

Application and Interview Guidelines

APPLYING FOR A ROLE

Finding the right role for you in Northland isn't always easy. The first step is getting noticed. You have to make a great impression to secure the privilege of an interview. This means your CV and cover letter are the two most important documents driving your career success. We receive a high volume of applications, so your CV needs to stand out. Make sure your skillset is clearly aligned with the required competencies of the role to show that you can perform successfully.

PREPARATION FOR INTERVIEW

It is essential to have some knowledge about the organisation you want to join. You can find out about the Far North District Council by looking at our website: www.fndc.govt.nz

You have been provided with a position description. Read it before the interview and know how your knowledge, skills and experience align with the position being offered. The position description may also prompt some questions that you want to ask.

In the interview we will ask questions where you will need to provide specific examples of things you have done in the past. For example: "Tell us about a time when you had tight deadlines to meet" "How did you go about meeting those deadlines and what result did you get?"

Memorise some relevant examples that illustrate your skills, experience and style in advance of the interview. The key attributes shown in the position description are a guide to choosing the most relevant examples.

If you are new to the interview process, or if it has been a while since you last did an interview, get someone to give you a "run through". It will help you to think through and practice your responses. Dress suitably for the interview and present yourself positively and with enthusiasm.

FACE TO FACE INTERVIEWS

Plan to arrive for your interview so that you have enough time to park and let reception know that you have arrived. You won't be at your best if you are rushed. Arrive ten minutes early to allow yourself time to settle comfortably and collect your thoughts.

Make sure you know where to go. Details will have been provided to you, so be sure you know exactly how to get to the location. Once you report to reception, take a seat and try to relax before you are invited through to the interview room.

SKYPE OR TELEPHONE INTERVIEWS

Give yourself time to organise yourself before the actual interview so that you are able to set up your computer or telephone and get comfortable.

We will have asked for your Skype contact details and a preferred telephone number. You will also have received an invitation to make us one of your contacts. Please accept the invitation. If Skyping doesn't work we can contact you by telephone. Other than using technology, the interview format will be exactly the same as if we were doing a face to face interview.

WHAT HAPPENS DURING THE INTERVIEW

You are welcome to bring a support person with you to the interview (e.g. whanau support) If you plan to do so please let us know at least two days in advance so we can discuss how the interview will be conducted and make any necessary arrangements.

You will be interviewed by a panel of Far North District Council employees. The panel will comprise the manager who you will report to, a member of the People & Capability Team and usually one other staff member. For senior positions the panel can be up to four people.

We will ask you questions about your work history, your job based knowledge and experience, what you are looking for and why you want the role.

Make sure that you talk about your own experience and what **you** have personally achieved. We appreciate that often you are working as part of a group. However, we need to know what you did within the group, what you took responsibility for, how you managed situations or responded to events. If you are uncomfortable talking about yourself in this way, remember – it's your interview so you need to give us enough information to want to select you.

We do all we can to make you feel comfortable, but we know that it is only natural to feel a little nervous and we take this into account.

At the end of the interview there will be time for you to ask us questions. You may want to write down some questions before coming to the interview.

An interview will typically last for an hour, but we recommend that you allow for an hour and a half.

SECOND INTERVIEWS

You may be asked back for a second interview. This one is likely to focus on specific skills or experience and may include another panel member. The main purpose of this interview is to discuss your fit within the organisation and ensure that you will be happy in your new role.

Good luck, we hope you do really well!