

A Guide  
to joining the



Whānau





# Kia Ora!

## It's great that you are interested in working with us.

The purpose of this handbook is to provide you with all the information that you need to make your recruitment journey with T&G easy.

We are committed to ensuring a fair process through your recruitment journey. Below is the basic structure that our recruitment process follows, however this process may differ slightly depending on the role.

Our recruitment journey..



1. Create a profile and apply online
2. Your application is reviewed
3. You are updated via email or phone
4. Interview
5. Pre employment checks
6. Verbal offer
7. Contract & onboarding docs
8. Contract and onboarding docs returned
9. You start your journey with us!

We do a number of different pre-employment checks, including a Ministry of Justice, Reference check, Drug Test, Credit check and a Toro check. This will differ depending on the role and our recruitment team will let you know which checks will be needed for your role. There is more detail on these checks on page 11 and 12.

Throughout the recruitment process, it's really important you are honest and let us know if something might come up in any checks. We're committed to working through the results of these screenings on a case-by-case basis and encourage you to be upfront and honest.

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# About Us

At T&G, you do more than join a company. You grow healthier futures. Not only your own future, but everyone and everything around you – your whānau, community and our natural environment.

This single purpose – to grow healthier futures – is what gets us out of bed every morning and why we do what we do.

How we make this happen is through our 2,000+ people. It takes a diverse range of great people, united by our energy, care, creativity and drive, to grow, distribute and sell delicious fresh fruit and vegetables to Kiwis and consumers around the world. And with our incredible 124-year history, we're passionate about growing an even stronger and better T&G for generations to come.

If you'd like to be part of our exciting journey, come and join us. We offer unlimited opportunities to grow your future with us.

Click here to find out:

<https://tandg.global/about/careers/>



## What we have to offer...

When you're part of our T&G whānau, we'll help you do your best work.

### We Invest in you!

We want you to have a bright future. To help you be your best, we provide incredible learning opportunities to keep developing and growing your skills, advancing your career and helping you reach your potential. Some of these include:

- **Emerging Leaders Program (ELP)** - Our leadership development programme for our frontline and future leaders.
- **Ka Awatea** - Our Maori and Pasifika leadership programme designed to support our team members to connect with their cultural heritage and to explore what leadership means for themselves, iwi, hapū and whānau.
- **Branch out** - A tailor made programme that aims to grow the confidence and communication of our team members through the teaching of literacy, numeracy and digital skills.

### High-performance delivers

Like you, we want to do interesting and great work, and we want to know it's helping move us forward. That's why we have a high-performance framework, focusing each of us on a few key deliverables, with clear performance expectations. This guides how we reward and recognise our people – based on high performance, achieving results and living our mindsets.

### Fresh produce

Nutritious food is something everyone needs, every day. We're proud to be part of an essential business, growing, harvesting, distributing and selling fresh produce to people all around the world.

### Great leadership

Developing great leaders is something we're passionate about. We encourage, enable and support everyone to lead, at every level, and this ensures we have incredible leaders to guide and support you.





# Live your best life

## Health, safety and wellbeing matters

We provide training, awareness and support so everyone takes responsibility. Some of our initiatives include fatigue awareness training, a parental policy which supports all kinds of parents and families, and confidential counselling for you and everyone in your household

## Flexibility

We believe that work has to work for you. Everyone's life is different, and how, when and where you work makes a huge difference. We've created a culture which focuses on the outcomes you deliver, enabled by flexible hours, shifts and locations.

## Be You

We welcome the whole you – your background, thoughts, experiences, differences and beliefs. Inclusion and diversity makes us who we are, and that's a team we're incredibly proud to be part of.

## Give back

We give back to our communities. They've shaped and supported us, and we're helping shape and grow their future and we support and encourage our employees to do the same. We do this by:

- Volunteer Day – We encourage all of our employees to take one paid volunteer day per year to help a charity or organisation that they are passionate about.
- Sports and Cultural Leave- We provide up to five paid leave days per year to those who represent either New Zealand or their province in a nationally recognized sport or cultural activity.
- Fairgrow- We've created a charity that increases the amount of fresh fruit and vegetables donated to Kiwis in need. It's all about creating healthier futures for everyone.

# Step 1

## Connect

The first step is to connect with us

When creating your profile select the options that are relevant to your areas of interest in the company this way you will get emails of the roles you are interested in as soon as they become available.

Before you connect with us you will need to have either a Facebook account, LinkedIn account or an email address.

### Steps:

1. Go to our careers page T&G Careers page and click Connect
2. Select your areas of interest
3. Complete required information
4. You will receive a confirmation email

### Tips:

1. Make sure your contact details are correct.
2. Keep your profile updated as your contact details and interests change, so that you are automatically emailed when we are looking for people with your skills or when jobs you want to do are advertised.





## Step 2

### Apply for a Job

We encourage you to update your CV before you apply to make sure it has your most recent work experience.

Make sure you have updated your CV before you apply.

If you don't have a CV, we recommend using the template below:

#### CV Template

**Name:**

**Contact email:**

**Contact Phone:**

**Company:** start month/year-end month/year (Continue in order from the most recent job first)

**Job title:**

**Key responsibilities:** (Day to day activities)

**Skills:**

**Qualifications:**

**References:**

To apply for a job, go the T&G Careers page: <https://tandg.global/about/careers/>

1. Use the search function to find the job you are interested in, you can search by location, job title and reference number. Select the role.
2. Complete the application questions
3. You will receive a confirmation email once your application has been submitted.

