

1.1. PRE INTERVIEW ARRANGEMENTS

The selection panel arranges:

- a suitable venue to conduct the interviews;
- a time schedule for each interview.

Each applicant must be given sufficient notice to prepare for the interview (preferably 2 to 5 days).

Interviews should be scheduled at suitable intervals (eg 60 minutes). This enables the selection panel sufficient time to:

- re-read the application prior to the interview (5 minutes);
- conduct the interview (45 minutes);
- to discuss each applicant's suitability amongst themselves (5-10 minutes).

The selection panel needs to agree to the content, structure and evaluation rating for the interview to ensure a fair and consistent approach is maintained.

Question Types

The panel must prepare and agree on questions which are relevant and best test the selection criteria.

The questions developed should:

- be clear and straightforward;
- related to the selection criteria/work-related competencies and, where appropriate, asked of all applicants;
- probe areas of uncertainty which have not been fully addressed in the written application;
- test the applicant's knowledge and skills, against the requirements of the selection criteria/work-related competencies;
- preclude any assumptions or biases about certain groups of people which may directly or indirectly discriminate.

Questions which require the applicant to describe how they would undertake the various duties of the position by outlining how they have done similar duties in the past are also recommended.

Open questions are recommended as they allow a wide range of possible responses and provide the applicant with an opportunity to 'talk'. Open questions place the initiative with the applicant to frame and express relevant answers.

Leading or specific questions should be used when the information being received is too general and the panel needs to establish specific facts.

