

Hiring Manager Checklist

Documents for the successful candidates

Documents obtained:

- CV plus Pre-screening Questions (Taleo)
- Interview notes
- Reference checks
- Copy of Clinical registration (if applicable) / APC (verified and sighted by Hiring Manager)
- Two forms of ID (As per below)

Forms of ID:

- Proof of residency / work visa/ citizenship
- Photo ID
- Passport or NZ Birth Certificate And
- Drivers Licence or IRD number

(All verified and sighted by Hiring Manager)

Note:

*Please scan and email these documents to recruit@waitematadhb.govt.nz or your Recruitment Consultant

*The personnel file will only be sent to payroll when the candidate has completed all the mandatory documentation