



MINISTRY OF SOCIAL DEVELOPMENT INTERVIEW GUIDE

Position

Site of vacancy		Req #	
Candidate name		Date	
Panel chair		Position	
Panel member		Position	
Panel member		Position	

Interview scoring: The score for each competency is to be discussed and agreed by the panel. A candidate must score at least 2 in each competency to be considered for the role.

Competency	0 None	1 Minimal	2 Adequate	3 Well demonstrated
Motivation				
Technical skills and knowledge				
Competency 1				
Competency 2				
Competency 3				
Competency 4				
Overall total score				

Interview summary: The summary below is a combined panel effort and agreed by panel consensus.



PANEL INSTRUCTIONS

The role of the panel chair is to guide the panel and the candidate through the process outlined below.

Before the candidate arrives

Panel instructions

- Panel chair allocates questions in discussion with panel members. The same panel member must ask the same question for all interviews.
- All panel members are invited to take working notes which are destroyed at the end.
- Each competency answer needs to be outlined briefly and must be clear and easy to understand in case it has to be read by a third party. Do not mention the behaviours you're looking for to the candidate, these are prompts and guidelines for the panel only.
- The FULL interview guide needs to be completed at the end of each interview with consensus from the panel – this includes the response for each question and the front page. This is the formal document that will be used to inform the final appointment decision. It will also be used if there is a complaint or review of decision. Interview guides should be kept until the review period has passed.

Candidate arrives

Opening – Panel chair

- Greet the candidate and introduce panel members.
- Ask the candidate if they would like to start with a karakia.
- If there is a support person present, thank them for supporting the candidate. If the support person wishes to remain for the entire interview, ask them to remain silent to allow the panel the opportunity to hear from the candidate.

Interview begins

Panel chair – read out to candidate

- Thank you for taking the time to meet with us today.
- This is a behavioural competency-based interview and will take approximately 45-50 minutes.
- Each of the panel members will take turns asking the questions and we will be taking notes during the interview.
- If you need us to repeat or clarify a question, please just ask.
- At the end of the interview, you'll be given an opportunity to ask questions or make additional comments.
- All responses will be held in the strictest confidence.
- The outcome of your interview today will be based on consensus by the panel.
- Do you have any questions before we start the interview?



Motivation

Behaviours:

- *Look for genuine interest in the role and organisation.*
- *A realistic expectation around their skill match and challenges the role will present.*
- *Fit with career aspiration.*

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Technical skills and knowledge

Behaviours:

- *Has clear expectations of what the role will involve and shows knowledge of the work requirements.*

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Competency 1

Behaviours:

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Competency 2

Behaviours:

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Competency 3

Behaviours:

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Competency 4

Behaviours:

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Interview wrap up:

Do you have any questions you would like to ask?

Is there anything you would like to add that has not been covered in the interview?

What is your notice period?

Can we please confirm who your two referees are? These should be work-related professional contacts (eg previous managers or supervisors) and will only be contacted if you are the preferred applicant.

Name:	Position	Relationship	Contact details

If successful when could you start?	
Do you have time off or holidays planned?	
Are you able to work the hours of the role?	
Do you have any ongoing or regular commitments we need to consider?	
We expect to get back to you by...	

Panel chair tasks – for external candidates

1. Collect the completed Police Vetting form – check it's completed in full and signed (please make sure to **fill out and sign the first page of the form**).
2. Take a copy of two identification documents, such as drivers' licence and passport (plus visa/residency if applicable), qualification. Stamp, sign and date each copy.

Panel – scoring and summary: At the end of each interview, panel members should score the candidate and complete the interview summary.