

RECRUITMENT PROCESS

We want to help you show your best through the recruitment experience, which includes helping you prepare. Below is a typical recruitment process at Innoitus. Although your experience may vary depending on the role and business area, we hope this gives you the insight you need to plan and prepare.



1. Submit your online application

Make sure you have a good understanding of the role you're applying for before you fill in your application form, as we suggest you tailor your application to this role. If we read your application and think you're a perfect fit for another area, we'll give you a call to discuss.



2. Complete Advice Knowledge Assessment

If your experience and qualifications meet our minimum requirements, you will be asked to complete the Advice Knowledge Assessment and instructions will be emailed to you. It is necessary to meet the required competency level set for this assessment to progress to the next stage of the recruitment process.



3. Phone interview

Following your successful completion of the Knowledge Test, we'll give you a call to discuss your application in further detail. Be prepared to talk about your motivations in applying for the role, and answer some behavioural questions, outlining past experiences when you've been in situations that align closely with the work you'll be doing in the role. It's important that you take this opportunity to demonstrate your suitability. If you'd like some advice on this step of the process check out our nine tips for a successful phone interview.



4. Complete academic qualification checks

To further progress in the process, we will need to have your qualifications verified to ensure you meet the company's licensing requirements. In order to do so, we'll request certified copies of your certificates and transcripts for verification.



5. Complete online assessments

If you meet the minimum requirements of the role, we'll ask you to complete a set of online assessments. We use these to further explore your fit with our culture and assess some of the capabilities required to perform in the role. We'll send you emails detailing what you need to do to complete the online assessments including specific deadlines. If you don't complete your assessments in the timeframe specified, we won't be able to consider your application further.



6. Attend an interview

Next, you'll be invited to one of our offices for one or more interviews with the Hiring Manager and possibly other team members. Depending on the role and capabilities we are assessing, you could be asked behavioural questions, technical questions, or you may be asked to present a case study. If you've got any questions about the business or the role, this is a great time to ask. If you'd like some more advice on this step of the process, check out our ten tips for a great job interview.



7. Background and Reference Checks

If you're successful in progressing through the interview, we'll ask you to provide some information online to allow us to conduct background and right-to-work checks. We will also ask you to provide contact details for at least two recent managers who can provide a reference. Since some of these checks are handled by a third-party provider, they can take some time to be completed. The sooner you provide the required details, the sooner we'll be able to proceed to the next step.



8. Your offer

Once the necessary checks are complete and the results are satisfactory, we'll call you with the exciting news of your offer to work with us and give you all the information you need to make a decision that's right for you.