APPENDIX 4

SUGGESTIONS FOR CONDUCTING SELECTION INTERVIEWS
Academic and Professional Appointments

- Consider giving the interview questions to the applicant 15 minutes before commencing interview
- Introduce the members of the committee
- Outline the interview format, mention note taking and the opportunity for questions at the conclusion of the interview
- Confirm the applicant has read the position description/selection criteria
- Provide some brief scene setting about the organisational structure and how the position fits
- Ask the interview questions as pre-determined by the committee. Record responses. Make individual assessments prior to discussion with committee members

If the applicant has already answered the question in a prior answer, refer to their previous answer and skip the question and go to the next question,

If the applicant doesn’t understand the question, re-phrase the question and make note (is it a poor question that more than one applicant stumbles over or is it just the one applicant having difficulty answering the question? If it is due to a poor question then the applicants should not be penalized for their responses),

If the applicant doesn’t give a comprehensive answer then prompt them with other questions such as ‘what did you do?’, ‘what did the team do?’, ‘how did you do this?’, ‘what was the effect?’ or ‘what would you do differently?’

- Document the discussion
- Advise on special conditions (leave, transfers, locations). Ask if the applicant can meet these commitments. Ask if the applicant has leave commitments already made. (Reassure them that this request is not to disadvantage them, but is merely for the purpose of planning leave requirements for the work area)
- Invite questions and ask if there is anything else the applicant would like to add to their application, time permitting
- Advise on the next step in the selection process and timing for decision making
- Thank the applicant and escort out