

Planning an Interview Programme

This factsheet is designed for interview programmes resulting from an international search where the University wants to ensure that all candidates are fully welcomed into the University community and gain an in-depth understanding of the role, the University and the city during their visit.

A successful interview programme will enable the selection panel to make informed decisions about the candidates based on the selection methods undertaken and will enable the candidates to make informed decisions about whether this is the right opportunity for them.

Candidate Hospitality

Arrange for someone to welcome the candidate at the airport and deliver them to their accommodation. Ideally, it would be most welcoming to have the candidate met by a member of the department at the airport. This is particularly important for any candidates travelling internationally to attend the interview.

Arrange for a host to give them a tour of the campus and accompany them to and from interview and other events in the interview programme. Ideally this should be someone with a potential affinity for the candidate. For example: If your candidate is from overseas, have someone who has also relocated from overseas act as their host.

Other activities you may wish to include in the programme are:

- ✘ Inviting the candidate to meet any special interest groups or staff with whom he or she may also have an affinity.
- ✘ Hosting a lunch and/or dinner with the candidate and key departmental contacts.
- ✘ Arranging a meeting for the candidate with your HR recruitment contact to discuss relocation support, any HR related topics of interest and guidance on useful resources.
- ✘ Arranging for the candidate to attend any campus events that may be of interest, for example: open lectures, lunch time theatre or concerts. This is the ideal opportunity to provide an impression of the University community.
- ✘ If the candidate is accompanied by their partner, consider the partner's requirements and whether there are any staff with whom he or she may have an affinity or campus events that may be of interest. They are welcome to attend the relocation meeting with HR referred to above and it may be possible to arrange a meeting with the local [Settlement Support Co-ordinator](#). If the partner is also seeking career opportunities, it may be possible to arrange meetings with local recruitment consultants or potential employers.

Ensure there is space in the itinerary for the candidate to have some free time to relax – particularly if they may be affected by jet lag!

Care should be taken to the interview programme is equitable e.g. wherever practicable ensuring the same composition of guests at any informal events.

Internal applicants should be extended comparable courtesies as external applicants e.g. information provided, invitations to social events and access to equipment/IT support.

The Interview Programme

The Chair is responsible for arranging the interview programme. For an academic role, this typically includes an interview, presentation of a formal seminar, and a programme of informal activities. There may be other forms of assessment. The selection panel are responsible for assessing the candidates and making selection decisions.

It is important to plan the assessment process fully, particularly if other staff will be participating in the interview programme and have the opportunity to provide feedback to the selection panel (e.g. reviewing the CVs or attending seminars). Ideally, feedback should be provided in writing and clearly relate to the identified selection criteria. Anyone contributing to the selection process should be made aware of the importance of objectivity, for example, attending all applicant seminars or none at all.

Preparation – the candidate

Taking the time to provide the candidate with relevant information in preparation for their visit sends a positive message about how we treat our potential employees and our interest in ensuring they have all the information they need to assess us as an employer.

Provide a letter of welcome, confirming the day and time of the visit, travel and accommodation arrangements, list of expenses that are reimbursable and contact information. Be aware that international candidates may be asked to provide this letter for immigration purposes.

Inform the candidate about the equipment and IT support that will available during the process and ask whether they have any additional requests or any other requirements. Check whether the candidate or their partner would like to discuss relocation and settlement support options during their visit.

Organise travel and suitable accommodation (wherever possible, pay for travel arrangements rather than reimbursing the candidate). Refer to the [Travel Planning Procedure](#) and [Travel and Travel Related Costs Policy](#) for more information. Ensure transport to and from the airport has been organised.

Check whether the candidate has any specific dietary requirements or disability related requirements. Ensure that accommodation, transport, venues and hospitality arrangements are appropriate.

Ideally, you will be able to send the candidate a full itinerary for the visit including a complete schedule of events in the interview programme and the names and titles of individuals they will meet. If there are any social events planned, provide a brief description and any dress code.

Consider providing additional information about the department, the University and the location, e.g. a department newsletter; information about relevant research groups; information about the New Zealand, the region and/or City the role is based; and information about relocation.