

16 January 2018



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Steps

## Recruitment process for HWNS Services casual employees

Dear Casual Employees

Happy New Year to you all! I hope you enjoyed the Christmas period. We have an exciting year planned for HWNS and we are thrilled that you will be a part of it.

As per the conditions of the agreed transfer to HWNS, casual and temporary employees maintain their existing FACS terms and conditions for a period up to 6 months. As this 6-month period is due to expire on 5<sup>th</sup> April, 2018, we will now be commencing a recruitment process to identify those staff who may be suitable for permanent vacancies and/or who we will issue new casual contracts to. If you wish to maintain employment at HWNS, you will need to participate in this process.

You will need to attend a half day group workshop where we use a number of customer based scenarios and activities to review how you respond to problem solving and decision making tasks. We will also observe interpersonal interaction between candidates. We have used this method in the past for large scale recruitment activities and it has proven to be a fair and impartial way of determining successful applicants. However, we won't just use the results of the workshops to make the selection decisions. We will also consider your work history, qualifications, training and feedback from your Team Leader and Manager/s.

You will see later this week a list of Support Worker vacancies across all regions emailed to all staff from our People Service Centre. If you are interested in applying for an ongoing casual position, you will need to follow the steps outlined in the email to submit your application. There may also be some part-time positions available in regions that you are also welcome to apply for.

We plan to hold the assessment centres in late February with an intended start date for successful applicants of Friday 6<sup>th</sup> April, 2018. Our Human Resources teams will be coordinating the recruitment process and running the assessment centres with assistance from our operational teams.

We have developed the attached set of frequently asked questions to provide each of you with additional information and hopefully to capture some of the queries you may have.

As always, if you have any additional questions or concerns, please direct them to our People Service Centre and they will respond or quickly put you in touch with the person who can.

Kind regards

Rob Watkins  
Executive General Manager, Support Services

*Let's Go!*

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