



Part one – shortlisting

Telephone discussion with panel chair to understand desired ‘look-fors’ from the ideal candidate to guide the shortlisting process.

Assess applications and compile a shortlist for panel consideration

Part two – facilitate recruitment process

Conduct telephone meeting with panel to:

- Brief on shortlisting process and review shortlisted candidates
- Agree final candidates to invite for interview
- Determine location and timing for interviews
- Discuss key qualities required from the ideal candidate in interview
- Discuss interview questions and interview process

Draft interview questions and process for panel review if required

Candidate care:

- Schedule interviews with selected candidates and send confirmation emails
- Field any pre-interview enquiries
- Send any pre-interview preparation if required
- Develop candidate version of the interview questions for perusal if required

Provide the panel with:

- Interview agenda
- Interview assessment templates for note-taking in the interviews

Part three – conduct interviews

Attend the interviews and capture notes including panel discussion as a panel member and/or scribe

Part four – finalise selection reports

Conduct referee checks for the successful candidate and any merit-listed candidates

Write up selection report for the panel

Contact candidates from interview to advise of the outcome and offer feedback