



Reassessing the Job – When a vacancy occurs, do you	Yes	No	Unsure
Consider the impact of the job on your plans and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider whether the function has changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider whether work patterns, new technology or products have altered the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider whether there are any changes anticipated which will require different, more flexible skills from the job holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Descriptions – Do your job descriptions	Yes	No	Unsure
Contain a job title?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline the purpose of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe the relationships, authorities and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline your business' vision and values?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe the key tasks and results required for the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Person Specifications – Do your person specifications	Yes	No	Unsure
Describe the relevant skills and abilities needed for the role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline any specialist qualifications required for the role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe the relevant experience required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specify the personal qualities you are looking for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe the competencies and attributes required for the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection Methods	Yes	No	Unsure
Do you use different selection methods to supplement the interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the selection methods used relevant to the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertisements	Yes	No	Unsure
Does your advertisement contain the following information:			
▪ How to apply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Application closure date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Salary scale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Whether the role can be filled through a job-share or part-time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your advertisement less than 150 words, excluding the above information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Application Pack – Does your application pack include the following:	Yes	No	Unsure
A job description that includes the person specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General information about your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main benefits of employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates of interviews if known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of selection panel membership?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about any assessment tests that will be used as part of the selection process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short-listing Applicants	Yes	No	Unsure
Does short-listing should take place as soon as possible after the closing date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you match evidence from the application against the requirements set out in the person specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you NOT discriminate against applicants on the basis of gender, marital status, religion, disability, age, race or ethnic origin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a scoring system to identify to what extent each applicant meets the short-listing criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning for the Interview	Yes	No	Unsure
Do you agree on the role and area of questioning of each panel member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan the structure of the interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you develop the questions streams questioning necessary to ensure you fully test the applicant' against the person specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree on the process by which a decision will be made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you clarify the procedure for requesting documents to check eligibility for the individual to work in NZ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree on what notes will be taken and by whom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invitation to Short-Listed Applicants	Yes	No	Unsure
Do you request for details of any particular needs/adjustments e.g. parking, access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise the date, time, and location? Providing maps, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise starting and finishing times (including time to complete any selection exercises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise details of selection methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise the names and job roles of panel members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ask them to bring their qualifications, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you request proof of eligibility to work in NZ, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting the Interview – Setting the Scene	Yes	No	Unsure
Do you spend time establishing rapport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you introduce each member of the panel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you explain how the interview will be structured and approximately how long it will take?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you explain how other selection methods will be used, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise the candidate that notes will be taken throughout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Conducting the Interview – Acquiring Information	Yes	No	Unsure
Do you begin with open and easy questions, which encourage the candidate to talk and relax as much as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use question streaming to explore capabilities required in the person specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant do 70–80% of the talking?.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you allow silences after asking your questions for the candidate to gather his or her thoughts before answering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ascertain the applicant's salary expectations without making or implying commitment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting the Interview – Supplying Information	Yes	No	Unsure
Do you provide applicants with enough information about your business, the vacancy and the relevant terms and conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check to see if the applicant has any questions or anything to add which has not been covered during the interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting the Interview – Conclude	Yes	No	Unsure
Do you give a clear statement of when and how the outcome will be communicated to the candidate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you thank the applicant for attending?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure applicants can find their way out of the building and escort them as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your applicants finish the interview process feeling that they have been properly and fairly assessed and that they would want to work at your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting the Interview	Yes	No	Unsure
Is everyone involved in the interview well prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all applicants treated consistently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your interviews assess more than their self-presentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting Reference Checks	Yes	No	Unsure
Do you conduct at least 3 reference checks per applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you obtain written permission prior to conducting reference checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notifying Applicants of the Results	Yes	No	Unsure
Do you complete a letter of offer and include with it a copy of the employment agreement and job description, for all successful applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise all unsuccessful applicants and return their CVs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyse the Recruitment Process	Yes	No	Unsure
What worked well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What was not effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the objectives achieved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the planning appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What was the balance of the talking time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How much information was obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What should be improved next time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>