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| Position Title |  | | |
| Name of Interviewee |  | | |
| Names of Panel Members |  |  |  |
| Date Interviewed |  | | |

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| **#** | **Tasks/Activities** | **Who** |
| **1** | **Welcome, Introductions, Acknowledgement of Country** | Chair |
| **Brief Description of Agency** | Chair |
| **2** | **Description of Position and Responsibilities**   * **Home Stretch WA Model – brief description** * **Position – brief description** * **Terms of the role** * FTE - part time/full time/fixed term maximum term opportunity until [insert date] * Location of work | Chair |
| **3** | **Interview Questions** | Panel |
|  | **Employee Terms and Conditions:**   * Employed under [insert name of Agreement] * Probation Period - [insert Probation time period] * Salary Range - [insert $salary range] * Salary Packaging Benefits - [insert Salary Packaging Benefit details] * Superannuation 10.5% * Entitlements – Annual, Sick, Purchased, LSL - [insert Entitlements details] * Hours of work – [insert No. of hours per week] | Chair |
| **4** | **Additional information from candidate** | Panel |
| **5** | **Next Stages**   * Ask the candidates if they are successful in progressing through to the next stage are they happy for us to contact their referees?  Ask them to please send through an email with their referee details for a current/previous line manager/supervisor that they worked with within the last five years. * Panel member contact interviewees to advise on outcome (within 2 weeks of interview date) | Chair |
| **6** | **Panel Discussion** | Panel |
| **7** | **Complete Evaluation Sheet (refer to last page for template)** | Panel |

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| **INTERVIEW QUESTIONS** |

**The guide for Applicant scoring:**

**E** = Exceeded the Criterion

**FD** = Fully Demonstrated Criterion

**D** = Demonstrated Criterion

**ND** = Did not demonstrate the Criterion

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| **1.** | **General** | **E  FD  D  ND** |
|  | Tell us a little bit about yourself, what you know about the agency and what attracted you to working for this agency and this role in particular? | |
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| **2.** | **Task Management** | **E  FD  D  ND** |
|  | There are a range of tasks that are required from the Home Stretch WA Transition Coach role. Tasks include coaching young people, visits, case management, working with and supporting Aboriginal young people, and a range of administration duties.  Can you please tell us about how you manage and prioritize competing tasks and deadlines? | |
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| **3**. | **Outreach Work** | **E  FD  D  ND** |
|  | A significant part of the Home Stretch WA role involves assertive follow up and engaging with individuals in the community in an outreach capacity. This will include meeting in their homes or public environments.  Can you describe your approach to outreach work, and provide an example of how you have applied that approach? | |
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| **4**. | **Case Study** | **E  FD  D  ND** |
|  | What is your understanding of some of the trauma and complexities to be mindful of in relation to young people leaving care?  **Case study**  You have been working with Carla for 3 weeks. Carla needs stable accommodation as her immediate family of 9 are involved with drug abuse and alcohol abuse. You attempted to contact Carla via mobile phone for the past 8 days, however the mobile phone is disconnected which is unusual for her. Carla often mentioned the safety issues in amongst her home with some family members becoming aggressive and violent when intoxicated.  What are your immediate thoughts about this scenario?  How would you respond? Why? | |
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| **5**. | **Working with Aboriginal People** | **E  FD  D  ND** |
|  | Tell us what you would need to take into consideration when working with Aboriginal people and families and carers, specifically those engaged in the child protection system? | |
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| **6**. | **Young People** | **E  FD  D  ND** |
|  | How do you support young people to be active participants in your work with them?  What approaches do you take to make sure young people have a say in how they are supported and encourage self-determination? | |
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| **7.** | **Working in a Team** | **E  FD  D  ND** |
|  | What do you consider to be essential in a strong team?  What do you bring to a team? | |
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| **8.** | **Housekeeping** | **E  FD  D  ND** |
|  | What is your notice period and when would you be available to start? (If applicable) | |
|  | Are there any restrictions to your working availability? i.e. Any holidays coming up that we will need to plan around | |
|  | What are your salary expectations? | |
|  | All of our staff are required to provide a police certificate and a working with children check prior to commencing. Are able to supply this? | |
|  | All of our staff are required to demonstrate valid working rights. Are you able to supply this? | |
|  | Do you have any questions for us? | |

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| **GUIDE FOR APPLICANT SCORING** | | | |
| **E Exceeded the Criterion** | FD Fully Demonstrated Criterion | **D Demonstrated Criterion** | **ND Did not demonstrate 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. | * 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. | * 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. | * 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. |

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| **Master Assessment sheet** | | | | | | | | |
|  | **Candidate 1** | | **Candidate 2** | | **Candidate 3** | | **Candidate 4** | |
| **Name** |  | |  | |  | |  | |
| **Formal Quals** |  | |  | |  | |  | |
| **Experience** |  | |  | |  | |  | |
| **Professional/ technical knowledge** |  | |  | |  | |  | |
| **Skills** |  | |  | |  | |  | |
| **Attributes** |  | |  | |  | |  | |
| **Overall evaluation** | Recommended  Acceptable  Not recommended | | Recommended  Acceptable  Not recommended | | Recommended  Acceptable  Not recommended | | Recommended  Acceptable  Not recommended | |
| **Accepted position** | **Y** | **N** | **Y** | **N** | **Y** | **N** | **Y** | **N** |

**Y**  **N**  Referees contacted for preferred candidate

**Y  N**  Selection Authorisation form completed

**Y  N**  All Interview paperwork completed - return to P&C