



## Guidelines

Congratulations if you have been shortlisted for an interview. These guidelines will help you prepare for your interview.

### Selection process

The City is committed to ensuring that our recruitment and selection process is fair and equitable at all times.

Applications received by the closing date will be evaluated by a selection panel. This evaluation is performed to identify the most suitable applicants to be interviewed. If you are selected for an interview, you will be contacted by telephone to organise a date, time and place to conduct the interview.

If you are not contacted for an interview within two weeks of the closing date, your application has not been successful. However you may contact the Human Resources team to obtain feedback.

### Preparing for an Interview

- Be aware of what the job involves. This is identified in the advertisement for the position and also in the Position Description.
- Focus on the requirements, and think of examples and work situations where you have applied the relevant skills and abilities.
- Focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.

### Interview process

Interviews are conducted by a panel, which means that two or three City employees will interview you. One of the panel members is usually the manager or supervisor you will report to if your application is successful. To make the selection process as fair as possible, we ask each candidate the same questions, and all questions are job related. Do not assume that any of the panel members knows your suitability for the position, even though you may have worked with them or have had experience in the position for which you have applied.

You will be asked to arrive 10 minutes prior to your interview time and will be given a copy of the interview questions to enable you to prepare some responses before the interview commences. During the interview, panel members will take notes and assess your answers, enabling each candidate to be assessed in a fair and equitable manner.

Applicants may be required to undertake other selection tests such as computer skills tests, aptitude tests, and scenarios. Applicants will be notified prior to the interview if this is required. Applicants may also be required to attend a second interview.



## **Interview results**

All interviewees are advised of the outcome of their application within a few weeks of the interview. Applicants interviewed are welcome to obtain feedback from the Human Resources team.