

Recruitment Process

A complete guide to Oaktree's recruitment process

Hello there,

Congrats, you've taken the first step to getting involved with an organisation that brings about meaningful impact! Read on to find out more on how to apply to work or volunteer with Oaktree, what to expect throughout this application process, some tips and tricks and lots, lots more!

Topics covered in this document:

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1. Diversity and Inclusion statement

We believe Oaktree is one of the best places in Australia for a young person to realise their potential. We are committed to this being a reality for any young person that wants to work or volunteer here.

We are committed to building a workplace and community that encourages, supports and values diversity. We want to allow everyone's individuality to thrive, because you're at your best when you can be yourself.

To find out more about Oaktree's commitment to diversity and how we can support you visit oaktree.org/diversity or email us at diversity@oaktree.org



2. Position Descriptions

The Position Description (PD) outlines how the role fits into the broader picture of what Oaktree does, what a typical day could look like in the position and who we're looking for.

There are also details about the time commitment for the position, as well as the Hiring Manager's contact information if you have any questions.

The position description should give you a good idea of whether this role is right for you!

All Position Descriptions for our current roles can be found here:

www.oaktree.org/currentopportunities

Deadlines for Oaktree roles are always on Sundays, as stated on the bottom left hand corner of the Position Description. All applications should be submitted via Typeform (see below for more information) by 11.59pm on the stated application deadline.

Please ensure that you submit your application before the deadline as we are unable to accept late applications.



3. Applying via Typeform

All applications are submitted **online** via Typeform. You'll find the Typeform link in the bottom right hand corner of the Position Description. Copy this link into your address bar, and you'll be taken to an online form where you'll be required to fill in your details and tell us why you're keen to join us.

As part of the Typeform application process you will also have to complete a short diversity questionnaire- the answers to this questionnaire will remain completely anonymous and are used to ensure that we are recruiting people from diverse communities, backgrounds, and experiences. Your responses will help us in continuing

to build an inclusive workplace here at Oaktree and will help us support diversity in the wider community.

These questions are not compulsory, and if you have any questions or queries about this questionnaire or Oaktree's diversity plan- send through an email to diversity@oaktree.org.

You'll also have the opportunity to attach your CV and a cover letter (see below for more information).

2.1 Application Requirements

When applying via Typeform, as well as answering questions regarding your personal details, you will be required to:

1. Answer two questions that will help us to know why you would like to volunteer/work with us at Oaktree.
2. Upload a **CV**.
3. Upload a cover letter (For Executive roles)

Getting to know you (and your motivation!)

You will be asked:

- Why do you want to volunteer with Oaktree?
- Why are you interested in the position?

These questions are an opportunity to express yo' self! Let us know your motivations behind joining us here at Oaktree, and why you're excited about the specific role you are applying for.

CV:

At Oaktree, we believe in will over skill, determination over degrees, and passion over years of experience. We seek to empower youth and provide young people with the skills the make a difference in the world. We don't expect you to come in with all the skills and experience, but do state any relevant previous experience if you have any.

General tips:

- Try to be succinct, 1-2 pages is perfect!
- Tailor your CV for the role that you are applying for
- Write about what you've achieved in your previous roles- rather than what you've done. Eg: Successfully coordinated and assisted in facilitating Oaktree's National Conference vs Responsible for coordinating Oaktree's National Conference.
- Use positive, assertive language when talking about your skills and experience, using words such as 'developed', 'organised' or 'achieved' will ensure that all your hard work in previous positions shines through!

Cover Letter (Executive roles)

A cover letter is only required for executive roles. If you are submitting a cover letter- here are some basic guidelines:

- Your cover letter shouldn't be a direct copy of your resume- use it as an opportunity to highlight and expand on key points
- Keep it short and sweet! 1 page is perfect.
- Let us know what excites you about the role, and what you can bring to it
- Emphasise why you think you'd be a good fit for Oaktree
- Make sure you proofread it!



4. Shortlisting

We aim to get back to you within a week of the deadline, but we may take some time to shortlist applicants depending on the number of applications received. If you are successful in being shortlisted, the Hiring Manager will contact you to arrange an interview.

If you're unsuccessful in receiving an interview, a member of the recruitment team will be in touch to let you know. They will also recommend other positions that you may be more suited to and could be great for you.



5. Interviews

At Oaktree we aim to provide an interview space where you can show us the best version of yourself. You'll be interviewed by two people: the Hiring Manager and usually someone from their team.

There may be 1-2 rounds of interviews, depending on the role you have applied for. You can expect each interview to go for approximately 30 minutes.

Our interviews are quite relaxed; we want it to be a space where you feel comfortable discussing your interests and experience, and can answer questions with confidence. This is also an opportunity for you to learn more about Oaktree and ask questions about the role.

Interview Tips:

- Do some research on Oaktree and what we do - this is important
- Ensure that you are on time- and if you think you're going to be late contact the hiring manager
- Don't stress about getting out your formal work wear! Just wear something that you feel comfortable in..
- Take your time and ask for clarification if needed
- Use the interview as an opportunity to ask questions you may have about the role, about Oaktree, or anything really!
- Don't be afraid to talk about your passions, your experiences and about yourself

5.1 What's next? Completing a task

Following your interview you will be set a task to complete by the hiring manager of the role you have applied for- this means you have progressed to the next round! You will have 2-5 days to complete this task and it will be position specific.

The task will usually ask you comment on, or develop a strategy surrounding a situation you will encounter within the role you have applied for. The task allows us to see the best of you outside of the interview environment, and allows you to show us your problem solving and written communication skills!

If you have any questions or require further clarification regarding the task you have been given, please contact the hiring manager.



6. Outcome

Within 1 week of the submission of your task you will receive a phone call from the Hiring Manager letting you know the outcome of your application. The hiring manager will also provide you with feedback on your application, including strengths and areas to improve on.

If you have not been successful, this just means that another person was just more suited to this specific role, and there could be other roles that you're more suited to!

Feedback

Here at Oaktree we are committed to empowering youth and helping you to realise your potential- as a part of this, if you would like feedback regarding your application or to give feedback on our application process, please get in touch with volunteer@oaktree.org.



7. Commence

You did it! You're officially an Oaktree volunteer! Your hiring manager will be in contact with you about your starting date and other admin tasks you need to complete such as; filling in some forms, meeting the team, induction and training, setting up an email and much much more!

Other ways you can get involved with Oaktree

There are other ways you can get involved with Oaktree, including applying for other roles! All of our current positions can be found at:

www.oaktree.org/current_opportunities.