



Intereach Recruitment Process

Before the Interview

- You will be sent an email with the Date, Time and Location of the Interview. Interviews can be done by virtual meetings.
- You will be sent a Microsoft Teams link in an email if this is how we will do the interview with you.
- It is recommended that you test your computer setup to ensure your camera and microphone work correctly for your interview.

For scheduling enquiries, please contact
hr@intereachltd179.onmicrosoft.com

The Interview

- Your interview with Intereach can take between 30 – 40 minutes.
- You will be interviewed by 2-3 panel members which may include a team member of the program responsible for the available role and/or Human Resources team.
- In the interview, the panel members will take notes. You are also welcome to take and refer to notes, too.
- You will have the chance to ask your own questions and provide information about yourself.

After the Interview

- Reference checks will be conducted for the preferred candidate/s.
- You will be contacted about the outcome after all interviews have been completed.
- If successful, you will be contacted with a verbal offer of employment, pending all relevant pre-employment checks;
- Human Resources will contact you to complete pre-employment checks; and
- When the pre-employment checks are completed, you will receive your digital employment contract via email, and the documents you need to start in your role, called onboarding documents.

Using Microsoft Teams

To join a meeting, you have been invited you to you can click on the link provided, alternatively you can:

1. Select Calendar and navigate to the meeting you want to join.
2. Open the meeting and select 'Join'.
3. Double-check your audio and video input, turn on the camera and unmute your microphone to be heard.
4. Select 'Join Now' to enter the meeting.



About Intereach

Intereach is a not-for-profit community services organisation providing information, services and support to children and families, people with disability, mental health and older people across the Riverina-Murray region of NSW and central and northern Victoria.





Employee Benefits



Intereach offers an extensive range of benefits for employees designed to promote a healthy work-life balance, personal and professional development, and overall well-being.

Salary Packaging: Employees can package up to \$15,900 per annum, leading to significant tax savings and effectively increasing their take-home pay.

Blended Working Model: Intereach supports a blended working model, allowing employees to split their work time between the office and home. This flexibility helps balance professional responsibilities with personal life.

Paid Parental Leave: Acknowledging the importance of family, Intereach offers paid parental leave, supporting employees during the significant life event of welcoming a new child.

Volunteer Leave (for eligible employees): We encourage community involvement by offering volunteer leave, enabling employees to contribute to causes they are passionate about during working hours.

Workplace Giving Program: This program allows employees to make charitable donations directly from their pre-tax salary, fostering a culture of giving and support for community initiatives.

Great Organisational Culture: Intereach is committed to maintaining a positive and supportive organisational culture that values teamwork, diversity, and inclusion.

Flex Time: Our flex time policy offers employees flexibility in their start and finish times, accommodating personal needs and promoting a better balance between work and personal commitments.

Learning and Development Opportunities: We invest in our employees' growth through various learning and development opportunities, including provisions for study leave, supporting career advancement and personal enrichment.

Employee Assistance Programme (EAP): The EAP is available to all staff and their immediate family, providing confidential counselling services to support mental health and well-being.

Flexible Working Arrangements: Beyond the blended working model, Intereach offers flexible working arrangements to meet the diverse needs of its employees, enhancing job satisfaction and engagement.

Career Progression Opportunities: We are dedicated to providing pathways for career advancement, ensuring that employees have access to opportunities to grow professionally within the company.



Need assistance to talk to us?

If you are deaf, or have a hearing impairment or speech impairment, contact us through the National Relay Service:

TTY users

Phone 133 677 then ask for 1300 488 226

Voice Relay

Phone 1300 555 727 then ask for 1300 488 226

SMS relay users

SMS 0423 677 767

Need an interpreter?

Phone 131 450 then ask for 1300 488 226