# GUIDE FOR INTERVIEWING JOB APPLICANTS

## Aim of Interview

**The aim or objective of a job interview is to assess the applicant's:**

- suitability for the position as per the job description;
- fit within the team and wider business culture;
- ability to communicate effectively (verbal / face to face).

**In order to select:**

- the applicant with the best fit for the skill-set and personal attributes required for the position and wider business.

## Location & Participation

**Location**:

- Consider selecting a neutral venue without the potential for interruptions.
- Neutral venues must provide discretion and privacy for the applicant.
- Consider whether your work premises will afford privacy and anonymity to the applicant.

**Who should attend:**

Consider who should attend the first interview with the applicant.

- Business Owner
- Business Manager
- Immediate Supervisor
- HR Manager
- Head of Department.

Consider who should attend the second interview with the applicant.

- Business Owner
- Director(s)
- Business Manager
- Immediate Supervisor
- HR Manager
- Head of Department
- A senior member(s) of staff required to work with them.


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## Specific Questions

**Questions of a Personal Nature:**

- You can only ask an applicant to give you personal information in an application or interview if:
  - it is relevant to the job, and
  - you need that information to make a hiring decision.

**Personal Situation**

- What method of transport do you have available?
- What is your motivation for applying for this position?
- What do you plan to achieve through obtaining this position?
- What date would you be able to start in this position if successful?
- Are you a New Zealand citizen/resident or do you hold a valid work visa?

**Personality and Attributes** (this may have been asked and provided on the job application)

Do you have any pre-existing medical or psychological limitations that may impact your ability to perform this role?

- What do you consider are your personal strengths and attributes?
- What do you consider are your person weaknesses?
- Are you able to work as an efficient member of a team?
- Are you receptive to ongoing work training as part of this position?
- Do you have any previous criminal convictions in NZ or overseas?
- Do you have any previous traffic infringements or convictions in NZ or overseas?
- Do you have any civil, criminal, or family maters currently before the courts?
- Have you ever been involved in any personal grievance or employment court related matters?
- What classes of vehicle licence do you hold?
- Are you able to drive a manual vehicle?
- Explain a situation where you have used your problem-solving ability to fix a problem.
- How do you respond in stressful situations?

**Previous Work Experience** (this may have been asked and provided on the job application)

- What relevant previous work experience have you had for this position?
- Where have you worked previously?
- How long were you employed in those positions? (look for gaps in history)
- Were you required to work unsupervised in your previous role?
- Do you have any experience in managing people?
- Why did you or why will you leave your previous employment position?
- What skills, attributes and knowledge do you bring to this position and our business?

**Remuneration** (this may have been asked and provided on the job application)

- Do you have any expectations on how much you would like to earn in this position?
- Do you prefer to be paid weekly, fortnightly, or monthly?

**Formal Qualifications** (this may have been asked and provided on the job application)

- What secondary school qualifications do you hold?
- What tertiary qualifications do you hold?
- What trade qualifications do you hold?
- When did you attain those qualifications?


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**Aspirations**

- What are your future work goals and aspirations?
- Where do you see yourself in 2 years 5 years?

**DO NOT ASK QUESTIONS RELATED TO:**

- Sexual orientation
- Age
- Religious or ethical beliefs
- Race, colour, or ethnicity
- Child care arrangements
- Government benefits
- Breast feeding
- Disabilities
- Pregnancy
- Children or other dependants
- Whether the applicant is planning to have children
- Marital status
- Family status

  Political opinions

## Potential Pre-Employment Tests:

Consider stating which of these apply in the job application, so some will opt themselves out.

- General health test
- Drug testing
- Hearing test
- Eye testing (including colour blindness)
- Lung function test
- Psychometric testing
- Practical test
- Written test
- Aptitude test
- Name the equipment used in the position
- Police check

## Consider Contacting Potential Referees

- You must have the consent of the applicant in writing to contact any potential referee(s) either listed and not listed on their CV.
- Referees listed by the applicant on their CV does not automatically give you the right to contact them.
- Previous employer(s)
- Industry related contacts
- Community contacts
- School or tertiary provider contacts
- Previous colleagues


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- Family members

## Method and Time Frames for Notification

**Successful applicant**

- Contact the successful applicant by phone, email or letter
- Offer the successful applicant the position
- Agree the terms including remuneration
- Employment Agreement must be signed by both parties prior to the employee commencing work

**Unsuccessful applicant**

- Contact the unsuccessful applicant(s) by phone, email or letter within 48 hours of the successful applicant being confirmed

## Other resources

**For more information to assist you with interviewing and recruiting** staff visit:

www.hrtoolkit.co.nz (HR Toolkit)

www.hrc.co.nz (Human Rights Commission)

www.ema.co.nz (Employers and Manufactures Association)

www.business.govt.nz/hiring-and-managing/hiring-people/advertising-and-interviewing

www.business.govt.nz/hiring-an-employee (Ministry of Business, Innovation and Employment)

www.employment.govt.nz (Employment New Zealand)


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