



Use the Recruitment Go-To Guide

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This guide will take you through each step of the recruitment journey. You will find links to all the forms, templates, and resources you need for the end-to-end recruitment process.

The Ministry uses a tool called Springboard to manage the recruitment process. As of 1st May 2024, you are no longer required to create the Request To Hire in Springboard. Please complete the manual [RTH form \[PDF, 184 KB\]](#) and send this to your Recruitment Advisor.

The Ministry requires every vacancy (permanent, fixed term or secondment) **over six months** to be advertised to enable suitably qualified people to apply. Wherever possible, the Ministry encourages all vacancies (including short-term ones) to be widely advertised within the Ministry and across the Public Service. It is also required for **all positions** to be entered into the Springboard system, regardless of length of term.

This guide offers a streamlined process designed to save you time so you can invest in the most important aspects of recruitment – connecting with and selecting great candidates.

Click to open an expanded description of each step of the journey below.

Shortlist

Once you are at the shortlisting stage of the recruitment process, use [the flagging system](https://help.peoplescout.com.au/hc/en-au/articles/360037791113-How-To-Process-Flagged-Candidates) (https://help.peoplescout.com.au/hc/en-au/articles/360037791113-How-To-Process-Flagged-Candidates) and [move candidates into different folders](https://help.peoplescout.com.au/hc/en-au/articles/360037790733-How-To-Change-a-Candidate-s-Status) (https://help.peoplescout.com.au/hc/en-au/articles/360037790733-How-To-Change-a-Candidate-s-Status) within Springboard. Please refer to the [Springboard guide](https://jet.justice.govt.nz/how-do-i/recruitment-main/springboard-guide/) (https://jet.justice.govt.nz/how-do-i/recruitment-main/springboard-guide/) on how to use these folders effectively. If you are still unsure, contact your Recruitment Advisor for a demonstration.

Reviewing applications can be time consuming, so we recommend scheduling time every day during the advertising period to review your candidates.

Use the flagging system on Springboard to shortlist during the advertising period:

- Use a **red flag** to identify unsuitable candidates.
- Use an **orange flag** for those that are a 'maybe' (have some of the skills and experience you are after but not all) and move them into the "Longlist" folder.
- Use a **green flag** for those you want to consider for an interview and move them into the "Shortlist" folder.

Recruitment tips

- Now is a great time to plan your interviews! Consider whom you want on your interview panel, schedule time in their calendar as early as possible, and book interview rooms.
- Consider using a [shortlisting matrix \[XLSX, 25 KB\]](#) to compare applicants objectively. Feel free to speak with your Recruitment Advisor to learn more about your options.
- We recommend using the pre-screening tool, [Modern Hire \[DOCX, 83 KB\]](#), to narrow down your shortlisted candidates to around 3 interviewees per position. Please contact your Recruitment Advisor to arrange this.

Important reminders

- It is best practise to not keep candidates waiting too long after the advert has closed. Aim to notify all candidates of whether they are progressing to the next stage or not as soon as you can.
- Please note candidates can request any notes or comments that relate to them. If you are using notes in Springboard or over email, please keep comments high level, simplistic and fair.

We want to provide some additional care to internal candidates. Internal candidates who are not shortlisted must be informed of the outcome by way of a personalised email before moving their application to the "Unsuccessful" folder. This [guide \[PDF, 331 KB\]](#) will assist you in your conversation.

Interview

Interviewing is an important step in the employee selection process. If done effectively, the interview enables a manager to determine if an applicant's skills, experience and personality meet the job's requirements and which candidate out of a group is the most suitable fit for a role. It also provides the candidate with an opportunity to see if Ministry is a place they would like to work and learn more about the role they have applied for.

First, consider how you would like to interview the candidates – will it be an interview panel selection or an assessment centre?

Using your shortlisting matrix and/or Modern Hire, you should be able to decide who you will interview. Move the selected candidates into the Interview/AC 1 folder in Springboard.

The interview process requires some preparation and planning. Once you have a candidate shortlist you will need to:

- **Confirm your interview panel (ideally 3 members).** It is important that the panel chair remains the same across all interviews. When selecting your interview panel, it is important to consider diversity. If you need assistance diversifying your panel, please get in contact with Recruitment.
- **Invite candidates to interview.** Call your preferred candidates to book in a time for interviewing. Please use Springboard to send the Ministry's official interview invitation. Alternatively, you can also manually email the candidate using the template [here \[DOC, 35 KB\]](#).
- **Prepare interview questions.** Please contact your Recruitment Advisor to set you up with access to MyWaka. Alternatively, you can use the [template here \[DOCX, 262 KB\]](#), as well as the relevant questions from the below links:
 - [Individual contributor \[DOCX, 91 KB\]](#) - An Individual Contributor coordinates their own work and technical expertise within known tasks and processes to contribute directly to team success.
 - [Leader of functions \[DOCX, 116 KB\]](#) - A Leader of Functions reviews and addresses complex and systematic issues by applying expert diagnosis, judgement and systems thinking.
 - [Leader of teams \[DOCX, 116 KB\]](#) - A Leader of people focuses on organising, encouraging, and supporting their teams to achieve results by applying best practice standards.
 - [Leader of leaders \[DOCX, 142 KB\]](#) - A Leader of Leaders is responsible for coordinating work between teams to achieve business unit outcomes that are relevant to the wider organisational and sector agency.
- **Conduct interviews.** See our [tips on how to conduct the interview doc \[PDF, 310 KB\]](#) for handy interview tips. With the changing times there may be a request or a need to conduct interviews online over Microsoft Teams. Please give candidates at least 48 - 72 hours to prepare for an interview. You're required to keep your interview notes for six months – these are important in the case of an appointment review. Please note candidates can request to see these interview notes.

