

# Our Recruitment Process

## POSITION ADVERTISING

We will work with you to create an attractive advertising proposition around your job description. We genuinely understand the skills and responsibilities of building control professionals.

Within New Zealand we utilise our full range of communication networks to promote your vacancies directly to our 1200 building control members. We will use our newsletters, website and online magazine to actively promote your vacancy to our networks. We can also look after any external advertising.

Internationally, we're developing core relationships with our sister organisations and will be working to build a reciprocal recruitment solutions to address current recruitment needs in the sector.

## APPLICATION ADMINISTRATION

We will respond to all incoming queries, log all completed applications and will create a database tracking all applications for your positions.

## PRE - VETTING

The beginning of the selection process involves a two fold approach to include both a technical and personal skills assessment for each position to establish relevance for a candidate's inclusion on a short list.

Our Technical team will address the suitability of each applicant to get an understanding of their technical competencies. Some of the core competencies assessed include whether the candidate has:

- An understanding of the philosophy and principles of building design and construction
- An understanding and knowledge of building products and methods
- An understanding of relevant building legislation, Codes and Standards
- An understanding of quality assurance principles and practices

Key performance indicators for personal skills tested include:

- Experience & Qualifications
- Key Responsibilities
- Demonstrated Competencies
- Leadership qualities
- Team work
- Conflict Management
- Numeracy and Literacy
- Accuracy and authenticity of the information
- Adaptability and ability to learn
- Good communication
- Evidence of personal attributes
- Self motivation and Initiative
- Right to work

## INITIAL TELECONFERENCE INTERVIEW

Our preferred interviewing technique is competency based, using dialogue skills and a behaviour framework to ensure all candidates shortlisted are interviewed and assessed consistently. Our recruitment specialists are experts at deriving information from past experiences to predict future performance.

Following pre-vetting an initial teleconference or Skype interview is held and conducted by us with the preferred candidate(s) to confirm suitability for progression to a short list and a final “face to face” interview with Council management.

## CANDIDATE RECOMMENDATIONS

The short list candidate recommendations are provided to the Unit/HR Manager within one week of application close off and include the candidate files with vetting and interview notes, along with relevant comments to aid a face to face interview by Council management.

Prior to the interview we will have a phone conversation with the Unit/HR Manager to cover off any issues.

## CLOSE OFF VACANCY

Upon Council advise of a successful selection and placement of a candidate, we will liaise with all unsuccessful candidates.