



Te Kawa Mataaho
Public Service Commission

Public Service Recruitment

Guidance to support Public Service recruiters

Public Service Act 2020

Building a modern, agile and trusted public service.



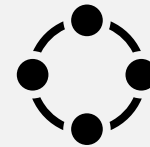
A unified public service,
with a spirit of service to
the community



Strengthening the Māori –
Crown relationship



Public service as a more
attractive and inclusive
place to work



Strong, system-focused public
service leadership



Organise flexibly around the
needs of New Zealanders

Enabled by enhanced attraction, recruitment, induction and retention of public servants.

Public Service Careers

A leading-edge, unified and trusted Public Service that serves Aotearoa New Zealand and its people – delivering better outcomes and services for every New Zealander.

Enabled by enhanced attraction, recruitment, induction and retention of public servants.

Values of the public service:

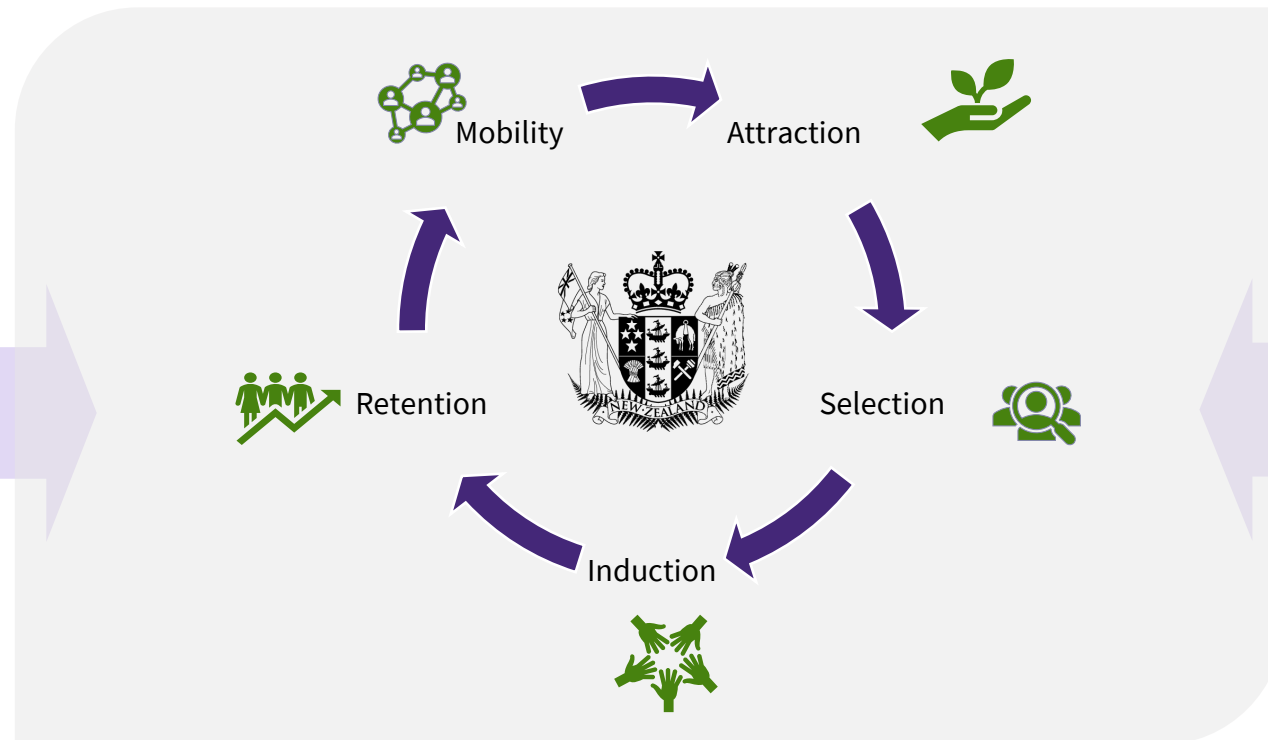
Impartial - We treat all people fairly without favour or bias

