

STEP UP

Grow your business with new cultures

“Having other people from a different community... they will have a different idea, and view, and skill that you would never have in your team before.”

Sei Sei Mu Thien

Karen Connections Officer
City of Greater Bendigo

Recruitment

Employers

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VEVO

Unsure about visas? Check VEVO

The **Visa Entitlement Verification Online (VEVO)** tool allows visa holders and third-party organisations (such as workplaces) to check the status and work rights of visas. It only takes a few minutes to set up. You will need to request the applicant's visa number to use VEVO.

immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online



Interviews:

Offer the interview questions prior to the interview. Consider giving the interview questions to applicants 10-30 minutes prior to the interview. This will create a more relaxed and open atmosphere for the applicant.

Make interviews informal where appropriate.

- Consider more **hands-on demonstrations** for interviews. If appropriate, use work related tasks in the interview.

Offer interpreters. Offering an interpreter will make applicants feel welcome, whether or not they need an interpreter. This shows you are committed to being a welcoming workplace. When setting up an interview, ask if the applicant would like an interpreter. You can request on-site interpreters or call on the day. There is often a cost associated to use an interpreter. These are the most common interpreting services:

- Translating and Interpreting Services (TIS) National – www.tisnational.gov.au
- All Graduates – www.allgraduates.com.au
- On-Call – oncallinterpreters.com.au
- Language Loop – www.languageloop.com.au

Be creative. If you can think of a new way to undertake an interview that will be more inclusive for applicants, lead the way! Consider the nature of the work the role you are seeking must have, and tailor the interview to uncover the desired skills.