

Check In Desk Host

- Greet and welcome applicants as they arrive
- Ensure they have been invited
- If not invited to this session and spaces are available, still send through for interview and make note of personal details
- Handout interview and police check templates
- Respond to questions and enquires
- Set expectations for the session
- Direct attendees to the presentation/interview session
- Thank the applicants as they leave
- **DON'T HESITATE TO ASK ROAMING RNZ 2011 AND REGIONAL STAFF IF YOU HAVE ANY QUESTIONS**