

HIRING PROCESS

1 EXPLORE OUR OPPORTUNITIES

Current Job Openings: Take a look at our latest job opportunities.

Set Up Job Alerts: Stay updated on new positions that match your interests.

Join Our Talent Community: Opt into relevant communities to be the first to know about new openings in your area of expertise.

Connect on Social Media: Follow us on LinkedIn, Instagram, and Facebook for updates.



2 SUBMIT YOUR APPLICATION

Position Description: Download the Position Description and review the job specifications for a better understanding.

Application: Submit your application, including your up to date resume, cover letter and any supporting documents.

Message To Hiring Manager: Feel free to highlight any relevant information or questions.

Screening questions: Complete these to help us assess your suitability for the role.



3 REVIEWING APPLICATIONS

Fair Consideration: We review each application carefully, considering your skills, experience and qualifications. We love looking for candidates from diverse backgrounds as you can bring a unique perspective to our organisation, so don't be shy about sharing your true you!

Timeline: This process can take a couple weeks after the deadline, but we ensure we get back to every candidate that has applied to our positions.

Video Interviews: Depending on the position, we may invite you to complete a pre-recorded interview. This allows us to get a feel for you as a person and also gives you a chance to offer a deeper insight into your understanding of the role and prior experience! And even better, you can complete the questions at a time that's convenient for you!



4 SHORTLISTING

Shortlisted candidates will be contacted by phone. Prepare for a conversation about your motivations, work history and experience.

If you're not shortlisted, we will keep your application and may reach out in the future to keep you up to date about new relevant opportunities.



5 INTERVIEWS

Panel Interview: Interviews are conducted by a panel to ensure the decision making is fair.

The interview questions will focus on the core aspects of the position, exploring how your experience, skills and values align with our objectives for the role at EACH.

Format: Interviews are conducted in-person or virtually. You may also be asked to come in for a second interview or less formal conversation.

Group Interviews: Occasionally for certain roles we will conduct a group interview.

Feedback: If unsuccessful, we will notify you and can provide feedback. If you've made it this far, we'd love to keep your details so your application will be stored for future opportunities.



6 REFERENCE CHECK

References are usually processed through Xref, where referees are asked to provide written feedback. We find this to be more convenient for the referee as they can complete the reference check at a time that suits them.

Or, you may be requested to provide your referee details for us to conduct a verbal reference check.



7 OFFER

We will personally call you to extend the job offer!

If your legal first and last name differs from what you've provided in your application, please inform us so we can ensure all formal documents are prepared correctly.

You can usually expect your employment contract within 2-3 business days of accepting your verbal offer.



8 ONBOARDING

Information Request: Once you have accepted, watch for an email from our onboarding team requesting your personal information.

They will then use that information to add you to our Payroll system, Dayforce, where you will complete onboarding and compliance.

Congratulations on progressing through our process. We look forward to welcoming you to EACH!

