



Summer Internship Programme

Our Summer internship application process

The recruitment process looks different every year as we adapt the process according to the number of applicants we receive. See below the application/hiring process:

Step 1: Paper Application

This step gives you the opportunity to attach your Curriculum Vitae (CV) and cover letter. This step will also have around 5 prompting questions that you will have to answer so we can get to know more about you.

Step 2: Psychometric Test

This step is where we send out a Psychometric test to complete. In the past, we have used the Inductive Reasoning test for our summer interns.

Step 3: Video Interviews

This step is where you will have the chance to record yourself answering questions via a video tool sent to you.

Step 4: Panel interviews

Progressing further, you will then be asked to sit a Panel Interview and get to meet hiring managers from each of the teams that are hiring. We strongly encourage this step to be more of a kōrero to ask and answer any questions between each part.

Step 5: Pre-employment checks & references

If you're the preferred candidate, we'll complete one reference check and begin your background checks after the interview. We will contact you to confirm your referee details and to complete the pre-employment documents.

Step 6: Offers

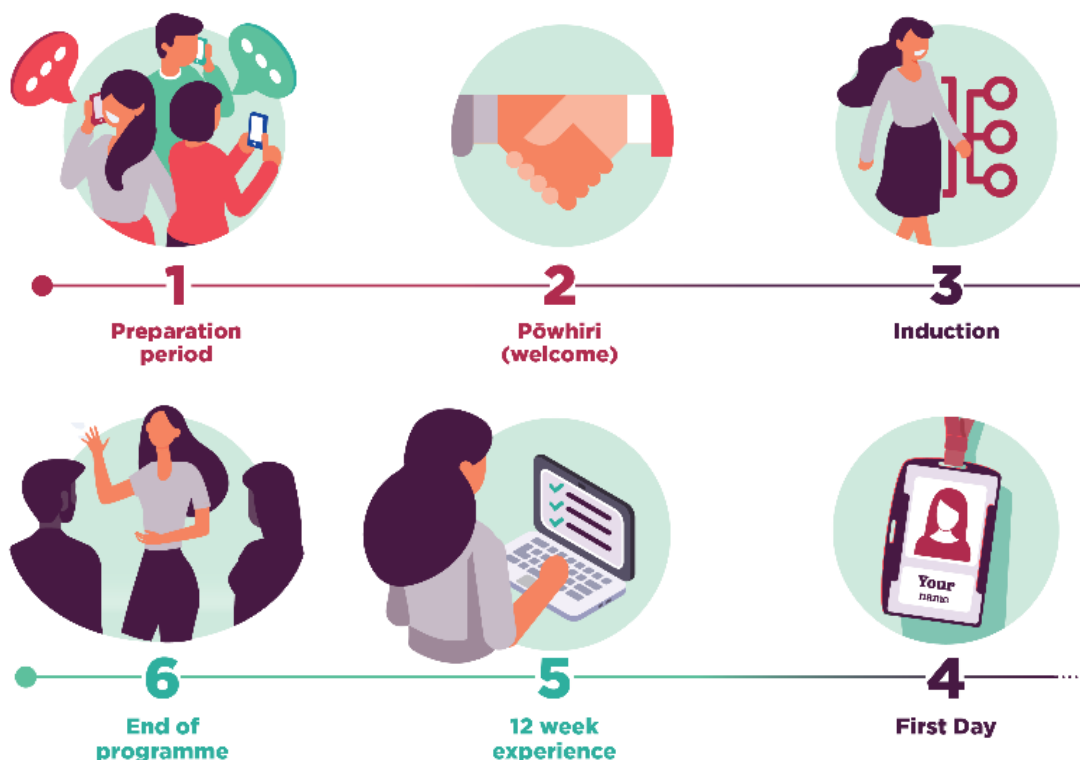
Following the panel interviews, the Early in Careers team liaise with managers on potential positions for candidates. We will contact you to make a verbal offer before the offer letter and onboarding documents are sent out to you. This is your opportunity to discuss the offer and indicate your intent to accept the written offer, subject to any negotiated adjustments.

Step 7: Employment documents

We will aim to get your offer documents to you within 2-5 working days of making the verbal offer. To view these documents, you will need to access this through your profile on ministrycareers.education.govt.nz

What to expect

Once the application process is completed it is time to prepare for the next 12-weeks ahead, starting off with your first week filled with Pōwhiri, whakawhānaungatanga and Induction sessions. From there we can kick-start your professional career experience here at the Te Tāhuhu o te Mātauranga | Ministry of Education.



He pātai tāu? Tenā, pātai mai | **Have questions? Feel free to ask**

For more information about the Summer Internship Programme, please email earlyin.careers@education.govt.nz