the interview process. We usually ask motivational questions, technical questions and behavioural based questions. The latter are open-ended questions that ask you to describe a specific experience or event that you were involved with. If you have limited work experience, you could describe an event or experience from a non-work setting. This will help the interview panel to assess how you might deal with similar situations that may arise during the course of the role. Come prepared for the interview with examples of your skills and experiences and make sure you have the questions you want to ask about the job and about us. The interview is just as much to help you decide whether the Council is right for you, as it is for us to assess if you're right for the job.

Interview tips

Our values are important to us, so make sure you are familiar and understand these, this will help you thrive at KDC. You may also find the STAR technique useful to help you answer behavioural interview questions. Using the STAR acronym to move from Situation (S) through to Result (R), helps to ensure you capture all the necessary points as you narrate the events to the interview panel. It's important that you focus on your actions, even if they were only a part of a larger picture.

Finally, make sure you relax and be yourself!

Whānau and support people

If you are invited to an interview, you are welcome to bring whānau or support people. Please let us know in advance so that suitable arrangements can be made.

Special access needs

It is important to us that no applicant is disadvantaged during our selection process (interview or assessments). If you require reasonable adjustments or have special access needs during the selection process, please let us know in advance so we can prepare and ensure your needs are adequately prepared for.

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Follow up interview and assessments

If necessary, we may organise a second interview or informal catch up to explore further the information gained during the first interview. We may ask candidates in specific roles to provide more information such as a University Transcript, a work sample, complete an assessment, or deliver a presentation.

For management roles, we ask candidates to complete a psychometric assessment. More information about this will be provided to you if you reach this stage of the process.

Reference checks

Reference checks are another important part of our recruitment process. At your interview you will be asked to confirm if you are happy for us to contact your referees. If you are a preferred applicant, following the interview, we will contact you to confirm referee details and then contact your referees to ask a series of questions to help determine your suitability for the role.

Pre-employment checks

We complete Police vetting for all of our roles when an offer is accepted and on a three yearly basis. Some of our roles require us to undertake other pre-employment checks to ensure you are able to carry out the duties and responsibilities of the position. These may include a health check, a credit check or checking your covid vaccination if you have applied for a covid vaccination mandated role.

Offer of employment

Once interviews and reference checks have been completed, a decision will be made by the interview panel as to which applicant will be offered the job. If you are the preferred applicant, the People and Capability team will contact you and make a verbal offer. Following the verbal offer, we will send you your written offer of employment, which contains all your terms and conditions of employment along with other pre-employment forms to complete. This is usually sent by email, but you can request to have a physical copy mailed to you.

Relocation Assistance

During the interview and offer process, please let us know if you may benefit from relocation support, we will then assess if we can offer relocation support.

Flexible working arrangements

During the interview and offer process, please let us know if you would benefit from flexible working arrangements. Flexible working is a key benefit of working at KDC and we know how beneficial it can be on peoples work life balance and productivity. This will be discussed with and assessed by the hiring manager.

Unsuccessful applicants

A positive candidate experience is important to us, so we endeavour to let people know as soon as a decision has been made, usually between 1-3 weeks after the interviews. Depending on whether you attended an interview or not, you will either receive an email or a phone call to inform you of the outcome. We are happy to provide interviewed candidates with constructive feedback, please let us know if you would like us to schedule a time to provide you with feedback.