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| **Purpose** | To ensure the job interview leads to the selection of the right people, with the right skills and qualifications. |
| **Scope** | All job interviews and related processes. |

**Preparation for the Job Interview**

**Before the Interview**

**Manager/Administrator**

Ensures that the

* applicant has confirmed attendees at the interview,
* interview template matches the position description,
* interview panel is established,
* all documentation is ready for the interview.

**Examples of Job applicants’**

**participants:**

**Examples of organisations’**

**participants:**

**Job interview**

**Interview Panel**

* Line manager,
* Māori representation,
* client representation,
* family/whānau representation,
* relevant other service provider.
* Supports,
* family/whānau,
* speaker.
* Considers the cultural needs of the participants.
* Conducts the interview.
* Uses the relevant interview template.
* Let the job applicants support speak on her/his behalf.

**Decision to employ**

**Line manager**

**After the interview**

* Conducts reference checks.
* Initiates [police vetting](http://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/ask-police-vetting).

**Interview panel**

Based on:

* The overall scores of the job interview template.
* The reference checks.
* Matches the essential/desired criteria most closely.
* The panel members’ agreement.
* The police vetting result.

**HR administrator**

* Archives all interview related documentation.

**Within 30 working days of the interview**

Decision to employ

* Send job offer – only if the police vetting results are acceptable.

Refer to your:

* DHB MSD and/or MSD agreements.
* Vulnerable Children policy and procedure.

no

yes

* Send decline letter.

# Consultation

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| --- | --- |
| Group/Role | Date |
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