

Irirangi Te Motu
NZ On Air



Level 2
119 Ghuznee Street
P O Box 9744
Wellington 6141
New Zealand

info@nzonair.govt.nz
www.nzonair.govt.nz

Tel: 04 382 9524
Fax: 04 382 9546

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By email: [REDACTED]

Tēnā koe [REDACTED]

Official Information request and response

Thank you for your request under the Official Information Act ("OIA") dated 31 March 2022.

Please find attached a list of responses to your queries.

For your information, funding provided by NZ On Air for all successful projects is [searchable](#) on our website. You can also [sign up](#) to receive our regular industry newsletter via our website.

You have the right to refer this response to the Ombudsman if you are dissatisfied with it. More information on how to do this is [here](#). NZ On Air proactively releases information in accordance with the Government's commitment to the Open Government Partnership National Action Plan. This includes publishing responses to requests for information under the OIA. Please note that this response (with your name removed) will be published on the NZ On Air website shortly and will remain on our website for 12 months.

Thank you for your interest in our work.

Yours sincerely

Sharon Kerry
HEAD OF CORPORATE SERVICES

Under section 12(2) of the Official Information Act I am seeking answers to the questions below.

- 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?**

For Senior Leadership/Management positions, the following checks would apply:

- Pre-screening with the recruitment agency
- Serious misconduct checks (Public Service Association)
- Right to work in Aotearoa New Zealand
- Ministry of Justice Criminal Records check
- Conflict of Interest
- Tertiary qualification verification from the institution/s that they graduated from (if applicable)
- Credit check
- Social media and online reputation check
- Two interviews (one formal and one often more informal)
- Two reference checks

- 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?

Option B – For an internal recruitment process, there is a combination of both HR and the hiring manager. This means we are able to eliminate bias in our selection process. When using recruitment agencies, we will only see a long list of suitable applications, sometimes this means both HR and the hiring manager will not review any unsuitable applications.

- 3. Does your organisation use 'BEI' type interviews for middle/senior leadership/management interviews?**

Yes. We often use the following process: Explain the situation, the actions you took and the outcome so we can better understand the suitability of a candidate's skills, knowledge and their ability.

- 4. If the answer to the above is 'no', how would you describe the type of interviews that are carried out?**

N/A

- 5. Is a representative from HR on the interview panel? (Never/Always/Sometimes?)**

Since recruiting an HR advisor in June 2021, this role has sat on all first interviews.

- 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?**

No. We do not use a rating scale to evaluate candidates' responses.

7. Could a candidate who scores lower than the top scorer (e.g., came in second) still be considered the preferred candidate?

We do not use a rating scale to evaluate candidates' responses. There are several other factors that are assessed during an interview that would be taken into account at the end of an interview.

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?

Other factors being assessed in an interview are role dependent and may include:

- Timeliness
- Preparation
- Presentation of oneself
- Overall impressions from those staff who the candidate interacted with prior to the interview, e.g., receptionist, communication with HR throughout the recruitment process
- Being clear and concise when responding
- Team and organisational fit
- Showing an understanding of the role and our organisation

9. Are those in your organisation who do the interviewing trained in the BEI interview method?

We have not conducted formal training on BEI training; however, we ensure a pre-interview debrief occurs ahead of all interviews to ensure we agree to the questions being asked and the outcomes we want to achieve from each question and the interview overall.

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)

We record start date and termination date on all individual personnel files. We also record length of service.

11. Or do you keep records of how that candidate is tracking regards their role? (Good performance appraisals, improvements plans? Unsatisfactory performance?)

Yes. We have performance plans in place, which are designed to ensure deliverables and objectives are clear and regular reviews of these occur to support our people to succeed. This also aids as an improvement plan if there are areas that need addressing. We have a warning and dismissal policy in place if we are experiencing repeated poor 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.

No.

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)

Yes. Since recruiting an HR Advisor in June 2021, we have reduced our use of agencies, however, we still utilise agencies for all senior leadership positions or as and when needed to support specific requirements. Those requirements may be where there is a skills shortage for a particular role and it would require a greater level of time to conduct a search for candidates, or where we are required to fill a position quickly and need a dedicated resource to find suitable candidates.

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?

All roles within NZ On Air have been filled and we do not have any outstanding positions.

For all positions since March 2020, we have managed to attract a strong pool of applicants, however the speed at which we have needed to move through the recruitment process has added pressure and, in some instances, has meant we have lost candidates due to other offers being made.