

Getting ready for your recruitment journey



Simple checklists to support you along the way

Applying for a role and preparing for interviews can feel like a lot. Especially if this is your first time navigating a corporate recruitment process. These short checklists are here to help you feel prepared, supported and confident, step by step.

There's no expectation to do everything perfectly. These are just gentle guides to support you.

1 - Before you apply

A quick check before you hit submit

- ☐ I've read the job description and understand what the role is about
- ☐ I've highlighted experiences from work, study, community or life that connect to the role
- ☐ My CV reflects my skills, strengths and experience (paid and unpaid)
- ☐ I've asked a friend or whānau member to review my CV, or used the AI CV Optimiser (Your Career Co-pilot) to get feedback and suggestions

→ [Visit Your Career Co-pilot](#)

- ☐ I've included what matters to me such as values, motivations and what I'm curious about
- ☐ I've completed the Fonterra Values Quiz to better understand how my values connect with Fonterra's

→ [Take the Fonterra Values Quiz](#)

- ☐ I know who to contact if I have questions about the role or process

Tip: You don't need to meet every requirement to apply. If this role excites you, we encourage you to put your hand up.

2 - Getting ready for your interview

Helping you feel grounded and confident

- ☐ I've read through the "Interview guide" section
- ☐ I've thought about a few real examples I'm proud of

- ☐ I've reflected on what I enjoyed, learned or found challenging in past experiences

- ☐ I've practised interview questions with a friend, whānau member or support person, or used the AI Interview Practice Tool (Your Career Co-pilot) to build confidence and feel prepared

→ [Visit Your Career Co-pilot](#)

- ☐ I've prepared a few questions to ask the interview panel
- ☐ I've talked with my recruiter about any accessibility, wellbeing or support needs ahead of my interview, if that feels right for me
- ☐ I know the date, time and format of my interview

Remember: Experiences from whānau, community, volunteering, study and lived experience all count.

3 - On the day of your interview

Small things that can make a big difference

- ☐ I know who I'm meeting with (or I've asked my recruiter)
- ☐ I've allowed time to arrive calmly or get set up online
- ☐ I have any notes or reminders I'd like nearby
- ☐ I've arranged any accessibility or wellbeing support, and/or whānau or a support person to be involved, if that's right for me.
- ☐ I've reminded myself that it's okay to pause, ask questions or seek clarification

There's no one "right way" to interview. We're interested in getting to know you.

4 - After your interview

Staying connected and supported

- ☐ I've asked any final questions I had
- ☐ I know what the next steps are and when I'll hear back
- ☐ I've shared any accessibility, wellbeing or support needs, if applicable
- ☐ I've acknowledged the effort it took to show up and give it a go

Regardless of the outcome, every interview is a learning experience, and we're grateful for the time and energy you've shared with us.

A gentle reminder

You're welcome to:

- Ask questions at any stage
- Bring your authentic self, values and lived experiences
- Lean on whānau or support people
- Discuss accessibility or support needs
- Take your time. Whakamā has no place here

We're here to support you throughout your journey with Fonterra Te Mātāpuna.

You don't need to have everything figured out before you start.

Murihiku joined Fonterra's dairy apprenticeship without prior experience in cheese-making and learned through hands-on experience, mentoring and support.

Her story reflects the importance of being open to learning and trusting your potential.

Scan the QR code to [watch Murihiku's story](#).



Meet Murihiku, Early Careers

"The support from mentors and the positive, vibrant culture at Fonterra has made this journey really rewarding."