Accountable - we take responsibility for our work, actions and decisions

Trustworthy - We act with integrity and are open and transparent

Respectful - we treat all people with dignity and compassion and act with humility

Responsive - we understand and meet people's needs and aspirations



Value Proposition:

Working together for a common purpose

We're uniquely Aotearoa New Zealand

Diverse and inclusive

Your future, your way

Modern and flexible work arrangements

Part of a proud public service

Public Service Recruitment Champions

The persona of a Public Service recruiter

Recruiter/HR Professional

The public service value-proposition affects the talent we attract

We interpret manager requirements to attract and retain public servants within the system

We lead and educate on AoG common recruitment process & policy

Our role is critical for attracting diverse public servants

We need support to champion & curate the system

We teach managers how to recruit

Future public servants connect with the public service brand through our ads and recruitment experiences

We represent Public Service Careers brand to future public servants

Public Service Recruitment Mechanisms

AoG Common Process - Recruiting and On-boarding

Recruitment and Induction Tools, Guidance and Model Standards

Public Service Careers Value Proposition

Legislation i.e Public Service Act 2020, Human Rights Act 1993

AoG Common Process Model for Human Resource Management Context:

Principles for localising the model

Ensure all processes and artefacts are system agnostic.

Align the model with New Zealand practice and current cultural, union and other societal factors.

Ensure the model is fit for the public sector environment.

Do not have unreasonable costs associated with implementation or ongoing operations.

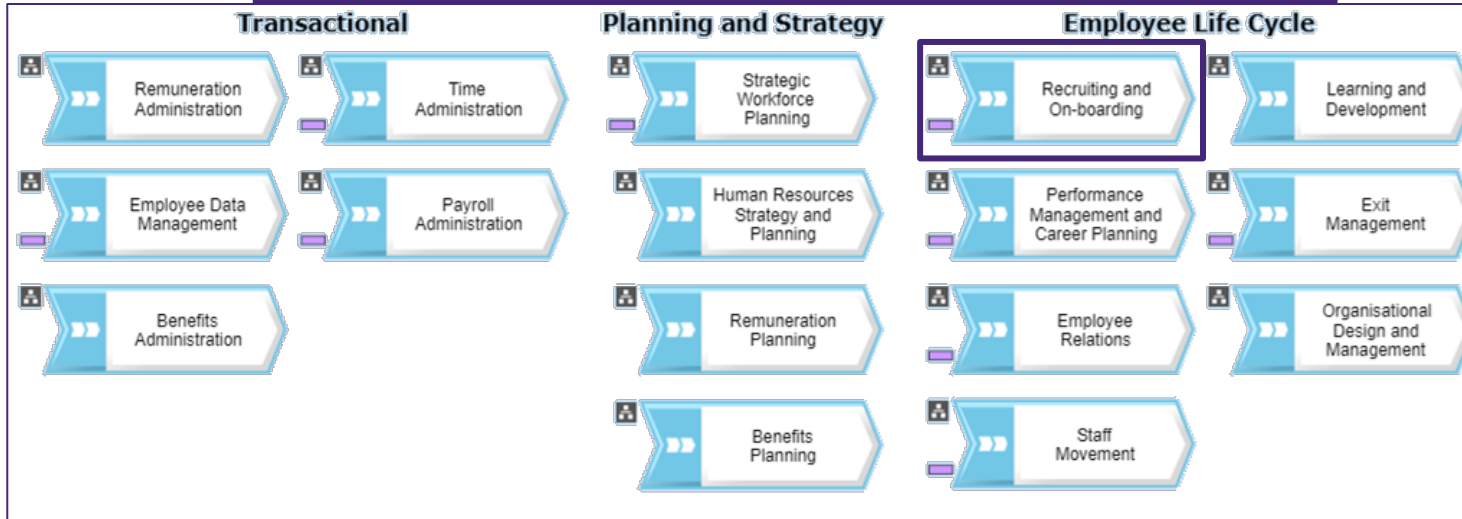
Ensure compliance with New Zealand Regulations and legislation.

