

OC220213

2 May 2022

Tēnā koe

I refer to your email dated 30 March 2022, requesting the following under the Official Information Act 1982 (the Act):

Under section 12(2) of the Official Information Act I am seeking answers to the questions below.

1. *Would a candidate applying for a leadership/management type position in your organisation be required to do a task before the interview? (i.e. a phone screen, pre-test, etc) Or would the candidate have to complete a task after the interview such as - an aptitude test, numeracy/literacy or psychological profiling? Or are the interview and reference checking essentially the total recruitment process?*
2. *How are applicants chosen to be interviewed? (See the options below from a to c)*
 - (a) *A representative from Human Resources goes through the candidate pool of CV's received?*
 - (b) *A representative from HR and the hiring manager go through the candidates?*
 - (c) *The hiring manager acting alone selects who is to be interviewed?*
3. *Does your organisation use 'BEI' type interviews for middle/senior leadership/management interviews?*
4. *If the answer to the above is 'no' how would you describe the type of interviews that are carried out?*
5. *Is a representative from HR on the interview panel? (Never/Always/Some times?)*
6. *For 'BEI' style interviews does each panel member score the candidate and then these scores are combined to tally up to a grand total score?*
7. *Could a candidate who scores lower than the top scorer (e.g. came in second) still be considered the preferred candidate?*
8. *What are some of the factors or conditions that might give rise to the above in question #8 above? (I.e. – team fit, personality, how panel felt about them?) Other factors?*
9. *Are those in your organisation who do the interviewing trained in the BEI interview method?*
10. *Once a candidate has been selected and employed by your organisation do you keep a record of how long he/she stays with the organisation? (length of tenure)*
11. *Or do you keep records of how that candidate is tracking regards their role? (good performance appraisals, improvements plans? Unsatisfactory performance?)*
12. *Have you ever surveyed applicants who have been interviewed as to how they feel about the BEI interview process? If so, please share these results.*

13. Does your organisation ever use recruitment firms to source candidates? (I.e. this approach is sometimes use for specialist positions or senior management type roles)

14. The candidate pool since Covid – March, 2020. In your view has the pool of candidates changed or got smaller since March, 2020. Has it taken longer to recruit for roles or have some roles remained vacant? Have there been other flow on effects since Covid impacted in March 2020?

Please see the responses to your questions below.

1. Would a candidate applying for a leadership/management type position in your organisation be required to do a task before the interview? (i.e. a phone screen, pre-test, etc) Or would the candidate have to complete a task after the interview such as - an aptitude test, numeracy/literacy or psychological profiling? Or are the interview and reference checking essentially the total recruitment process?

A candidate will go through a phone screen only if required (e.g. to clarify expected salary, location, work visa etc.). There may be a presentation or written activity involved depending on the type of role they have applied for, and this is a part of the interview process. Candidates are given reasonable time to prepare and submit their presentation or written activity beforehand and to talk about it on the day of interview. This is followed by the formal interview, reference check, serious misconduct check, credit check, Ministry of Justice check and security clearance if required.

2. How are applicants chosen to be interviewed? (See the options below from a to c)
(a) A representative from Human Resources goes through the candidate pool of CV's received?
(b) A representative from HR and the hiring manager go through the candidates?
(c) The hiring manager acting alone selects who is to be interviewed?

A Recruitment Adviser will complete an initial review and create a longlist, which is then reviewed by the hiring manager to create a shortlist for interview (maximum of four).

3. Does your organisation use 'BEI' type interviews for middle/senior leadership/management interviews?

Yes, interviews consist of motivational and behavioural/competency-based questions. These require specific examples of situations that demonstrate the particular behaviours and competencies that are most important to the position and to Te Manatū Waka.

4. If the answer to the above is 'no' how would you describe the type of interviews that are carried out?

N/A.

5. Is a representative from HR on the interview panel? (Never/Always/Some times?)

Sometimes.

6. *For 'BEI' style interviews does each panel member score the candidate and then these scores are combined to tally up to a grand total score?*

Yes.

7. *Could a candidate who scores lower than the top scorer (e.g. came in second) still be considered the preferred candidate?*

Yes, if the first candidate declines a subsequent job offer.

8. *What are some of the factors or conditions that might give rise to the above in question #8 above? (I.e. – team fit, personality, how panel felt about them?) Other factors?*

The candidate's motivation to apply for the role, any transferable skills, can the candidate be trained on other competencies to a fuller extent.

9. *Are those in your organisation who do the interviewing trained in the BEI interview method?*

Yes.

10. *Once a candidate has been selected and employed by your organisation do you keep a record of how long he/she stays with the organisation? (length of tenure)*

Yes.

11. *Or do you keep records of how that candidate is tracking regards their role? (good performance appraisals, improvements plans? Unsatisfactory performance?)*

Yes.

12. *Have you ever surveyed applicants who have been interviewed as to how they feel about the BEI interview process? If so, please share these results.*

No.

13. *Does your organisation ever use recruitment firms to source candidates? (I.e. this approach is sometimes use for specialist positions or senior management type roles)*

Yes.

14. *The candidate pool since Covid–March 2020. In your view has the pool of candidates changed or got smaller since March 2020. Has it taken longer to recruit for roles or have some roles remained vacant? Have there been other flow on effects since Covid impacted in March 2020?*

The Ministry has not undertaken any analysis to be able to answer this question.

You have the right to seek an investigation and review of this response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website www.ombudsman.parliament.nz

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'Robyn Smith', with a stylized flourish at the end.

Robyn Smith

Pou Turuki Te Kāhui Tangata | Deputy Chief Executive
Te Kahui Tangata | Corporate Services