

STAFF RECRUITING POLICY

Part of our Quality Management System (QMS)



Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

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STAFF RECRUITMENT POLICY

INTRODUCTION

The success of Malta International Recruiting Agency Ltd relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

PURPOSE

The Staff Recruitment Policy has been established to ensure Malta International Recruiting Agency Ltd has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the CEO.

POLICY

Malta International Recruiting Agency Ltd is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

Malta International Recruiting Agency Ltd will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

Malta International Recruiting Agency Ltd will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

Malta International Recruiting Agency Ltd will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

Malta International Recruiting Agency Ltd is committed to providing a work environment that is free from harassment, discrimination and abides by all Human Rights.

All recruitment and selection procedures and decisions will reflect Malta International Recruiting Agency Ltd's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

AUTHORISATION

[Signature of Board Secretary]

[Date of approval by the Board]

Malta International Recruiting Agency Ltd

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STAFF RECRUITMENT PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of the **CEO** (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of **Managers and Supervisors** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels for their department are determined and authorised;
- All roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the **Human Resources Department** to ensure that:

- All Managers are aware of their responsibilities in the recruitment and selection process;
- Managers are given continuous support and guidance in regards to recruitment and selection issues.

PROCEDURES

PRE-RECRUITMENT ACTIVITIES

When it becomes necessary to recruit for a position, Managers should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the appropriate Manager. Once the new position description or amendments have been drafted, it should be forwarded on to Human Resources and, if appropriate, approved by the CEO and/or Board. Selection criteria will be drawn up based on the bases of a position statement.

Where the position description is for a new role, the Human Resources Officer or Manager will review and evaluate the position and draw up a position statement that will then, if appropriate, approved by the CEO and/or Board.

Prior to commencing the recruitment process, the responsible Manager is required to gain approval from the CEO / Board or delegated authority and forward this to the Human Resources Officer.

DIRECT INTERNAL APPOINTMENTS/PROMOTIONS

In situations where a Manager wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorised by the appropriate Manager, and the approval is to be forwarded to the Human Resources Department.

INTERNAL ADVERTISING

Where appropriate, Malta International Recruiting Agency Ltd will advertise all vacancies internally.

Exceptions to this rule may occur when:

- The position is of such a specialised nature, and / or appropriate skills are not available within the organisation; or
- There is a need to make a direct appointment or promotion into the vacant position.

Upon receiving approval for the vacant position, Human Resources will advertise the available position internally. Internal advertisements should include the following:

- Position title;
- Outline of the position;
- Skills required for the role;
- Closing date for applications.

All internal applicants should forward a current copy of their resume, together with covering letter, to the applicable manager for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the relevant Manager or Supervisor.

EXTERNAL ADVERTISING

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks, on relevant websites, and through local employment services.

Interns / Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the CEO.

First step

Checks are to be made with JOBSPLUS for availability – Fill the application see [APPENDIX B](#)

Application with Jobsplus must be submitted via email – Vacancy.jobsplus@gov.mt



JOBSPLUS VACANCY
PROFILE FORM TEMPL

Second step

If no response or the lack of Advertise the position on the Social Media by contacting the Group Social Media Executive on Extension 33

If required, the Human Resources Department will prepare an appropriate recruitment advertisement for the position and submit it for review and approval by the relevant Manager. The Human Resources Department will administer the placement of the advertisement and monitor applications received.

Make sure you have the information ready for him such as:

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- 1) Position Name
- 2) Job Description
- 3) Benefits

Step Three

If no response in a week contact the Agents

USE OF RECRUITMENT CONSULTANTS / RECRUITING AGENTS

Where deemed appropriate and necessary, Malta International Recruiting Agency Ltd may engage external recruitment consultants and or agents that may be used for recruitment purposes. The Recruiting Manager should contact the Human Resources Department for assistance in engaging the services of recruitment consultant.

It remains the relevant Manager's responsibility to ensure that the recruitment consultant adheres to Malta International Recruiting Agency Ltd's recruitment and selection policies.

All agents must fill and complete the **Agency Application Form**

The Referral Agent or Broker, Friend or Family members must sign and agree to a Conformity Statement to this effect



HR Agency
Registration Form.pdf

KNOW YOUR SUPPLIER (RECRUITING AGENTS)

We believe it is important to work with Recruiting Agents that take their responsibilities to the environment, to communities and to the individuals they help us engage; as seriously as we do. As such, social and environmental considerations are becoming an integral part of how we evaluate and select our Recruiting Agents / Recruiting Agents. A Screening for Recruiting Agents is performed prior to engaging external Recruitment Consultants (See Application form in APPENDIX D)

HUMAN RIGHTS

We expect our Recruiting Agents to have adopted and be able to demonstrate human rights policies and records that reflect international legislation, such as the Universal Declaration of Human Rights, and which are consistent with our own standards. In our procurement processes, we aim to screen for abuses. Recruiting Agents who perform poorly in relation to Human Rights will be excluded from doing business with us.

