



## PANEL INTERVIEW QUESTION SHEET

### Position Title, Division, Level, Position Number

**Applicant:** \_\_\_\_\_

**Panel Member:** \_\_\_\_\_

#### **Chairperson's introductory comments:**

- Welcome / thanks for attending and introduction of panel members.
- Brief outline of the department.
- Brief outline of the advertised role and expected daily duties/hours.
- The questions relate directly to the duties and work-related requirements in the job description form.
- Each panel member will be involved in asking the questions and will take notes
- **Insert Number** minutes has been allowed for the interview.
- The assessment will be on the basis of the application, interview, referee reports and any other evidence collected during the assessment process.
- You will have an opportunity to ask questions at the end of the interview.

Position Requirements	RATING
ESC1 -	
ESC2 -	
ESC3 -	
<i>Insert more columns if needed</i>	

Rating Scale	
(E) Exceeded the criterion:	- Identified and linked all relevant issues. - Described the situation and skills applied at a high level. - Displayed high levels of initiative and/or innovation. - Identified significant opportunities. - Achieved outcomes of a high standard.
(FD) Fully demonstrated the criterion: -	Identified and linked most relevant issues. - Described the situation and skills applied. - Displayed good level of initiative and/or innovation. - Identified opportunities with good impact. - Achieved good, relevant outcomes.
(D) Demonstrated criterion: -	Identified and linked some relevant issues. - Somewhat described the situation and skills applied. - Displayed some initiative and/or innovation. - Identified opportunities with some



	impact. - Achieved some relevant outcomes.
(ND) Did not demonstrate the criterion: - -	Identified few or no relevant issues. - Provided few or no specific examples. - Displayed little or no initiative and/or innovation. - Identified opportunities with very little or no impact. - Achieved few or no outcomes.



## Question 1:



## Question 2:

### Question 3:



***(Insert more questions and lines if need be)***

## **Chairperson's closing comments:**

- That is the end of our questions.
- Do the other panel members have any further questions?
- Do you have any questions you would like to ask the panel?



- Feedback regarding your application will be available on request after the selection is finalised.
- Referee checks form part of the assessment process, are your referees current and available for contact?
- The successful applicant will be required to provide a Police Clearance check and COVID-19 Vaccination evidence prior to commencement.
- Our department utilises a four (4) day review period whereby unsuccessful applicants may lodge a formal application for review of the process if they are of the opinion that the Employment Standard has not been adhered to.
- We are looking to get this processed finalised as soon as possible and you will receive formal notification of the outcome via email.
- Thank you.

### **Additional comments:**