



Māori Workforce Recruitment

Appendix 4. Māori Recruitment Checklist

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POSITION DESCRIPTION

- Position Description has generic Tikanga competencies
- Any additional PD Tikanga competencies have been developed with the active participation of Māori Health

ADVERTISEMENTS

- The advertisement contains generic mihi or greeting
- Advertisement has been advertised (see below for potential platforms)
 - WDHB careers
 - Kiwi Health Jobs
 - Te Pou (if Mental Health and Addictions)
 - Māori and Pacific Jobs
 - Taleo candidate folders (talent pool)
 - Internal Māori networks
 - See Māori Workforce Recruiter for other potential platforms

SHORTLISTING

- Any/all Māori candidate(s) that meet minimum requirements as set by the Job Description are to be interviewed
- Māori representation have been requested to participate in short listing all candidates

INTERVIEW

- Māori representation have been requested to participate on panel
- For ELT or direct reports to ELT appointments - Chief Advisor Tikanga or General Manager Māori Health have been included to panel
- Whānau Tautoko Invitation to Interview has been sent to candidate

- Whānau Support Guidelines have been shared with Panel members and understood
- Irrespective of Māori representation but particularly if no Māori representation, panel members are proficient in Tikanga competence and assessing.

OFFER STAGE

- Offer of employment includes whānau hui/deliberation before accepting offer
- Pōwhiri / Mihi Whakatau process has been started for new employee