

The Recruitment Process

The Group Recruitment team at Fletcher Building recruits for a broad range of roles, at all levels across the Fletcher Building Group. The teams in New Zealand and Australia are committed to making the job application as easy as possible for you, and will ensure that you are kept fully informed about the status of your application throughout the process.

If at any stage you have any enquiries, or would like to give us some feedback, please either call 0508 325 627 or email careers@fb.co.nz.

Online Application

Our preference is for all applications to be submitted on-line as specified in our job adverts. Unless absolutely necessary, we discourage you from posting or faxing your application to us, as this may result in unnecessary delays. We have kept the on-line application system simple, asking only that you answer a few straightforward questions and submit, with your answers, your covering letter and CV. This ensures that your application is stored in our system, is linked to the job for which you are applying, and is immediately visible to our recruitment consultant. You will be sent a confirmatory email as soon as your application is received.

By applying on-line, you can keep track of your application at any time by logging in and checking the status of your application.

Phone Interview

If you meet our initial criteria you will be contacted for a phone interview. This is the best time for you to ask questions and with the consultant, to determine your suitability for the position. If interest and suitability match, the next stage is for the consultant to present your background and skills to the hiring managers in our organisation.

Face to Face Interview

Successful applicants will be asked to attend a face-to-face interview, which may be with the consultant or directly with the hiring manager. If your interview is on site, you may also be offered an opportunity to tour the site. You may also be required to attend a second interview - to meet other managers, or perhaps those in peer roles. All of these are excellent opportunities for you to evaluate the position on offer - and the company as a prospective employer.

Further Requirements

It is possible that you may be asked to undergo psychometric testing or to have a pre-employment medical check. We may also ask you to allow us to run standard pre-employment credit and criminal record checks. The consultant will advise you of these requirements, if any, during the recruitment process.

References

You must be able to provide us with at least two recent, acceptable and contactable referees who can attest to your background and experience

The Offer

If your application is successful, we will in the first instance make you a verbal offer of employment. Should you accept, the hiring manager will send you a Letter of Offer and Contract for you to review and sign.