Inland Revenue localised the NSW Process Model for a New Zealand All of Government context, so all agencies could benefit

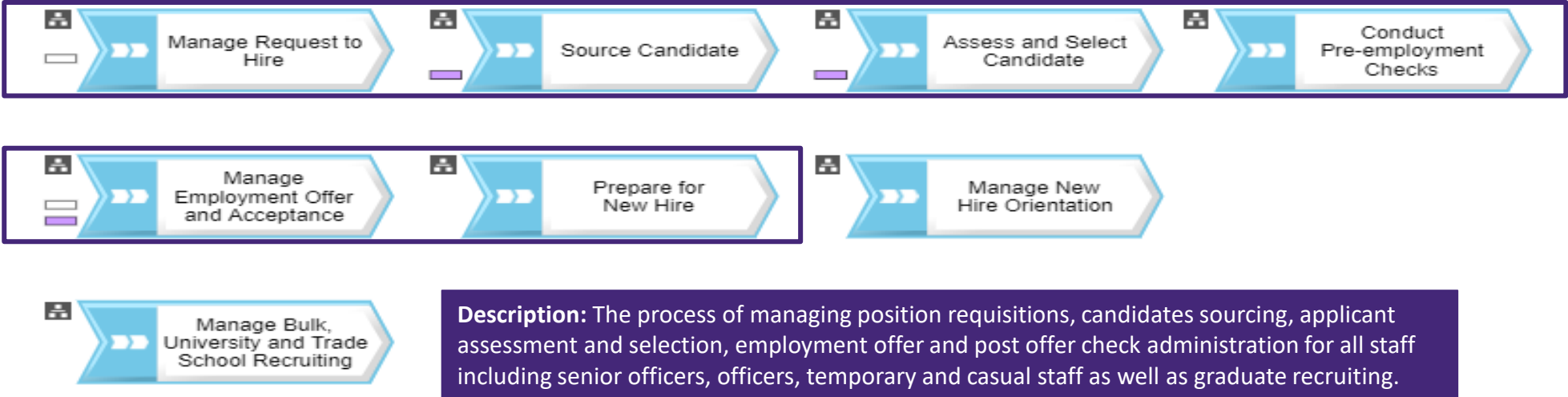
- Also fits with AoG Master Service Agreement principles.
- Also complies with Digital Government Leadership Group investment principles.



