

Recruitment

Q&A

Q What happens once you have applied for a role and sent in your resume?

A You will be acknowledged within 24 hours of Cbus receiving your application. As part of that acknowledgement you will also be advised of the closing date of applications.

If you email us over the weekend, we will do our best to get back to you on the next business day.

We have a small team as part of People & Culture who manage recruitment internally and they work hard to ensure you have heard from us.

Q What's next?

A Once an application period for the advertised role has closed the applicants will be shortlisted and unsuccessful candidates will be notified by email.

The recruiter will provide shortlisted resumes to the Line Manager.

We give our line managers some time to review the shortlisted applications and depending on the number they need to review, we would usually expect to be back in contact with applicants within two weeks of the closing date.

If your circumstances change in that time (such as you have been successful in another role or you are going away) you are welcome to contact us via the careers mailbox and let one of the team know.

If you are shortlisted we will contact you to arrange an interview. If you are unsuccessful in reaching the next phase we will notify you via email.

Q I have an interview – what now?

A In the first interview you will generally meet with a Cbus recruiter and either the line manager or a delegate.

You can expect that at your first interview you will be asked a range of behaviourally based questions where you will be able to demonstrate the skills and experience that qualifies you for the role. The interview times may range from 30 minutes to an hour.

Q Second interviews?

A A second interview may be arranged with the Line Manager and or other key stakeholders

Q Other Assessments?

A As part of the second round interview process you may be asked to complete some other form of assessment. Depending on the role and in addition to the interview you may be asked to undertake a Psychological Test, participate in an Assessment Centre or present a Case Study or Scenario.

The case study is not designed to be onerous but merely an opportunity for you to display your technical expertise around your subject matter and present that at interview.

Q Pre-employment checking

A You will be required to provide at least two referees. These will need to be people you have actually reported to or those who have been key stakeholders in your previous roles – not colleagues.

Your qualifications will be verified and depending on what role you have applied for, a full financial representative check may also be conducted. A police, background and bankruptcy check is also mandatory for all roles.

Q Offer

A If you are successful we will generally make a verbal offer followed by a written offer of employment.

Q If you are unsuccessful.

A We try to ensure that you have the best experience through the recruitment process and respect each person we come in contact with.

If you have not secured an interview, we know this can be hard. We sometimes receive hundreds of resumes for roles and so not everyone will get to interview stage. While we understand that this is disappointing we know you will also understand that due to the volumes of enquiries we handle we cannot give feedback individually to each person. You will however be advised via email and encouraged to apply again for any other roles that you may be interested in.

Currently we do not retain applications / resumes on file and all files are deleted twelve months from the appointment date of the successful incumbent. If you see a role in the future that you are interested in, you will need to reapply