

## **1.1. STRUCTURE OF THE INTERVIEW**

### **Beginning**

The panel chairperson should start the interview by:

- welcoming the applicant and introducing the applicant to the other panel members;
- explaining the structure of the interview;
- advising the applicant that they will have an opportunity to ask questions.

### **Middle**

Panel members use the prepared 'questioning strategy' to interview each applicant and refine their evaluation (score) of each applicant against the selection criteria/work-related requirements.

Notes may be taken during the interview to assist in evaluating how each applicant meets the selection criteria.

### **End of Interview**

The duties and responsibilities of the position are outlined.

The applicant is advised of the conditions of appointment, accommodation provisions and questions from the applicant are answered.

The applicant is advised when a decision will be made.