

Our recruitment process

Our team of experienced Recruitment Advisors follow the same open, fair and equitable recruitment process for all internal and external candidates. This is based on best practice recruitment standards to ensure a fit for you and PanAust.

Our recruitment process consists of the following steps:

Step 1: Apply Online

Our preference is that you apply online via our website at www.panaust.com.au/careers.

The URL provided in the advertisement <https://career10.successfactors.com/career?company=PanAust> will allow you to complete your application online. It provides details to create your own account and input the data needed and then attach your current CV and cover letter.

If there are no current positions of interest, we encourage you to register an Expression of Interest in your discipline. We will add your details to our database so that we can keep you informed of future opportunities.

Step 2: Application Review

Once advertising has closed, our team of recruitment advisors will review your application against the selection criteria for the position, considering your qualifications, experience and skills.

Step 3: Telephone Interview

If you meet our selection criteria, you will be contacted by a Recruitment Advisor to conduct an initial interview over the telephone. This discussion will take approximately 15 minutes and you will be asked questions about your motivations for applying, relevant experience, and salary expectations.

Step 4: Hiring Manager Interview

If you meet the shortlist, you will be invited to attend an interview with the Recruitment Advisor and the Hiring Manager for the position. Depending on your location, this interview may be conducted in person on site, by videoconference, skype or telephone.

This interview will follow a Behavioural Based Interview format, requiring you to provide specific examples of your work experience.





Our recruitment process

This is also an excellent opportunity for you to learn more about the role and our company. The Hiring Manager will outline more details and provide you with the chance to ask questions.

If this interview is conducted at site, you will be shown around the work area and have the opportunity to stay at camp and meet members of the team.

Step 5: Psychometric Assessment

You may be required to complete a psychometric assessment as part of the process. This usually assesses your cognitive, verbal and numeric reasoning ability.

Step 6: Reference Checking

The Recruitment Advisor will ask you for the details of three work-related referees for us to speak with.

Step 7: Pre-Employment Medical

You will be requested to complete a pre-employment medical check. Depending on your location, this may be during your site visit at our site-based medical clinic, with our preferred medical clinic in Vientiane, or at a clinic in your home country.

The purpose of the medical is to ensure that you are medically fit for the role that you have applied for.

Step 8: Offer

If selected, the Recruitment Advisor will call you to make a verbal offer. They will then email you an employment contract for your review and signature, answering any questions you may have.

Step 9: Onboarding and Relocation

Once you have accepted our offer, the recruitment team will organise your site transport and accommodation and company induction. If you are relocating countries to join us, we will also arrange your flights, visas and any other arrangements that you and your family require so that you can settle into your new life as quickly as possible

If you are not successful in your application with PanAust, we will notify you as soon as possible after our process has been finalised. We will also retain your details on our recruitment database so that we can keep in touch regarding future career opportunities.