ETHICS

We are a highly ethical company. We expect our Recruiting Agents to be ethical too. Our procurement / recruiting processes aim to bring ethical issues to the surface. Where serious ethical issues are identified Recruiting Agents will be excluded from doing business with us. The Malta International Recruiting Agency and its agent is to treat all **candidates equally no matter of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation**

GDRP – DATA PROTECTION

All agents must abide by the EU – GDRP rules and regulations pertaining to Data Protection

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All job applications and associated documents will be treated in strict confidence, in accordance with the Data Protection Act (GRDG Data Protection Guidelines).

All information provided by candidates will be treated as confidential and will only be considered by those with a legitimate interest in the appointment.

The company will not permit an applicant to view references that are given in confidence without the referee's written permission.

All recruitment documentation relating to unsuccessful candidates will be confidentially stored within People Services for six months, after which it will be disposed of.

ENVIRONMENT

Our procurement process will help us assess the potential risk of Recruiting Agents who may unnecessarily damaging the environment in the way they produce, consume and dispose of materials. Whenever practicable, we will favour Recruiting Agents who recycle and re-use products and we will encourage priority Recruiting Agents to improve their environmental performance.

We try to ensure that proper attention is paid to each of these issues whenever we manage the procurement of products and services. This will be achieved by taking account of each issue during the sourcing process.

SCREENING RECRUITING AGENTS – DUE DILIGENCE

In order to ensure that we know our Recruiting Agents, they must produce a list of documents to allow us to perform the KYS together with the application form

These include

Proprietor	<p>Please provide any TWO of the following documents as Id Proof.</p> <ul style="list-style-type: none"> • Passport • Driving License • Ration Card With Photo • Bank A/C pass book with photo <p>Please provide any TWO of the following address proof document. The address on this document should match with the delivery address.</p> <ul style="list-style-type: none"> • Bank Account Statement • Birth Certificate • Electricity Bill • Rent Agreement <p>and</p> <ul style="list-style-type: none"> • Police Conduct <p>ALL</p>
Foreign Nationals Residing in MALTA	Identity Proof – Passport

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(Representative)	Identity Proof – Visa / MALTA ID Card Address Proof – Rent Agreement And Police Conduct
Partnership Firm	<p>Please provide any ALL of the following documents as Id Proof.</p> <ul style="list-style-type: none"> • Any official document to identify the partner holding the power of Attorney • Partnership Deed • Power of attorney granted to transact business on its behalf • VAT Registration Certificate • Telephone Bill • Registration Certificate <p>Please provide any TWO of the following address proof document. The address on this document should match with the delivery address.</p> <ul style="list-style-type: none"> • Bank Account Statement • Electricity Bill • Telephone Bill • Lease / Rent Agreement <p>and</p> <ul style="list-style-type: none"> • Police Conduct for Directors • All Directors Passports
Company	<p>Please provide any ALL of the following documents as Id Proof.</p> <ul style="list-style-type: none"> • Articles of Association • Certificate of Incorporation • Memorandum of Association • Telephone Bill <p>Please provide any TWO of the following address proof document. The address on this document should match with the delivery address.</p> <ul style="list-style-type: none"> • Bank Account Statement • Electricity Bill • Telephone Bill • Lease / Rent Agreement • Other Document

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	and <ul style="list-style-type: none">• Police Conduct for Directors• All Directors Passports
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HOW WE CONSIDER RECRUITING AGENTS

Typically, in each country, the number of Recruiting Agents engaged on a business as usual basis is high. It is not practical for us to proactively monitor all of our Recruiting Agents for compliance with our standards. We have chosen initially to assess all Recruiting Agents entering into a business relationship with the Bank in the above countries. Typically Recruiting Agents are appointed on anything between a one and three-year contract hence we anticipate that after a period of three years we will have a supply base that has been fully assessed.

On assessment Recruiting Agents we will first check all documents and run KYS; then these are categorised into one of two types - high social, ethical or environmental (SEE) risk and low SEE risk. If the Recruiting Agent's product or services involves two or more of the risk elements identified in the table below then they are deemed "high risk". If they only exhibit one or less then they are deemed "low risk".