Refer to the [Interview Candidates](https://jet.justice.govt.nz/how-do-i/interview-candidates/) [\(https://jet.justice.govt.nz/how-do-i/interview-candidates/\)](https://jet.justice.govt.nz/how-do-i/interview-candidates/) page on JET for further insight into the process.

Pre-Employment Checks

Preferred Candidate(s), Start Dates and Starting Salary

Upon receipt of satisfactory reference checks, you should begin thinking about a possible starting salary. Please refer to the Ministry's [Starting Salary Guide](https://ministryofjusticenz.sharepoint.com/sites/CDSPX/_layouts/15/DocIdRedir.aspx?ID=QPVY7HHW6ZHZ-811746407-3515) (https://ministryofjusticenz.sharepoint.com/sites/CDSPX/_layouts/15/DocIdRedir.aspx?ID=QPVY7HHW6ZHZ-811746407-3515) for more information and, if unsure, contact your Advisor to discuss.

You can then call your preferred candidate to confirm a potential start date, starting salary and to check whether they have any upcoming holiday plans to consider before you make them an offer.

Advise them that a formal offer will only be made in writing and that this is still subject to:

- the above pre-employment checks
- The 10-day Public Sector Review of Appointment process (Promulgation)
- Any other relevant documentation we are waiting on e.g., academic qualifications, right to work in NZ, valid NZ Drivers Licence.

Approval to Appoint (ATA)

At this stage, you need approval from a manager with the appropriate HR Delegation in order to offer your preferred candidate the position and appoint them at the appropriate salary step. To do this, you must fill out an [Approval to Appoint Form \[PDF, 907 KB\]](#) and send it to your one-up manager for approval.

Save the ATA as a PDF, which should enable you to sign the form electronically.

Once approved, submit the form and following documents to your Recruitment Advisor:

- Reference checks (if not completed in Springboard)
- Evidence of the criminal check and/or serious misconduct checks requested, if you have the results of these checks please email them through as well.

Your Recruitment Advisor will forward you the “Candidate New Hire Email” (also known as the “blue and green email”) to send to the candidate alongside the correct Letter of Offer Template, Employment Agreement and Position description.

Making an Offer

Forward the blue section of the email to your preferred candidate and attach:

- Letter of Offer

- Position Description
- Relevant IEA and/or CEA
- Public Service Commission Welcome Letter

The Letter of offer states that the offer is subject to certain conditions such as:

- A satisfactory criminal conviction and outstanding fines check;
- a 10-day Public Sector Review of Appointment process (promulgation);
- verification of appropriate documentation (such as academic qualifications, right to work in NZ, and a valid NZ driver's license).

The blue section of the email includes a unique link to a *Candidate New Hire Form*. Each link is unique to an individual candidate – please do not share links between multiple candidates - this will result in a privacy breach.

The candidate will be instructed to review, sign, and upload their documents to this link and once submitted, both Recruitment and the Hiring Manager will receive an email notification.

Placing a Candidate

The Recruitment team will receive an email once the candidate has completed and submitted the online *Candidate New Hire Form*.

Your Recruitment Advisor will:

- Check mandatory documents have been submitted and signed
- Forward these documents to the Payroll Team (we will cc in the hiring manager as an FYI)
- Place the candidate in Springboard
- Put the candidate's appointment on the [JET Promulgation](https://jet.justice.govt.nz/how-do-i/place-an-appointment-promulgation/) page

Please do not place candidates in Springboard yourself. The Recruitment Team must ensure the data migrates correctly from Springboard to Mahi.

Once this has been successfully completed, the Recruitment Team will email you the new employee number so that you can begin the onboarding process (see next section).

Onboarding

Once you receive the new employee number, please Complete any required onboarding steps including ITSC set up and building access requests. Please see the [Onboarding page](https://jet.justice.govt.nz/how-do-i/onboarding/) (<https://jet.justice.govt.nz/how-do-i/onboarding/>) on JET for more information.

Contacts



Recruitment
Recruitmentteam@justice.govt.nz

Related links

[Advertising channels](#)

[Secondments and Additional Duties](#)

Springboard Guide

[Springboard Guide 2023](#)

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