

# Recruitment Process

## Interviewing

### Template

#### *Example only*

#### **Consumer Advisor Interview Process/Questions**

##### **Process of Interview**

Welcome the applicant and support people (if attending).

General introduction of interviewers and information about the position and the organisation.

Ask if the applicant has any questions about the interview process before commencing.

##### **Questions**

What is your understanding of the consumer advisor position?

What skills and experience relevant to the position do you bring?

What is it that appeals to you about the consumer advisor position?

Please describe any previous experience you have had in:  
[TASKS RELEVANT TO THE POSITION]

What contact do you have with consumer groups/networks?

From your perspective, what are some important consumer issues that affect us/our lives?

Can you describe your understanding of issues in mental health for Māori and in particular Tāngata whaiora?

How is the Treaty of Waitangi relevant to consumers? Relevant to health in general?

What are some of the issues for other cultures? E.g., Pacific Nations, Refugees.

Have you worked in an identified consumer position before? If yes, please describe; if no, how would you feel being 'out'?

Have you worked in a team before? What were the advantages/disadvantages? Please describe.

Looking at the job description, what (if any) may be your training/development needs?

##### **General Questions**

(Accommodations) Can you describe any specific things we could do to assist you in your position here?

(Availability) When would you be available to start?

##### **The applicant's questions?**

##### **Describe the process from here for selection and advising applicants.**

Provide information about the salary range, leave entitlement and employment conditions for the position.

##### **Thanks and Closing.**