

## Interview Format (60 mins)

- Introduction (5 minutes):
  - Welcome the candidate and introduce yourself and any other interviewers.
  - Provide a brief overview of the interview process and what the candidate can expect.
  - Set a relaxed and positive tone to help the candidate feel comfortable. Discuss non-work related subjects or perhaps ask about their travel to gain an understanding of their commute.
- Candidate Introduction (10 minutes):
  - Ask the candidate to provide a brief introduction of themselves, highlighting their background, experience, and interest in the role.
  - Clarify any points on the candidate's resume or application that you would like them to expand on.
- Role Overview (10 minutes):
  - Provide an overview of the role, including key responsibilities, challenges, and opportunities.
  - Highlight the importance of the role within the organisation and its impact on the overall business.
- Competency-Based Questions (20 minutes):
  - Ask a series of competency-based questions related to the key skills and attributes required for the role, such as organisational skills, communication, leadership, problem-solving, etc. Refer to the list of competency based interview questions for ideas.
  - Allow the candidate sufficient time to provide detailed responses, and probe further if necessary to gain a deeper understanding of their experiences and capabilities.
- Candidate Questions (10 minutes):
  - Invite the candidate to ask any questions they may have about the role, the company, or the working environment.
  - Provide honest and informative answers to the candidate's questions to help them make an informed decision about the position.
- Closing and Next Steps (5 minutes):
  - Summarise the main points discussed during the interview and thank the candidate for their time and participation.
  - If necessary, outline the salary and benefits, intended start date and onboarding plan.

- Inform the candidate about the next steps in the hiring process, such as when they can expect to hear back from you or if there will be any additional interviews or assessments.
- Note-Taking and Evaluation (Ongoing):
  - Throughout the interview, take detailed notes on the candidate's responses, observations, and overall suitability for the role.
  - After the interview, evaluate the candidate based on their responses, qualifications, and how well they align with the requirements of the position.
  - Use your notes to provide feedback to other members of the hiring team and to inform your decision-making process.