We want to focus our resource on Recruiting Agents that are of the greatest potential risk to us, to the environment and to the communities they operate amongst. The relative scale of social and environmental impact of the supplier will also be taken into account in the assessment of whether a supplier is deemed high risk or low risk.

The eight risk elements are - Part of the KYS:

Risk Elements	Considerations
Resources	Country where recruiter is operating and the UN status
Status	Company Status Partnership/limited liability
Directors	Whether the Directors have a police record
History	Check Track record
Low skilled labour	Whether process for labour intensive and/or only requires low-skilled labour is sourced through legal means
Supply chain	Whether Recruiting Agents social/environmental risk potential increases as the Recruiting Agents
Human Rights	Whether the Recruiting Agents in overseas countries especially low cost countries where cost advantage might be greatest for Recruiting Agents to abuse the candidate

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Scale of Recruiting Agents	Whether the Recruiting Agents involved are smaller or less formalized which in most cases may have a lower level in Malta
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For Agents that, during the selection process, are deemed to be of significant enough risk, the KYS approach will be more vigorous. This list is not an explicit checklist and, as can be expected a variety of methods, including further requests for information, will be used as part of due diligence undertaken in the tender process.

[A]	On Human Rights Checklist Items	Method	Things to look at
A1	Use of child labour	Onsite visit/Request for further information	Visual impression of staff employed onsite Review of HR record of staff concerned
A2	Discrimination in employment	Document review	HR policy document
A3	Unreasonable terms of employment	Document review	HR employment terms and remuneration (in the context of the average remuneration locally)
A4	Safe and satisfactory work environment	Onsite visit/Request for further information	Physical environment of workplace (E.G. hygiene, ventilation, lighting) Use of safety gear for handling hazardous materials
		Document review	Reference any local country government policy or legislation

[B]	On Ethics Checklist Items	Method	Things to look at
B1	Company policies to guide business operation	Document review	Money laundering prevention policies Insider trading prevention policies Conflict of interest handling approach

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	<p>Bribery and corruption handling approach</p> <p>Staff guidelines and codes of conduct</p>
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[C] On Environment Checklist Items			Method	Things to look at
C1	Company policies, objectives and targets	Document review	Documented policies	Published objectives
C2	Regular practice to audit and review environmental performance	Document review	Track record of past review	
C3	Intention towards accreditation certificate	Document review	Records of such effort or	of environmental management standard such as ISO14001
C4	Potential environmental risk in production process	Onsite visit/Request for further information	Explanation by relevant personnel	
C5	Control measures in place to minimize environmental risk	Onsite visit/Request for further information	Physical set up in workplace to minimize environmental hazards	Work practices and procedures in line with environmental objectives
C6	Product features	Onsite visit/Request for further information	Capability to be recycled	Eco label or energy star standards of products

FEES

MCSI does not charge any money to any of its candidates and Referral Agent or Broker, Friend or Family members cannot charge on our behalf, any fee. Any one doing so will be reported to the authorities and removed from our preferred list

The Referral Agent or Broker, Friend or Family members must sign and agree to a Conformity Statement to this effect

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Visa and other government fees may be charge to the candidate and refunded after a two year of service with the organization.

MCSI Ltd does not pay agencies fees at any time unless stipulated in a contract and agreed by the board

OBLIGATION

Where the Candidate is required by law, or any professional body to have any qualifications or authorisations to work in the position which the Client seeks to fill; or the work involves caring for or attending one or more persons under the age of eighteen, or any person who by reason of age, infirmity or who is otherwise in need of care or attention, the Agency will take all reasonably practicable steps to obtain and offer to provide copies of any relevant qualifications or authorisations of the Candidate, two references from persons not related to the Candidate who have agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Candidate is suitable for the position. If the Agency is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

Referral Agent or Broker, Friend or Family members has to remain responsible for any claims by the candidate.

Friend or Family members must provide a copy of their Identity Card, POA and Passport to be notarized.

LIABILITY

The Agency shall be liable under certain circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Company MCSI Ltd arising from or in any way connected with the Agency promising, and or not reviling the terms and conditions of the Company's (MCSI) Contract to the candidate and or the early departure of the candidate, prior to or before the end date of their contract the full amount of the remaining on the same contract

Introductions of Candidates are confidential. The disclosure by the Agent to a third party of any details regarding an Candidate introduced by the Agency which results in an Engagement with that third party within 12 months of the Introduction, renders the Agent liable to payment of the contract fee and the remainder of the contract as set out in above clause with no entitlement of appeal

The Agency shall not be liable under certain circumstances for the failure related to the Agency to introduce any Candidates.

