



TUMU's Recruitment Process

Below we have outlined TUMU's recruitment process for permanent positions. This includes information about how to tailor your CV to suit the position you are applying for, right through to what happens if you are our successful candidate.

If you have any questions about our recruitment process, please contact us at careers@tumu.co.nz.

Please note that a clear pre-employment drug screen result, police records and ACC checks are conditions of employment for all positions with the TUMU Group.

Step One – Get your CV/Resume ready

It's important to tailor your CV to suit the job you are applying for. Your CV is our first impression of you so you need to know how to sell yourself.

Here are some tips on creating a great CV:

- Compile your CV in reverse order (listing your most recent experience first) showing the month and year you commenced and finished in each position
- As well as responsibilities, list your achievements in your past positions
- Make sure you have stated your name and contact details (including your email address)
- Keep it concise
- Finally, highlight in a covering letter why you believe your skills meet the requirements of the position we are recruiting to.

If you require help with creating your CV assistance can be obtained from the Career Services website. Visit <http://www.careerservices.govt.nz> and click on 'get job info'. The Seek website also has CV writing and interview tips. Visit <http://www.seek.co.nz>

Step Two – Apply

Your application should consist of a cover letter and a CV. At this stage you don't need to complete an application form – if you are short listed to come for an interview, we will give you our application form to complete then.

To apply, we prefer it if you email your application to the email address stated in the job advertisement. However, if you don't have email, you can post your application to us.

Where applicants have an email address, we'll send you notification letting you know that we have received your application. Unfortunately, if you don't have an email address, as we often receive a large number of applications for any given position, we can't send you notification.

If you have been unsuccessful and will not be invited to attend an interview, we'll let you know at the earliest opportunity.

Step Three – Interviewing and Assessment

Our process is generally to conduct two interviews. The first interview enables us to get first impressions and may only involve the recruiting manager. The second will involve more than one person present. We will let you know who will be on the interview panel beforehand.

It is important to prepare for your interview. TUMU uses behavioural based interviewing. This involves asking specific questions about your past behaviour or experiences, to give us an idea about the way you might handle similar situations in the future. Think about the questions you may be asked in advance – perhaps try doing a mock interview with a friend.

After the interview you may be asked to conduct a skill demonstration assessment. There are a minimum of two of these: a logic-based assessment, which will require you to complete a series of puzzles and also numeracy based assessment. Both are a test of aptitude and logic, rather than knowledge. If we require you to complete these assessments or any other assessment while you are here for your interview, we'll let you know in advance.

Step Four – Reference checks

If you are short listed for a second interview you will be required to provide contact details for at least two referees who we believe can comment on your suitability for the position. Contacting referees is usually the last part of the recruitment process, carried out prior to a verbal offer of employment. Please note, we will not contact your referees without your permission to do so.

Step Five – Offer

If you are our preferred candidate, then the recruiting manager will contact you directly to gauge your ongoing interest in the position and discuss the key terms and conditions of employment. You will be asked to undertake a pre-employment drug screen at this point in the process. As long as the result of your drug screen is clear, then we will send you a formal written offer. At the same time as this, we'll commence Court records and ACC checks.

You will be advised if you are unsuccessful after the interview.
