

GUIDE FOR APPLICANTS

This guide provides some policy and process information about the recruitment and selection process in the Ministry of Health.

Making An Application

There are two parts to the application. These are:

- an application form (including EEO statistical data); and
- a curriculum vitae.

In addition, you may also be asked to prepare a self-assessment of experience and competencies matched to the selection criteria for the position.

- **Application Form:** The purpose of the application form is firstly to identify the position you are applying for and to gather some basic information in relation to your application, including EEO statistics, and secondly it allows the Ministry to undertake referee checks.
- **Curriculum Vitae (CV):** Desirably a short outline of your career that focuses on your skills, experience and achievements. Your CV will be used to help the panel identify your eligibility for the advertised positions so it will be useful for the CV to contain the following information:
 - ✓ **Name and contact information** – This is also requested in the application form, however, if you will be away from those numbers during the selection period, please give other contact details.
 - ✓ **Educational qualifications** – please give your most relevant qualifications for the position. You may wish to include external or internal training courses you have attended but it will assist if you focus mainly on those courses which have relevance.
 - ✓ **Summary of skills, experience and qualifications** relevant to the position being applied for.
 - ✓ **Work history** - prepare a list of your work history beginning with your current position, name the organisations or places you have worked, and the positions you have held. Your work history should include both paid and unpaid work, and for each position you have held include a summary of the tasks or duties and the level of responsibility you had. Your CV should also cover your major results and achievements in recent positions.
 - ✓ **Referees:** This is also requested in the application form. Please provide the names and contact numbers of at least two work related referees and indicate the areas of your experience and skills they can comment on. If you are interviewed, we may contact your referees shortly afterwards, so please ensure that they are briefed about your application in good time.

Acknowledgement and Processing of Applications

Your application will be acknowledged by return mail if sent by post, or email if sent by email. If you do not receive an acknowledgement in a timely manner please call out HR Helpdesk on (04) 496 2558 to verify that it has been received.

The position may have been advertised over several weeks, and in several locations nationally and occasionally internationally. Our goal is to make a sound decision as soon as we are able. We will be in touch again if there are going to be any significant delays.

Competency Self Assessment Form

In some cases, you may be asked to complete a competency self assessment form. The self assessment is designed to assist the process of evaluating candidates against the selection criteria identified in the position description.

The selection criteria in the position description have been identified as being the most important ingredients for the job to be completed effectively. It is important that you consider if and how you meet these factors. You will need to prepare a self assessment against each of the *selection criteria* for the position, as set out in the position description.

Thank you for your interest in the Ministry of Health

We appreciate your interest in the position and look forward to your application.

KEY STEPS IN THE SELECTION PROCESS

The selection process normally consists of two main decision phases:

- **Short-listing** is based on the written applications received from applicants. This is to identify the leading contenders for the position from all the applications and uses the documentation you provided. If you are successful in the short-listing process, you will be invited to an interview with the selection panel. Once the short-list has been drawn up, if you are unsuccessful, you can expect to receive a letter advising you of that.
- **Recommendation by the selection panel** of the preferred candidate following an interview, possibly work related tests, and referee checks. If you are unsuccessful you can expect a letter advising you of that and verbal feedback from the appointing manager.

Short listed candidates may be required to undertake some further form of competency-based assessment. This assessment may include psychometric testing, analytical exercises, role-plays, or delivery of a presentation on a relevant topic.

Through all the stages the appointment panel will be looking for 'evidence' that you meet the competency and experience requirements of the position you are applying for. They will gather this 'evidence' from the information you have provided in:

- Your written application;
- Your interview;
- Tests, a role-play or simulation you have been asked to complete; and
- From your referees (referees will usually only be contacted if you are the preferred candidate following interview).

Responsibility for making the appointment decision rests with the appointing manager.

Unsuccessful candidates will receive notification from the appointing manager. The opportunity will be available for feedback to unsuccessful candidates on their candidacy. Candidates' curricula vitae will be returned and other personal information collected during the appointment process will be destroyed.