For the avoidance of doubt, the Agency does not exclude liability for death or personal injury arising from its own negligence.

CONFORMITY STATEMENT

All Recruiting Agents, Referral Agent or Broker, Friend or Family members **MUST** sign a Conformity Statement agreeing with this police and procedure – (Please see [Appendix: C](#))

No Candidates will be accepted unless this statement is agreed and signed

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HR Recruiting Agents
Conformity Statement

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SCREENING APPLICANTS

If a recruitment consultant has been engaged to recruit for a position, they will be responsible for screening the applicants.

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

Managers should consult with the Human Resources Department if they require any assistance with the selection process.

Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients / children, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.

References shall be sought, where appropriate, as set out in the organisation's References Policy. Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment.

The agent will ensure that the following paperwork is available:

- CV / Resumes
- Employment Reference letter of 4+ years. Experience in cleaning/MQRIC receipt with valid **email, postal address** and **contact number**
- Two character contact references
- Certificates and or Qualifications
- Passport (Front page only)

CONDUCTING INTERVIEWS

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the CEO or their nominee and the relevant manager or supervisor for the position.

If any member of staff finds that they are assessing any applicant where there is a perceived or actual conflict (eg. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel. (Please See [APPENDIX A](#))

REFERENCE CHECKING

Managers are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being extended to a candidate.

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Details of the reference checks should be attached to the candidate's application for future reference.

NEW STARTER PAPERWORK

If an internal candidate is selected, the Manager is required to notify the successful candidate and their Manager. If an external candidate has been selected, the Manager is to make a verbal offer to the candidate.

To authorise the commencement or transfer of an internal employee, the Manager must notify the Human Resources Department and provide confirmation of the CEO's approval. The Manager should ensure that all recruiting documents are completed and returned to the Human Resources Department for filing.

The Human Resources Department will prepare a written letter of offer for the successful candidate. The letter of offer and or contract of employment will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee.

Once the Human Resources Department or Manager has received the candidate's signed letter of offer, the Human Resources Department is to notify all unsuccessful candidates. If an external recruitment agency has been used, the Manager is to notify the agency, who will notify the unsuccessful candidates.

The Manager is responsible for liaising with the Human Resources Department to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

The Human Resources Department will forward an induction kit to the new employee for their completion.

VISA APPLICATION REQUIREMENTS FOR APPLICANTS STILL ABROAD

The agent will ensure that the following paperwork is available

From overseas by candidate

- 3 Passport size photos (Back Notarized)
- CV / Resumes personally signed on each page with a fingerprint
- Reference letter of 4+ years. Experience in cleaning/MQRIC receipt with valid **email**, **postal address** and **contact number**
- All pages of passport (Front page notarized)
- Police clearance / Conduct
- ID form C (only the last page) signed with a fingerprint
- Job description (only the last page) signed with a fingerprint
- Personalized work contract - provided by the company (only the last page) signed with a fingerprint
- Medical Certification of Health Status (chest x-ray, blood test etc.)
- Medical Immunisation Record
-
- Driving Licence (in some Cases were driving is required)

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Office Documents Required

- Covering letter on letterhead
- Site of work
- 3 Advertisement (1 ETC and 2 others)
- Company contract with mentioned place of work
- Declaration of suitability

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APPOINTING MEMBERS OF STAFF

It is important that all candidates have a positive experience, and realistic expectations should be set in terms of timescales for making decisions about appointment. The Chair of the interview panel should discuss the job offer with the Resourcing & Reward team, and then contact the successful candidate to make a formal offer in line with agreed guidance.

All unsuccessful candidates will be advised of the outcome by the Resourcing & Reward team. In the case of internal applicants being unsuccessful, the recruiting manager will communicate this directly.

Offers of employment are subject to pre-employment checks, as detailed in the guidance, and a start date should take account of the time required to complete these. Social networking sites must not be used as a means of screening, as this could breach privacy and protection regulations.

If an unsuccessful interview candidate requests feedback, it is expected that the recruiting manager will provide meaningful feedback as soon as possible after the selection process.

A template for the provision of interview feedback is available to assist recruiting managers with this process. The Resourcing & Reward team will be happy to discuss this with recruiting managers.

In cases where the preferred candidate will be required to move home to take up a job offer from the company, a contribution can be made towards relocation expenses, in line with guidance.

LAW

This Policy and procedure are governed by the law of the Republic of Malta and are subject to the exclusive jurisdiction of the Courts of Malta.

