

Recruitment process

Whether you have already applied or are just thinking about it, you'll find information on our recruitment process here.



Online Application

Once you have decided to apply for your chosen role, you will be able to submit your application by using various platforms: iworkforNSW, Sportspeople, Seek, LinkedIn or email. All vacancies have a clearly published closing date and time. You will receive an automated email to confirm receipt of your application. If you have not received this email, please contact: nswis_recruitment@nswis.com.au



Shortlisting

The short-listing panel will assess your resume, cover letter and pre-requisite criteria requirements against the job description and person specification for the role you have applied for.

If your application has been unsuccessful, we aim to notify you by email within three weeks of the closing date. Due to the volume of applications we receive for our vacancies we are unable to provide detailed feedback to all applicants, however, we will do our best to give feedback when this is requested.



Interviews / Assessment

If your application has been successful you will be contacted by telephone or email and invited to an interview and/or assessment, dependant on the role. This will give you the opportunity to demonstrate to the recruitment panel that you have the necessary skills and competencies to be successful in this role. Candidates will be informed at their interview when the panel will communicate their decision.



Job Offers

If you're successful we'll make a verbal offer for the role which will be followed up in writing. All job offers are conditional and subject to CEO approval, references and right to work checks.

Unsuccessful candidates are informed by telephone or email. The option of receiving feedback is offered to everyone who attends an interview. This will be provided at a mutually convenient date and time.



Onboarding

As soon as a job offer has been accepted the people and culture team and your new line manager will work closely with you to ensure that you have everything you need ahead of your start date with us!