



## Procedure - Interview Questions & Reference Checks

Interviews and reference checks are conducted at Pacific SLSC to explore applicants' backgrounds, work history, skills and values, and evaluate their suitability to work with children and young people.

### Interviews

A minimum of 3 panel members will conduct the interview.

During the interview process, ensure that you ask appropriate and informative questions that will help you select the most appropriate person for the role. The responses provided by the applicant give you an opportunity to consider how well they will uphold our club's values, and our statement of commitment. Make sure you ask a number of questions that explore the candidate's capacity to contribute to our organisation's safe and supportive environment. Consider using a combination of question types, including:

- scenario-type questions that explore how an applicant might behave in employment-related situations
- open-ended questions that allow the applicant to provide detailed answers, and
- probing questions which ask applicants to elaborate on the answers that they have provided to previously asked questions.

As an employer with a responsibility to provide a safe and supportive organisation for children and young people, Pacific SLSC has the right to question any inconsistencies in a person's work history.

### **Document Reference:**

Interviewees will need to use the: *Interview Questions Form*

A copy must be kept in the personnel files held by the club. This document includes questions for prospective volunteers, staff, committee members who will be involved with junior &/ or youth activities.

◇ **Remember:** there is **NO** reason to know someone's age, marital status, or sexual preference to determine if they can perform the job and whether they may be of harm to children. Questions relating to age, marital status or sexual preference breach Equal Opportunity law.

## **Reference checks**

If an applicant has provided a written reference from a referee, or lists a referee on their application, you must confirm it is authentic by contacting the referee.

Checking referee reports is a vital part of any selection process. Ensure that you perform referee checks to allow you to confirm the applicant's work experience and suitability for the position and verify information provided by an applicant in their application and during an interview.

### ***Document Reference:***

Interviewees will need to use the: *Reference Check Form*

A copy of the completed form for each referee must be kept in the personnel files held by the club. This document includes questions for referees regarding the prospective applicant who will be involved with junior &/ or youth activities.