RECORDS AND CORRESPONDENCE

All contact regarding the position is to be directed through reception, with all applications marked "Confidential" and posted to the CEO.

Letters/emails of acknowledgment should be posted to all applicants prior to the short-listing of final suitable applicants. Short-listed but unsuccessful applicants should be advised that their CV will be retained by the Human Resources Department for future reference, unless the applicant advises otherwise.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be sent a written letter advising them that their application has been unsuccessful.

All records are held in accordance with GRDP regulations

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AUTHORISATION

[Signature of CEO]

[Name of CEO]

[Date]

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APPENDIX A

INTERVIEW GUIDELINES

The purpose of an interview is to provide and obtain information that will assist in making a decision about a candidate's suitability.

Whilst each interviewer will develop their own interviewing styles, there are a number of essential characteristics of an interview that must be present in all interviews.

PRIOR TO CONDUCTING THE INTERVIEW

Review the candidate's resume before commencing the interview. This will help you feel more comfortable when the candidate arrives.

Review the similarities or differences in qualifications relating to the performance factors of the job, including:

- education or basic paper qualifications for the job;
- related work experience and areas of specialisation;
- additional experience (such as special interests or volunteer activities) in which the candidate might have developed skills related to the position.

CONDUCTING THE INTERVIEW

Asking questions is an important part of the interviewer's role; it is not, however, their only responsibility. A good interviewer must also:

- reduce communication barriers;
- maintain control of the interview;
- ensure that the candidate reveals what the interviewer wants to know, not simply what the candidate wants to tell; and
- create a friendly, conversational atmosphere.

Having the candidate respond to questions and prompts will encourage them to do most of the talking while the interviewer ensures that all relevant topics are covered. The interviewer may be required to ask a question a second time by re-phrasing it or by returning to a particular topic at a later point in the interview.

While each interviewer develops a particular style, the following steps provide a useful guide to the structure of an interview.

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STEP 1: SET THE STAGE

It's important to create an interviewing environment that allows a candidate to put their best foot forward. An interviewer will be able to gain more information in a comfortable setting and the candidate will be left with a favourable impression of the organisation.

- Make arrangements for a private meeting room in which to conduct the interview.
- Do not allow interruptions (e.g. telephone calls etc.).
- Interviews are more comfortable if conducted in an informal "around the table" setting rather than across a desk, particularly when more than one interviewer is involved. Position the candidate so that they can comfortably direct conversation to anyone in the room.
- Introduce yourself and all members of the interview panel to the candidate (the panel members may prefer to introduce themselves).
- Body language should be relaxed and open.
- Be friendly and courteous throughout the interview. The tone should be like a slightly structured conversation.
- Sometimes it helps to begin by entering into a general conversation, for example talking about the organization and then asking the applicant to give a summary of their background.

STEP 2: OUTLINE THE AGENDA

Outline for the candidate the structure that the interview will take. This will help them to relax and will put the interviewer in control of what is to follow.

- Identify areas to be covered (e.g. the duties and responsibilities involved in the job; the candidate's education and experience and how they relate to the position; the use of hypothetical situations).
- Suggest the length of time that the interview is expected to take, and any additional time that might be spent touring the work site etc.
- Provide the candidate with a description of the duties and responsibilities of the job and an overview of the workings of the organisation.
- Avoid confusing or overly technical language. Don't oversell the job or mislead the candidate about the actual duties and responsibilities involved or the future growth expectations of the position.
- Advise the candidate that there will be an opportunity later in the interview for them to ask questions or add information that may not yet have been covered.



STEP 3: GATHER INFORMATION

Following core questions will provide structure and should take up most of the interview time; however, some flexibility is necessary to allow for follow-up questions and for questions that will arise out of each candidate's documentation. This helps to create a comfortable, relaxed tone.

Listen for evidence of both positive and negative behaviour and focus on one specific performance factor at a time. Analyse how well those behaviours and skills would carry over to the position.

The interviewing process may take some time to master, but it can be extremely effective. Probing is particularly necessary when there are gaps in the candidate's life/work history, when inconsistencies appear or when the candidate changes the subject or is evasive.

STEP 4: WELCOME ADDED INFORMATION AND ANSWER QUESTIONS

In the later stages of the interview, the candidate may have specific questions about the job, department or the organisation itself. A detailed discussion should be reserved until this point, so that the candidate won't simply tailor their answers to suit the position. This is a good time to probe for more detailed information, such as:

- "Now that I've described the job, do you have any relevant skills that we haven't yet heard about?"

Thank the candidate for coming to the interview and explain the time frame for decision-making and what the next step in the process will be.

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