

Gateway Recruitment Process Overview

Initial Screening

Interviews and Assessment

Validation and Offer



Candidate Screening:

- * Resume
- * Seek screen questions

Online Video Interview:

- * Completed any time during 3-4 day period

Gateway uses an online interview tool to help screen candidates in the initial stages.

This tool enables us to get a better picture of a greater number of candidates than would be possible with face-to-face interviews.

You also have the convenience of completing it whenever it suits you.



Face to Face Interviews:

- * First round generally with 2 interviewers
- * Behavioural interview format

Face to Face Interviews:

- * Second round similar format to first round

Assessment:

- * Abilities
- * Behavioural
- * Emotional Intelligence

We generally have two face to face interviews. In most instances the first interview will be with the direct manager and the Senior Manager, People & Performance.

The second interview may be with the Senior Manager and/or the Divisional Head.

Psychometric assessment is conducted online and generally includes abilities, behavioural and emotional intelligence assessments.

We move through this process with minimal delay and keep you informed at every stage.



Reference Checks:

- * Two or three reference checks
- * Must include a direct manager

Offer:

- * initial Verbal Offer
- * Scanned Contract
- * Onboarding process

Background Checks:

- * Condition of employment
- * Conducted post acceptance

We will conduct at least two reference checks, preferably with previous direct managers.

If successful, you would receive a verbal offer, followed quickly by an email with a scanned copy of the signed contract (usually same day).

Onboarding documents are forwarded by email within the next few days, with many documents being completed on commencement.

Offers are made subject to successful completion of background checks. Following acceptance, you would be enrolled to undertake these online.