FLINDERS UNIVERSITY

***<Insert Position Title and Classification>***

**Interview Evaluation Guide**

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| --- |
| Date and Time of Interview: |
| Position: |
| Interview Evaluation Completed By: |
| Chairperson and Panel Members Names: |
|  |
| Agenda Item:  Confidential For Decision For Discussion |

Open the Interview:

* Greet the candidate
* Introduce the Interview Panel – names and positions and confirm the position which the interview is for.
* Explain the intention of the interview and what you hope to achieve by meeting with the candidate e.g., understand the candidates background, previous experience, provide them with a better understanding of the position, and determine the candidate’s overall suitability for the position.
* Explain the process of the interview e.g. – time allocated, verbal presentation, behavioural questions, and time for any questions the candidate has at the end.
* Provide an overview of the position – location and any special requirements.
* Time allocated (45 minutes or half an hour)

Conduct the Interview:

* Use a combination of questions, including behavioural-based questions and listen for “STAR” responses – Situation / task/ action taken and the result
* Utilise probing questions to clarify and gain additional information while taking notes.
* Discuss the position and requirements
* Responses provided by the candidate should be accurately reflected in notes below

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| Scenario and Question (suggested for HEO8 and above) | | |
| *Candidates have been provided with the following scenario to make a brief verbal presentation to the Committee (maximum 10 minutes, with no visual aids)* | | |
| Evaluation | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| --- | --- | --- |
| Question 1 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 2 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 3 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 4 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 5 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 6 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 7 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 8 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Question 9 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| --- | --- | --- |
| Question 10 | | |
| *Insert/delete question here as appropriate* | | |
| Response (notes): | | |
| Please circle rating | | |
| Does Not Meet | Partially Meets | Meets |

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| Additional Questions |
| **Any other questions?** |
| **Closing the Interview**   * Confirm the expected timeframe for a decision/ manner of communication of progress and outcome. * Check if there is anything further the candidate wishes the panel to consider. * Thank the candidate for their time. |
| Next Steps  **At the conclusion of the interview process feedback should be recorded in Workday. This feedback is not sent to applicants but may be released if an FOI request is made.**  The hiring manager should ‘Decline’ those candidates not progressing, and ‘Move Forward’ the preferred candidate(s) to Reference Check stage. This will generate a request for the candidate to provide referee details in the Workday system.  Should you wish to utilise our online reference checking tool XREF, please contact *recruitment@flinders.edu.au* to arrange access prior to conducting the move forward.  **Internal candidates require minimum one reference, this reference should be the current manager. Permission to be sought to contact their line manager if successful in proceeding to this part of the process.**  *Complete only if required:*   * Current manager (Name and Contact number) |

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| Individual Candidate Evaluation *(to be completed by each panel member)* | | |
| *Panel Member Decision (please circle)* | Appointable | Not Appointable |
| **Not Appointable**  *Provide reasons that relate to the capability requirements criteria for this position – limitations, weaknesses, or areas for development.* | | |
| **Appointable**  *Provide reasons that relate to the capability requirements for this position – such as meets all qualifications and essential capability requirements. Highlight any development areas so that this can be noted for future development in the position.* | | |