

## **Interview Questions and Interview Schedule Information**

The need for recruitment action can arise when a new position is created, or the requirement to fill a position has been determined when a position has been vacated. Both cases need careful thought to determine if the position needs to be filled with an additional employee, under what type of employment they should be engaged, what are the future demands and requirements of the position, and would it be more effective to rearrange the existing responsibilities and design a different job to meet the existing and future needs of the position?

When the decision has been made to proceed with filling a position a selection panel should be established with at least two current sport personnel, one of whom has detailed knowledge of the requirements of the position and the program in which it is located. Where possible, the manager of the vacant position should lead the selection team. For positions which require specialised skills and experience, it may be appropriate to include people from outside the sport on the selection team.

The principles of Equal Employment Opportunity (see EEO) must be considered when forming the selection team. To ensure a balanced perspective, it is recommended that selection teams, consist of at least one male and one female representative. It is essential to include a male in situations where at least one male is being interviewed and a female where at least one female is being interviewed. It is good practice to include in the selection team a representative of other designated groups under EEO legislation (ie. non english speaking background, disabled or Aboriginal/Torres Strait Islander) where applications include people within that designated group

Where possible, all members of the selection team are to be involved in assessing and short listing of the applicants for interview. Short listing is conducted by assessing written applications against the major responsibilities and job holder requirements of the position. Short listed applicants should be restricted to those who have a reasonable chance of being selected for the position.

Members of the selection panel may review applications independently before agreeing on the shortlist, or the hiring manager may make recommendations on the shortlist to the other members of the selection team. The shortlist should not be finalised until all members of the team are satisfied that the most suitable applicants have been short listed for interview.

A well structured interview guide and questions should be designed prior to interviewing short listed applicants for any position. Most value and information can be gained from questions framed in a way that enables the applicant to provide specific experiences and information as distinct from general, theoretical answers on the identified requirements of the position. Answers should provide information on the situation, the task, an action that was taken and the result of that action.

The interview guide should be structured so that members of the selection panel ask questions that will enable them to make an assessment of the applicant's suitability on some or all of the identified job requirements.

Applicants can be asked to prepare a presentation, respond to questions about a real or fictional situation or submit a piece of written work as part of the interview.

You will also need to organise an interview schedule and a venue to conduct the interviews. Applicants should be advised at least 2 working days in advance of the interview time, the venue and the members of the interview panel.

All panel members should receive a folder which includes an interview schedule, identifying interviewees, times and the venue, and copies of interviewee applications.

You may wish to engage the services of a scribe to document the interview process and write the selection report.

When all short listed applicants have been interviewed, a meeting should be convened at which specific aspects of the interviews are discussed in a data integration exercise. The discussion in this process, the selection decision and ranking of applicants forms the basis of the interview report. Referees should be contacted to confirm work performance and for further information. At least two referees of the preferred candidate should be contacted for a verbal report.

When the panel has agreed on a preferred candidate the interview selection report is finalised reflecting their recommendation and signed by all members of the panel. The report should then be submitted to the appropriate Manager / CEO / Committee / Board for approval.