

19 April 2022

s 9(2)(a)

Tēnā koe s 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your Official Information Act request of 31 March 2022 for:

1. *Would a candidate applying for a leadership/management type position in your organisation be required to do a task before the interview? (i.e. a phone screen, pre-test, etc) Or would the candidate have to complete a task after the interview such as - an aptitude test, numeracy/literacy or psychological profiling? Or are the interview and reference checking essentially the total recruitment process?*
2. *How are applicants chosen to be interviewed? (See the options below from a to c)*
 - (a) *A representative from Human Resources goes through the candidate pool of CV's received?*
 - (b) *A representative from HR and the hiring manager go through the candidates?*
 - (c) *The hiring manager acting alone selects who is to be interviewed?*
3. *Does your organisation use 'BEI' type interviews for middle/senior leadership/management interviews?*
4. *If the answer to the above is 'no' how would you describe the type of interviews that are carried out?*
5. *Is a representative from HR on the interview panel? (Never/Always/Some times?)*
6. *For 'BEI' style interviews does each panel member score the candidate and then these scores are combined to tally up to a grand total score?*
7. *Could a candidate who scores lower than the top scorer (e.g. came in second) still be considered the preferred candidate?*
8. *What are some of the factors or conditions that might give rise to the above in question #8 above? (I.e. – team fit, personality, how panel felt about them?) Other factors?*
9. *Are those in your organisation who do the interviewing trained in the BEI interview method?*
10. *Once a candidate has been selected and employed by your organisation do you keep a record of how long he/she stays with the organisation? (length of tenure)*
11. *Or do you keep records of how that candidate is tracking regards their role? (good performance appraisals, improvements plans? Unsatisfactory performance?)*

12. *Have you ever surveyed applicants who have been interviewed as to how they feel about the BEI interview process? If so, please share these results.*
13. *Does your organisation ever use recruitment firms to source candidates? (I.e. this approach is sometimes use for specialist positions or senior management type roles)*
14. *The candidate pool since Covid – March, 2020. In your view has the pool of candidates changed or got smaller since March, 2020. Has it taken longer to recruit for roles or have some roles remained vacant? Have there been other flow on effects since Covid impacted in March 2020?*

The information you have requested is enclosed as Appendix One.

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Kellie Coombes
Secretary for Women

APPENDIX ONE

Question	Response
<p>1. Would a candidate applying for a leadership/management type position in your organisation be required to do a task before the interview? (i.e. a phone screen, pre-test, etc)</p> <ul style="list-style-type: none"> - Or would the candidate have to complete a task after the interview such as - an aptitude test, numeracy/literacy or psychological profiling? - Or are the interview and reference checking essentially the total recruitment process? 	<p>Manatū Wāhine Ministry for Women encourage phone screening when there are a large number of candidates who have been shortlisted.</p> <p>On occasion, there are times where we may request phone screening for managerial vacancies.</p> <p>Whenever phone screening is used as a tool, we are careful to reduce potential bias by using a consistent script. As phone screening is usually used to screen for particular skills about which there is limited detail in application documents, the specificity of what we are asking about provides some further guardrails to minimise bias.</p>
<p>2. How are applicants chosen to be interviewed? (See the options below from a to c)</p> <p>(a) A representative from Human Resources goes through the candidate pool of CV's received?</p> <p>(b) A representative from HR and the hiring manager go through the candidates?</p> <p>(c) The hiring manager acting alone selects who is to be interviewed?</p>	<p>A then B.</p>
<p>3. Does your organisation use 'BEI' type interviews for middle/senior leadership/management interviews?</p>	<p>Yes for all interviews.</p>
<p>4. If the answer to the above is 'no' how would you describe the type of interviews that are carried out?</p>	<p>N/A</p>
<p>5. Is a representative from HR on the interview panel? (Never/Always/Sometimes?)</p>	<p>Sometimes.</p>
<p>6. For 'BEI' style interviews does each panel member score the candidate and then these scores are combined to tally up to a grand total score?</p>	<p>Yes</p>
<p>7. Could a candidate who scores lower than the top scorer (e.g. came in second) still be considered the preferred candidate?</p>	<p>Not typically – the assessment matrix is built to encompass the elements we want to address.</p>
<p>8. What are some of the factors or conditions that might give rise to the</p>	<p>N/A</p>

<p>above in question #8 above? (i.e. – team fit, personality, how panel felt about them?)</p> <p>- Other factors?</p>	
<p>9. Are those in your organisation who do the interviewing trained in the BEI interview method?</p>	<p>The Manatū Wāhine Ministry for Women Human Resources team provide support for employees who are unfamiliar with the BEI interview method.</p>
<p>10. Once a candidate has been selected and employed by your organisation do you keep a record of how long he/she stays with the organisation? (length of tenure)</p>	<p>Yes, length of tenure of Manatū Wāhine Ministry for Women employees is tracked.</p>
<p>11. Or do you keep records of how that candidate is tracking regards their role? (good performance appraisals, improvements plans, unsatisfactory performance?)</p>	<p>Yes</p>
<p>12. Have you ever surveyed applicants who have been interviewed as to how they feel about the BEI interview process?</p> <p>- If so, please share these results.</p>	<p>No</p>
<p>13. Does your organisation ever use recruitment firms to source candidates? (i.e. this approach is sometimes use for specialist positions or senior management type roles)</p>	<p>Yes</p>
<p>14. The candidate pool since Covid – March, 2020. In your view has the pool of candidates changed or got smaller since March, 2020.</p> <p>- Has it taken longer to recruit for roles or have some roles remained vacant?</p> <p>- Have there been other flow on effects since Covid impacted in March 2020?</p>	<p>Yes, it has taken longer to recruit for roles and there have been fewer international candidates.</p>