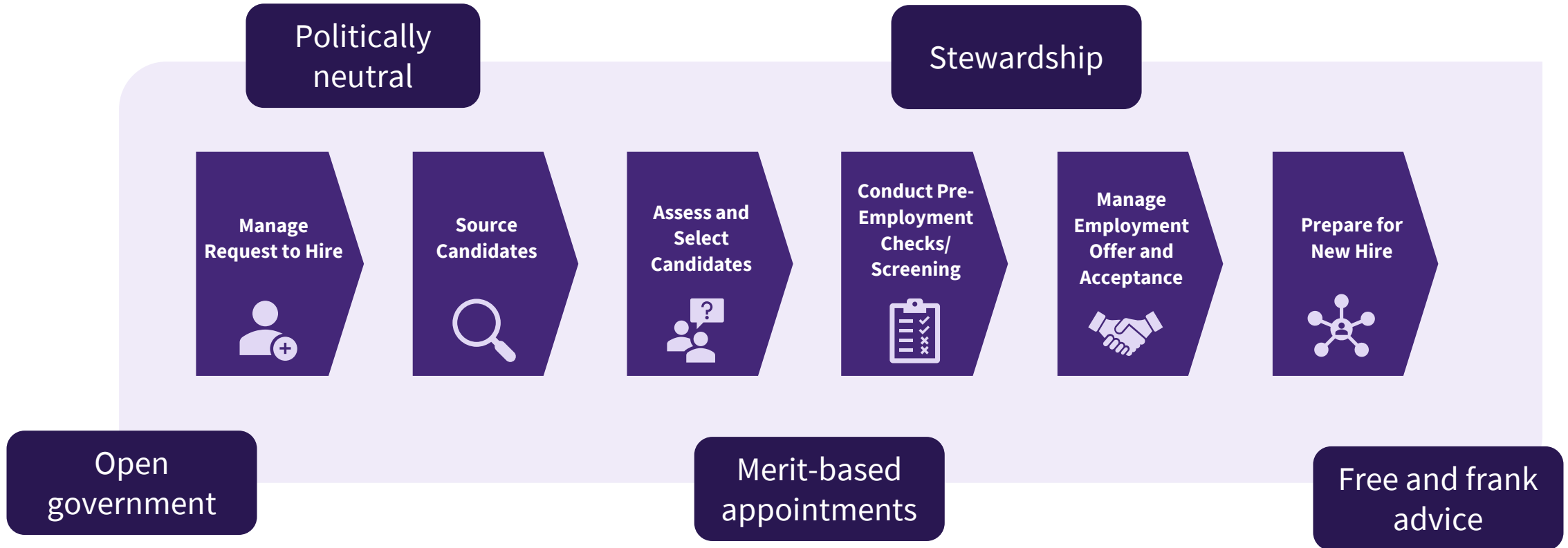
Common Process Model for Human Resource Context









AoG Common Process Model for Human Resource Management Context: Recruiting and On-boarding



Public Service Principles & Recruiting



Process	Description	Reference	Guidance
Manage request to hire 	<p>The process of creating and approving staff requisitions.</p>	<ul style="list-style-type: none"> Review of resource requirements and staffing budgets Creation of requisitions based on job description and required competencies and Position requisition approval by appropriate executive/stakeholder. 	<p>Standards and Guidance:</p> <ul style="list-style-type: none"> Workforce Assurance Model Standards Papa Pounamu: Map of tools and resources for addressing bias and building inclusion Recruitment Guidance: Implementing the Gender Pay Principles and removing gender bias in recruitment processes Lead Toolkit: A guide for employing disabled people Personnel Security Mandatory Requirements COVID-19 Workforce Mobility Guidance for Public Service Agencies Jobs.govt.nz Te mahi ki Te Ratonga Tūmatanui Working in the Public Service Tikanga whakauru mahi a te Ratonga Tūmatanui Public Service Induction Pūkete Arataki Whaihua Leadership Success Profile About jobs.govt.nz
Source Candidates 	<p>The process of sourcing candidates and the submission of resumes.</p>	<ul style="list-style-type: none"> Establishing the selection committee Reviewing priority sourcing options, including review of excess employees Preparing the job advertisement Determining, approving and implementing the sourcing method e.g. internal position posting and/or external agency / print media / recruitment websites and Submission of online resumes 	
Assess and Select Candidate 	<p>The process of selecting, interviewing and assessing applicants.</p>	<ul style="list-style-type: none"> Review of eligibility list - Short listing applicants through resume review and screening interviews and examinations – Tracking of applicant data and interview results – Evaluation of applicants against competency profile and creation of eligibility list Selection of candidates and reference checking and Selection of recommended candidates for employment offer 	
Conduct Pre-Employment Checks 	<p>Assurance of people working for your organisation (employees, contractors, and temporary staff) who access New Zealand Government information and assets.</p>	<ul style="list-style-type: none"> have had their identity established have the right to work in New Zealand are suitable for having access agree to comply with government policies, standards, protocols, and requirements that safeguard people, information, and assets from harm. 	<p>Legislation:</p> <p>Public Service Act 2020</p> <ul style="list-style-type: none"> s12 Public service principles clause 1 of Schedule 8 – Obligation to notify vacancies s64 Secondments s72 Appointments on merit Clause 4 schedule 8 – Obligation to notify appointments s71 Appointments subject to review clause 5 of Schedule 8 - Review of Appointments
Manage Employment Offer and Acceptance 	<p>The process of extending an employment offer and receipt of offer acceptance.</p>	<ul style="list-style-type: none"> Review of recommended candidates and selection of candidate for employment offer Extension of conditional verbal offer to selected candidate and receipt of offer acceptance or non acceptance Revision of offer or selection of alternative candidate Preparation, approval and distribution of contract/offer letter to candidate post successful pre-employment check Receipt of signed acceptance and Distribution of notifications to unsuccessful candidates 	<p>Human Rights Act 1993</p> <ul style="list-style-type: none"> S21 - Prohibited grounds of discrimination, S22 - Discrimination in employment matters
Prepare for New Hire 	<p>The process of preparing and setting up appropriate work tools/equipment, security IT/system access and new hire orientation prior to commencement of the new hires.</p>	<ul style="list-style-type: none"> Ensure accessible IT and workplace is set up as needed Welcome letter from Public Service Commissioner Induct into the Public Service not just the agency or role 	<p>Privacy Act 2020 – confidentiality of information through the recruitment process</p> <p>Equal Pay Act 1972</p> <ul style="list-style-type: none"> s2A Unlawful discrimination <p>Employment Relations Act 2000</p>