#### **Tips:**

1. You don't have to create your profile before applying to a job.
2. Make sure your contact details are correct.
3. Be honest in your application about anything that might come up in your checks.

## Step 3

### Phone screen

Your application has impressed us! We want to know more!

This will be the first time you will speak to us.

#### **Steps:**

1. You will receive a call and/or text that we would like to complete a phone screen. This is usually done by the recruitment team.
2. Have a conversation about your experience and learn a bit about the role.

#### **Tips:**

- Make sure you are in a quiet place that is free of distractions.
- It is ok to schedule a suitable time for us to call back, if you are not available at the time we give you a call.
- Use the opportunity to ask questions that you may have about the role.





## Step 4

### Interview

Congrats you have been selected for an interview. This will be an opportunity to meet with your potential hiring manager.

#### Steps:

1. We will give you a call to book you in for an interview
2. Pick a day and time for your interview
3. You will receive an email confirmation with all the details including what you need to do when you get there.
4. Prepare for your interview (You can use the tips below!)
5. Go to the right place at the right time!

#### Tips:

- Do your research, if you can do a google search on us it would be great!
- Write down any questions you might have about the job.
- Be comfortable but remember, this is the first time T&G will see you.
- Go through each of your roles on your CV before the interview and make notes about what you would like to talk about in each role. For example what you did and what you are proud of.
- It is best to arrive roughly 5-10 mins early for your interview. You don't want to be late but if you are running late or unable to make the interview please text us as soon as possible.
- Try maintain eye contact with the interviewer/s throughout the interview.
- It is important to listen to the question and take the time to think about your answer.
- When giving examples of your experience, think about the background, what you did and the result
- Prepare questions to ask at the interview. This could be around the company, team, role and next steps.
- Leave the interview on a positive note. When you are leaving say thank you to whoever is interviewing you.



## Step 5

### Pre employment checks

Well done you did really well at the interview, and we want to start your pre-employment checks!

Your pre-employment checks will depend on the kind of role you have applied for. We have our pre-employment checks to keep you and your team safe, If you have any questions regarding these then please reach out to us.

Our pre-employment checks include:

**Ministry of Justice Check** - This is a check that covers criminal convictions but does not include charges that haven't gone to court yet or where you weren't convicted.

Its important that you are honest and let us know anything that might come up before the check. Previous convictions are not a deal breaker and being honest helps. Some but not all convictions are part of the clean slate act. You can have a look at this link <https://www.justice.govt.nz/criminal-records/clean-slate/> to see if your past convictions will fall under this act.

A lot of people worry about previous convictions, if you are worried then please give us a call to have a confidential chat.

Visit the ministry of justice website for more information on this check. <https://www.justice.govt.nz/criminal-records/>

**Drug Test** - All safety sensitive roles with T&G require a negative pre-employment drug test.

A Safety sensitive role is one that has more risk to an individual or those they work with and includes but is not limited to work at heights, driving a vehicle, operating machinery or working with hazardous substances.

The pre employment drug test is a urine test and is done through TDDA.

We will make an appointment and advise you of the time and location, you will need to take photo ID to your appointment.

If your test result is invalid (e.g. insufficient amount of urine or urine is too diluted), you can do another test at your own cost within 24 hours. If the result of this test is negative, T&G will reimburse you for the cost of the test.

The whole process is hassle free but if you are unsure or worried at all please give us a call to have a confidential chat.

We will do our best to make sure you are fully informed about the process. Any information you provide during this process is protected under the privacy act. If you do not pass the drug test (have a negative result), you will need to wait three months before you can apply for another role with T&G.



**Work Eligibility** - You must be eligible to work in NZ to be able to be employed with us and we will check.

**TORO** - This is a check that you have the correct licenses to operate our company vehicles. We do this check for any roles where you need to drive our company vehicles.

You will need to provide Photo ID in order for us to complete these checks. Please let us know if you don't have photo ID.



#### Steps:

1. The recruitment team will reach out to you and let you know which preemployment checks need to be completed and what you need to do.
2. Receive an email confirmation with a link and instructions.
3. Complete the forms

#### Tips:

- Ask questions if you don't understand anything.
- Be honest and make any relevant disclosures that relate to the checks if you haven't already, we aren't going to automatically decline your application if you let us know that something might come up before we get the results.

## Step 6

### Verbal offer

So far so good! We would really like to have you join our team!

#### Steps:

1. You will receive a call from the recruitment team or hiring manager to let you know that we would like to verbally offer you the role.
2. You will be told details of the role such as the job title, location, salary/wage rate and when we would like you to start date. Note: if we are waiting on any pre-employment results the offer will be subject to these results.

#### Tips:

1. It is ok to ask for some time to think about the offer and ask questions.
2. Work with the team to confirm a suitable start date.

## Step 7

### Contract and onboarding

We're so excited that you accepted our offer to join our team. Now it's time to get the paperwork in!

#### The onboarding documents include:

- Bank account form (use the bank account you will want to paid into)
- IR330- Your IRD details and the tax code you will be in.
- Emergency contact details
- Your contact details



#### Steps:

1. The recruitment team will be in touch to let you know how you will receive the contract and onboarding documents. This can be either to pick it up in person or have it sent electronically or by mail to you.
2. Read and understand the contract
3. Sign the contract and complete the onboarding documentation
4. Return it to T&G

#### Tips:

- Take the time to read and understand the contract, ask questions if you are unsure of anything.
- You can get legal advice if you need it.

# You're hired!

Congratulations! We're so excited to have you join the T&G whānau. Your hiring manager will be in touch with instructions for your first day.





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