

EMPLOYMENT STEPS

- **Reviewing the opportunity** – Familiarise yourself with the position description, review the information provided about the organisation, watch the staff videos, assess the employment benefits and decide if the position is a good fit for you.
- **Preparing your application** – Write a cover letter explaining how you meet the specified selection criteria (maximum 2 pages), make sure your CV is up-to-date, complete the application form, make copies of your qualifications, and at any stage contact us with any questions about the position or the application process.
- **Submitting your application** – Email to our Recruitment Team by 5pm on the closing date. You'll receive a reply to confirm we received your application. We will be in touch if we need any further information, and we'll keep in regular contact with you once the closing date passes, as we shortlist applicants.
- **Having an interview** – If you are shortlisted for an interview, you will be contacted with details of the date, time, place and the interview format. Most interviews are run as panels, with 2 or 3 people from integratedliving meeting with you.
- **Waiting to hear on interview outcome** – Those unsuccessful at interview will be advised promptly, while those successful will be told that reference checks will commence. Once reference checks are made then the letter of offer can be prepared.
- **Receiving a job offer** – If you receive an offer it will usually first be verbal, then in writing. If you have any concerns about the job at this stage, this is a good time to share these with integratedliving so we can work through them together.
- **Preparing to start** – There are various forms and checks required in the community care industry, e.g. probity/police checks, and you'll need to allocate some time to work through the Starter Pack we send you.
- **First day** – Congratulations, you made it! We're so pleased to have you on our team. There's an induction program to be done over the coming weeks, to bring you up to speed with integratedliving's ways of working and get you feeling on top of the job as soon as practical.

Welcome to integratedliving.