Embedding a common recruitment and induction experience for Te Ratonga Tūmatanui The Public Service Aotearoa New Zealand



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Our public service recruitment and [induction](#) supports the aspirations of the Public Service Act 2020

Unified Public Service

- All public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

Te whakapakari i te hononga i waenga i te Māori me te Karauna

- Strengthening the Māori / Crown relationship

Diverse and Inclusive

- The public service is an attractive, diverse and inclusive place to work

Attraction, recruitment & induction changes

Refreshed [jobs.govt.nz](#)

- Diverse and inclusive Aotearoa New Zealand look and feel for popular recruitment channel
- Matāuranga Māori and public service branding
- Links to public service information
- Mobile/ Tablet optimisation
- Value proposition for public service careers
- Primary channel for finding public service roles
- Accessible and secure for everyone

Updating all job descriptions

- Introductory paragraph for all public servants jobs descriptions – te Reo Māori and English.
- Two versions, short and long. Agency can choose the version that best suits agency JDs

Welcome letter to all new employees

- A letter from the Public Service Commissioner welcoming people to the public service

Refreshed public service induction module

- Refreshed the induction module to reflect public service changes and upgrade to software

Agency DO's

- ✓ Continue to advertise every public service role on jobs.govt.nz
- ✓ Advertise roles elsewhere as long as they first appear on jobs.govt.nz
- ✓ Advertise JDs with intro to public service paragraph
- ✓ Continue your BAU use of jobs.govt.nz recruitment software
- ✓ Email DIA Site Administrator with any issues

- ✓ Insert intro into job descriptions for new starters
- ✓ Update all existing job descriptions by 30 June 2022

- ✓ Include welcome letter in all Agency welcome/induction packs for new to public service employees (Te Reo Māori and English inclusive)

- ✓ Update agency LMS / induction process to use refreshed public service induction module – either link or integrate files
- ✓ Use refreshed public service induction module alongside agency induction

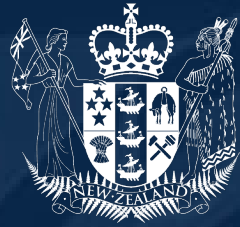
Critical success factors

- ✓ Random sampling of Agencies job descriptions on jobs.govt.nz shows updated intro paragraphs
- ✓ Public servants identify with public service values, principles and spirit of service
- ✓ Attract diverse peoples to public service careers

- ✓ Chief Executives meet standards to implement recruitment changes

- ✓ All new public servants receive a letter from the Commissioner and welcomed to public service

- ✓ All agencies are inducting public servants to unify a spirit of service to the community



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Thank You